

Academic Policy & Planning Committee Agenda

Meeting: Thursday April 12, 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: March 28, 2018

Approval of the Agenda:

Chair Comments:

- Package Proposal
- Disciplines List
- Cooperative Work Experience – 5CCR Div 6 Ch 6 Sub 3 Art 4. Refer to the specific sections.
- MyHancock Portal > Faculty Resources > Curriculum Development

Information Item: Cooperative Work Experience – Thomas Lamica

Examples:

CWE 149 Cooperative Work Experience Occupational

CWE 302 Cooperative Work Experience General

CWE 136 Cooperative Work Experience Internship

Action Item: Review Date

- What constitutes a thorough review of a course-outline-of-record?

Action Item: Roles and Responsibilities: AP&P Chair and Vice-chair

Information Item: Out-of-Date Course Outlines of Record

Consent Agenda: Review the different proposals and determine if the “Review Date” can be updated. Make recommendations if needed.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Drop	BIOL 135	Natural History of California	Program Impact: AA Liberal Arts: Math and Science (for Transfer) AA Liberal Arts: Math and Science (Non-transfer)
Course Drop	BIOL 145	Desert Ecology	Program Impact: AA Biology
Major Modification Textbook Change	DA 380	Dental Assisting Skills Lab (Lab 0.5) LOE: Admittance to the Dental Assisting Program or successful completion of program requirements Modification: Text.	Verify currency of the book: Bird and Robinson. 2018. 12 th edition.
Course Drop	EMS 303	Paramedic Prep (Lec 2.5)	Prerequisite: EMS 333 Program Impact: AA EMS CofA EMS CofA EMS: Paramedic
Corrections	MATH 521	Foundations of Mathematics (Lec 6) DL: Yes Modifications: SLO to match with PLOs.	Move LOE “Not open to students who have passed MATH 511” to catalog Description.
Minor Program Modification	MATH	Associate in Arts Mathematics with Physics Emphasis Justification: Update PLO language to make SLO assessments easier.	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Package Proposal	A group of proposals that are bundled to facilitate review and approval at the same time.		
WKPR	Workforce Preparation (NC) This noncredit certificate program provides adult students with disabilities the skills they need for success in the workplace. The program aligns contemporary work readiness skills with opportunities for employment so that individuals can obtain and maintain competitive integrated employment through development of work readiness skills.		
New Noncredit Course	WKPR 7800	Career Readiness and Planning Credit Hours: 9-12 Hours	Format. Need: Feasibility Analysis
Justification: The need for this course was identified in the planning stages of the Adult Education Block Grant (AEBG) in which we surveyed students, faculty, employers, and community organizations. The course prepares adult students with disabilities with the skills they need for success in the workplace. This course will be part of a noncredit certificate program, Workplace Readiness for Adults with Disabilities, and will be cosponsored by the Tri-Counties Regional Center.			
Determination of the Demand: The need for this course was identified in the planning stages of the Adult Education Block Grant in which we surveyed students, faculty, employers, and community organizations. The courses prepare adult students with disabilities with the skills they need for success in the workplace. This course will be part of a noncredit certificate program, Workplace Readiness for Adults with Disabilities, and will be cosponsored by the Tri-Counties Regional Center. We expect approximately 20 students in the course per semester.			
New Noncredit Course	WKPR 7801	Functional Work Skills Credit Hours: 96-108 Hours	Format

New Noncredit Program		Workforce Readiness	
<p>Justification: his program was developed to meet the community need for a workforce readiness certificate program for adults with disabilities. The program provides individuals with the skills they need for success in the workplace. The need for this program and courses was identified in the planning stages of the Adult Education Block Grant through surveys of students, faculty, employers, local area high school staff and faculty, and community organizations. The program was developed in partnership with the Tri-Counties Regional Center who supports employment for adults with disabilities.</p>			
Major Modification	BIOL 128	Microbiology (Lec 3/Lab 1.5) Prerequisites: BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150 Prerequisite: CHEM 120 or CHEM 150 Modifications: Catalog Description. Units (From 5 units to 4.5 units). Grading Option. Prerequisite (Added: CHEM 150 Removed: CHEM 110). Course Objectives. Methods of Instruction. Methods of Evaluation. Text.	Comment: Field Trip was removed from the MOE. Course Impact: Co-requisite: PHYS 121 Program Impact: AA Agribusiness: Enology and Viticulture AA Liberal Arts: Math and Science (for Transfer) AA Liberal Arts: Math and Science (Non-transfer) AST Nutrition and Dietetics CofA 30-unit Option for Nursing
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.			
Major Modification	DA 380	Dental Assisting Skills Lab (Lab 0.5) LOE: Admittance to the Dental Assisting Program or successful completion of program requirements Modification: Text.	Verify currency of the book: Bird and Robinson. 2018. 12 th edition.
Major Modification	HIST 103 / HUM 103	East Asian Civilization (Lec 3) Modifications:?	Update Text. Catalog Offering: F, S, U Clarify: DL Addendum Modify SLO to indicate actual SLO.

