

# Academic Policy & Planning Committee Minutes

Meeting: Thursday April 20, 2017 in B-100 at 2:00 PM

## VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.  
 Vice-Chair – David DeGroot  
 X Applied Behavioral Sciences – Christine Bisson  
 X Business – Brent Darwin  
 Counseling – Lydia Maxwell  
 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  
 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 – Seles Muñoz

## NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 VP, Academic Affairs – George Railey  
 Admissions & Records – X Janet Hooghuis and Betsy Wilcox  
 Articulation – David DeGroot  
 Community Education – Vacant

## OTHER

Past Chair –  
 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:** Apr 6, 2017.

A motion was made to approve the minutes of the April 6, 2017 meeting. (M/S/P: Headtke/Lennihan). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. Noes: 0. Abstain: 0.

**Approval of the Agenda:**

A motion was made to approve the agenda as posted. (M/S/P: Headtke/Lennihan).

The agenda was amended to include: Course Review Process and possible changes in the schedule. Modify information on META. (M/S/P: Headtke/Lennihan). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. Noes: 0. Abstain: 0.

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Minor Modification	FASH 103	Textiles (Lec 3) A: ENGL 101 eligibility or ENGL 514  Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 139 in