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 125	Soils and Plant Nutrition (Lec 3/Lab 1) Advisory: CHEM 120 Rationale: The course outline is being reviewed for currency of content and updated as required. Modifications: TOP code: NEW 0104.00. Text. There were typographical and format modifications.	Consider: Switch course objectives with student learning outcomes. Separate lecture and laboratory content.
Major Program Modification NEW? Program		Agricultural Science Certificate of Achievement Required Core Courses: 14 Minimum Selected Units: 9 Total: 23	Erin Krier
Justification:			

<p>Agriculture has also been assigned as a focus for the Region by the California Community Colleges Chancellor's Office (CCCCO), and currently there is no other Community College offering this program in our service area. Agriculture is the main industry in northern Santa Barbara County and recently expanded in greenhouse horticulture and other related disciplines. According to the CCCCCO in the regional labor market profile for the South-Central Coast (includes San Luis Obispo, Santa Barbara and Ventura counties), it states that "agriculture in the three-county region is vital to the region's economy and capitalizing on niche markets. These employers account for more than 55,000 jobs. Through 2014, as many as 2,000 new jobs may be created in this sector."</p>			
Major Program Modification NEW? Program	<p>Agricultural Science Associate in Science Required Core Courses: 14 Minimum Selected Units: 9 Total: 23</p> <p>The Program Outline is essentially the same except for additional language in the Catalog Description.</p>		<p>Additional language in the catalog description: This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.</p>
Major Modification DL Update	LBRY 170	<p>Library Research Methods (Lec 2) Advisory: ENGL 513 Rationale: The course is being modified for two reasons. 1. to reflect a new textbook and 2. to add an additional option on the final capstone project that gives students more flexibility to demonstrate knowledge of learning objectives. Modifications: Typographical and format corrections. Text. DL update.</p>	
NEW Course	MMAC 129 / GRPH 129	Digital Tools for Visual Media (Lec 2/Lab 1)	<p>Nancy Jo Ward Need: AHC GE, CSU GE and IGETC specific areas and worksheet. Format. Aligned with GRPH 129. Added: Exclusion language in Catalog Description. Format.</p>
<p>Justification: This course teaches a foundational introduction to digital media that focuses on computer operations, software, media production techniques, and digital media file management. It is required for the ADT Graphic Design and will be an elective in both Applied Design/Media: Graphic Design and Multimedia A.S. degrees and certificates as it teaches students prerequisite industry standards and skills needed for success in further study of digital design and media production.</p> <p>Demand: I have been on the FDRG for the ADT in Graphics and been involved in drafting, reviewing and finalizing the TMC for Graphics. This course will be required in that degree.</p>			
Major Modification	MUS 122	<p>Piano 4 Prerequisite: MUS 121 Modifications: Course title change. (OLD: Piano Repertoire). Advisory to Prerequisite. Typographical corrections in content, assignments, and evaluation methods. Detail on Methods of Instruction.</p>	Attached: Content Review Form.
Major Modification	PHOTO 140	<p>Introduction to Color Photography (Lec 2/Lab 1) Prerequisite: PHOTO 110 or PHOTO 170 Modifications: Added an alternative prerequisite. Text.</p>	David Passage
NEW Noncredit	VOCE 7109	<p>Microsoft Windows Contact Hours: 16-18 hours</p>	Comments:

		<p>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).</p> <p>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.</p>	<p>Instructional Materials – These should list what the student needs to have to be successful in the course. SLO needs to be written as LOs.</p>
NEW Noncredit	VOCE 7110	<p>Social Media Contact Hours: 16-18 hours</p> <p>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.</p> <p>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 media to recruit employees. CareerBuilder.com surveyed employers in 2016 and found that 60% of employers use social media to research job candidates.</p>	<p>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"?</p> <p>Instructional Materials: Are these required of students?</p>

Action Item: Sunset Policy

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

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.

First Reading Only: Sunset Proposals

Note: *One proposal was submitted to CNET as Course Drop.

	Prefix & Number	Course/Program Title (units)	Comments
Course Drops: The department concurs that the course should be dropped from the curriculum.			

2 nd Appearance	ART 109	American Art	John Hood p. 1 Program Impact: AA Art – Selected units
2 nd Appearance	ART 131	Portraits	John Hood p. 3 Program Impact: AA Art – Selected units
2 nd Appearance	DANC 126	Clinic in Ballet Barre	Dianne McMahon p. 6 Stand-alone.
2 nd Appearance	DANC 167	Clinic in Intermediate Tap	Dianne McMahon p. 17 Program Impact: AA Dance – Selected units CofAch Dance – Selected units
2 nd Appearance	DANC 174	Intermediate Ballroom	Dianne McMahon p. 21 Program Impact: AA Dance – Selected units CofAch Dance – Selected units
Course Drop	EMS 303	Paramedic Prep Rationale: We are not doing the paramedic program and it is not planned for the near future. Other paramedic programs do not require this course nor does it aid in getting into that program.	Course Impact: Prerequisite: EMS 333 Programs: <ul style="list-style-type: none"> AS Emergency Medical Services: Paramedic Training – Required CofAch EMS: Paramedic Training - Required
2 nd Appearance	PE 156	Beginning Golf	Sheri Bates p. 76 AAT Kinesiology – Selected units
Request to Drop a Course – Instructor Initiated	RVT 308	Seminar for Registered Veterinary Technicians The course was successfully offered in spring 2015. It had insufficient enrollment. It is an elective course in the RVT program. There is no alternate course. The department is unanimous with the decision to drop.	Robert Seidenberg p. 78 CofAch RVT - Elective No impact. Stand-alone.
Course Retain: The department provides rationale.			
1 st Appearance	DA 380	DA Skills Lab Rationale: The course was offered successfully in Fall 2011 but was cut due to budget cuts. Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	Kathy Johnson p. 5 Refer: Consent Agenda.
2 nd Appearance	DANC 154	Pointe and Partnering Clinic Rationale: The course was offered successfully in Summer 2011. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p.8 Review Date: Fall 2017
2 nd Appearance	DANC 155	Clinic in Pilates Rationale: The course was offered successfully and successfully taught in Fall 2013. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p.11 Review Date: Spring 2017

2 nd Appearance	DANC 161	Clinic in Intermediate Ballet Rationale: The course was offered successfully and successfully taught in Summer 2015. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p. 12 Review Date: Spring 2017
2 nd Appearance	DANC 162	Clinic in Jazz Rationale: The course was offered successfully and successfully taught in Summer 2015. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p. 14 Review Date: Spring 2017
2 nd Appearance	DANC 172	Beginning Ballroom Dance Rationale: The course was offered successfully and successfully taught in Fall 2011. Action: The course will be offered during the upcoming Spring.	Dianne McMahon p. 19 Review Date: Spring 2017
1 st Appearance	EL 122	Electronic Devices and Circuits Rationale: The course was offered successfully in Spring 2017.	Kevin Keinert p. 22 Review Date: Fall 2016
1 st Appearance	EL 123	Electronic Devices and Circuits Lab Rationale: The course was offered successfully in Spring 2017.	Kevin Keinert p. 24 Review Date: Fall 2016
1 st Appearance	EL 135	Electronic Measurement and Instrument Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	Kevin Keinert p. 27 Review Date: Spring 2017
1 st Appearance	EL 136	Electronic Measurement and Instrument Lab Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	Kevin Keinert p. 28 Review Date: Fall 2016
1 st Appearance	EL 332	Wireless Network Administrator Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	Kevin Keinert p. 30 Review Date: Fall 2011
1 st Appearance	EL 333	Intro to Network Security Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	Kevin Keinert p. 33 Review Date: Fall 2016
2 nd Appearance	ENVT 151	Hazardous Materials – Site Supervisor Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Program review underway. Sunsetting the course will affect the program.	Kristy Treur p. 35 Review Date: Fall 2016
1 st Appearance	ENVT 152	Identification and Assessment of Hazardous Materials	Kristy Treur p. 37 Review Date: Fall 2016

		Rationale: The course was offered successfully in Spring 2011. Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	
2 nd Appearance	ENVT 157	First Aid for HazMat Workers Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Program review underway. Sunsetting the course will affect the program.	Kristy Treur p. 39 Review Date: Fall 2016
1 st Appearance	ESL 550	Grammar 1 Rationale: The course was offered and taught successfully in Fall 2014. Action: The course will be offered during the upcoming Fall 2018 at LVC.	Melinda Nishimura p. 40 Review Date: Spring 2014
2 nd Appearance	ET 104	Intro to Robotics and Mechatronics Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 43 Cross-list: CEL 104 (Fall 2017) and EL 104 (Fall 2017) Review Date: Fall 2017
2 nd Appearance	ET 128	Intro to Renewable Energy Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 45 Cross-list: CEL 128 (Fall 2017) and EL 128 (Spring 2017) Review Date: Spring 2017
2 nd Appearance	ET 131	PLCs & Industrial Control Design Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 46 Cross-list: CEL 131 (Fall 2017) and EL 131 (Fall 2017) Review Date: Fall 2017
2 nd Appearance	ET 133	Mechatronics Systems 1 Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 49 Cross-list: CEL 133 (Fall 2017) and EL 133 (Fall 2017) Review Date: Fall 2017
2 nd Appearance	ET 139	Electrical Power, Motors, & Controls Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 49 Cross-list: CEL 139 (Fall 2016) and EL 139 (Fall 2016) Review Date: Fall 2016
2 nd Appearance	ET 162	Fluid Power & Control Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 53 Cross-list: CEL 162 (Fall 2016) and EL 162 (Fall 2016) Review Date: Fall 2017
1 st Appearance	FILM 104	Documentary Studies Rationale: This is a new course .	Tim Webb p. 54 Review Date: Fall 2017

		Action: The course will be offered during the upcoming Fall 2019.	
1 st Appearance	FILM 106	Film and Television Writing II Action: The course will be offered during the upcoming Fall 2019.	Tim Webb p. 57 Review Date: Fall 2017
1 st Appearance	FILM 108	Film and Television in the 21 st Century Rationale: This is a new course . Action: The course will be offered during the upcoming Fall 2019.	Tim Webb p. 59 Review Date: Fall 2017
1 st Appearance	FILM 386	Film Festival Production Lab Rationale: The course was offered in spring 2018 and was successfully taught in spring 2016. The department wishes to continue with this course due to the following extenuating circumstances. The course is being rewritten to reduce hours and address repeatability.	Tim Webb p. 61 Review Date: Fall 2016
2 nd Appearance	GEOG 110	Introduction to Meteorology Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. GEOG 110 will be added to the list of courses within Geography transfer degree being created.	Chris Straub p. 63 No signature by the AP&P Rep Review Date: Fall 2016
2 nd Appearance	GRPH 127	History of Graphic Design Rationale: The course should not be in the sunset list. It was offered in fall 2016. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. This course is listed as required in the proposed ADT – Graphics that is in the pipeline to be approved by the Chancellor's Office. The GRPH 110 curriculum has been reviewed and modified to be changed to a DL course which should impact the enrollment positively. We are waiting on approval from AP&P. Hopefully, once these two things have happened, we will offer the course once every two years and the enrollment will be sufficient.	Nancy Jo Ward p. 65 Review Date: Fall 2013
1 st Appearance	LS 101	Success in College Action: The course will be offered again during the upcoming spring, summer, and/or fall terms.	p. 68 No signature approval attachment. Review Date: Spring 2016
1 st Appearance	MT 301	Introduction to Safety Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 69 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015
1 st Appearance	MT 302	Quality and Process Improvement Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 71 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015

1 st Appearance	MT 303	Manufacturing Processes and Production Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 71 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2016
1 st Appearance	MT 304	Maintenance Awareness Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 75 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015
2 nd Appearance	SOC 122	Sociology of the Hispanic Culture Rationale: The course was offered successfully in unknown. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Looking to offer at the high school level via concurrent enrollment.	p.80 No signature by AP&P Rep Review Date: Spring 2011
1 st Appearance	STEM 140	Math and Science Teaching Careers Rationale: It is a new course. It was previously taught as EDUC 140. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Plan to offer in spring 2019 and every spring.	Derek Mitchem p. 82 Review Date: Fall 2015
1 st Appearance	WLDT 317	Ornamental Iron 1 Rationale: The course was last offered and successfully taught in spring 2016. Action: The course will be offered again during the upcoming spring, summer, and/or fall terms.	Gabriel Marquez p. 84 Review Date: Spring 2015
1 st Appearance	WLDT 320	Pipe Welding Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. This is a new course. There has not been a chance to run the course because it did not make the catalog immediately after its approval. The course is on the schedule for fall 2018.	Gabriel Marquez p. 86 or 88 (duplicate) Review Date: Spring 2016

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

Call for Future Agenda Items

Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up

Call to Adjourn.

Next Meetings:

AP&P: Apr 26, 2018 (2-4 PM)
TRC: Apr 19, 2018 (2-4 PM)
Summary Report: Apr 26, 2018 (last for the semester).

Title: MATHEMATICS WITH PHYSICS EMPHASIS

Award Type: Associate in Arts

The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

The graduate of the Associate in Arts in MATHEMATICS WITH PHYSICS EMPHASIS will:

- Utilize a variety of problem-solving techniques and strategies to identify, analyze and solve problems;
 - Represent mathematical information symbolically, graphically, numerically, and in writing;
 - Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
 - Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
 - Check mathematical results for reasonableness;
 - Use appropriate technologies to analyze and solve mathematical problems.
-

Program Requirements

A major of 25 units is required for the associate in arts degree.

Required core courses (21 units):

		Units: 21
MATH181	Calculus 1	4
MATH182	Calculus 2	4
MATH183	Multivariable Calculus	4
MATH184	Linear Algebra/Differential Equations	5
PHYS161	Engineering Physics 1	4

Plus 4 units selected from the following:

		Units: 4
PHYS162	Engineering Physics 2	4
PHYS163	Engineering Physics 3	4

Total Program Units

Title: Workforce Readiness

Award Type: Certificate of Completion

This noncredit certificate program provides basic academic skills and workforce readiness skills need for employment. Students will obtain and maintain competitive integrated employment through development of career planning, interpersonal, and communication skills. Fundamental technology skills for job search will be provided. The certificate program is intended to align contemporary work readiness skills with opportunities for employment.

The graduate of the Certificate of Completion in Workforce Readiness will:

- Demonstrate level-appropriate competency in reading fluency, writing, and basic math operations.
 - Develop a Person-Centered Plan for Employment
-

Program Requirements

Required courses:

		Units: 105 - 120
WKPR7800	Career Readiness and Planning	9 - 12
WKPR7801	Functional Work Skills	96 - 108

Total Program Units

105.00 - 120.00

Title: Agricultural Science

Award Type: Certificate of Achievement

Allan Hancock College's Agricultural Science Program is designed for students preparing for or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions.

The graduate of the Certificate of Achievement in Agricultural Science will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
 - demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
 - Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
 - employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
 - assess and differentiate effects of agricultural activities in plant systems while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
 - Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
 - demonstrate basic worker safety practices.
-

Program Requirements

A minimum of 23 units in the major is required for the associate in science degree and certificate.

Required core courses 14 units:

Units: 14

AG125	Soils and Plant Nutrition	4
AG130	Integrated Pest Management	4
AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	3

Plus a minimum of 9 units selected from the following:

		Units: 9
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	3
AG315	Fertilizers & Plant Nutrition	4

Total Program Units

23

Title: Agricultural Science

Award Type: Associate in Science

Allan Hancock College's Agricultural Science Program is designed for students preparing for or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions.

This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.

The graduate of the Associate in Science in Agricultural Science will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.

- demonstrate basic worker safety practices.

Program Requirements

A minimum of 23 units in the major is required for the associate in science degree and certificate.

Required core courses:

		Units: 14
AG125	Soils and Plant Nutrition	4
AG130	Integrated Pest Management for Grapes	4
AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	3

Plus a minimum of 9 units selected from the following:

		Units: 9
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	3
AG315	Fertilizers & Plant Nutrition	4

Total Program Units

23

Disciplines List

CDH p. 14. Posted in Curriculum Development Site

During the spring semester, the committee will review the disciplines list for corrections and updates based on additions and modifications to the curriculum.

Title 5 §53200 states that the process of placing courses within disciplines is the responsibility of the local Academic Senate. Allan Hancock College (AHC) Board Policy Procedure 1112.01 indicates the Trustees shall rely primarily on the recommendations of the Academic Senate. As a subcommittee of the Academic Senate, the Academic Policy and Planning (AP&P) Committee manages this process and is charged with the “obligation to seek out the expertise of the discipline faculty” in doing so. In most cases, courses will be placed in a single discipline. however, some courses may appropriately be placed in more than one discipline.

Based on course content, courses reviewed and recommended for approval or modification by the AP&P Committee must be placed in the appropriate discipline(s) on the AHC Courses Placed in Disciplines List. The list indicates the minimum academic or vocational qualifications to teach the content of a particular course. The AHC Disciplines List must align with the most recent version of the Minimum Qualifications (MQ), also known as the Board of Governors (BOG) Disciplines List. The local Academic Senate may establish additional qualifications that may be more rigorous than those listed in the State’s MQs.

The purpose of placing courses within disciplines is to assure that instructors teaching those courses possess the appropriate preparation to teach them effectively. It is not a Title 5 requirement that the discipline assignment designations be contained within the course outline of record, but these assignments do need to be monitored

somewhere. The AHC course discipline placement information shall be recorded on an internal document associated with the Course Outline of Record (COR).

Courses are assigned or reassigned to disciplines based on the body of knowledge necessary to teach the course content. Collaboration and consent of faculty in affected disciplines is required for modification of the COR and /or reassignment of course/s to discipline/s. Courses may be placed in a single discipline, multiple disciplines, or interdisciplinary. The minimum qualifications for these placements are:

- Single Discipline Placement: Requires minimum qualifications in the listed discipline.
- Multiple Discipline Placements: Requires minimum qualifications in at least one of the listed disciplines.
- Interdisciplinary Placement: Requires minimum qualifications in at least one of the listed disciplines and upper division or graduate course work in at least one of the other disciplines listed.

Roles and Responsibilities: AP&P Chair

1. Ensure local compliance
2. Facilitate AP&P Committee meetings.
3. Prioritize and prepare agenda.
4. Serve as a resource to AP&P and others.
5. Presents to the Board of Trustees and reports decisions to and from the Board of Trustees.
6. Verifies corrections have been made.
7. Acquire and maintain knowledge (CurricUnet updates and participation at the annual Curriculum Institute)
8. Delegate tasks to AP&P Vice-Chair.
9. Works closely with the VP of Academic Affairs and the academic deans in considering the campus wide impact of curriculum proposals and will report such impacts to the committee.
10. Assists department representatives and department members in preparing proposals.
11. If issues need to be resolved before or after the first reading, the chair may help facilitate dialogue. The agenda items to be covered at committee meetings are not affected, and meetings can end in a timely fashion.
12. Works closely with the Curriculum Specialist in structuring meeting agendas, reviewing minutes, and implementing committee recommendations and decisions. Facilitates AP&P Committee meetings.
13. Certify via signature appropriate approval process

Roles and Responsibilities: VICE-Chair

1. Ensure local compliance
2. Attend various meetings and report back to AP&P committee.
3. Facilitate AP&P meetings as needed and other chair roles, acts a back-up
4. Serve as a resource.
5. Closely collaborate with AP&P chair
6. Be familiar and know where to access information
7. Serve as Chair of AP&P sub-committee(s)

Title 5 California Code of Regulations (5 CCR): Cooperative Work Experience

§ 55250. Approved Plan Required.

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

§ 55250.3. "Work Experience Education."

Work-experience education authorized by this article includes the employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

§ 55251. Requirements of Plan.

(a) The district plan shall contain the following provisions:

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor.
- (2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

- (3) A specific description for each type of Cooperative Work Experience Education program.
 - (4) A description of how the district will:
 - (A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.
 - (B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.
 - (C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.
 - (D) With the assistance of employers, evaluate students on-the-job learning experiences.
 - (E) Describe basis for awarding grade and credit.
 - (F) Provide adequate clerical and instructional services.
 - (b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the Chancellor.
- Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

§ 55252. Types of Cooperative Work Experience Education.

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

§ 55253. College Credit and Repetition.

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

- (1) General Work Experience Education.
A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.
- (2) Occupational Work Experience Education.
A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.
- (b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

§ 55256.5. Work Experience Credit.

- (a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.
- (b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.
- (c) The following formula will be used to determine the number of units to be awarded:
 - (1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
 - (2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.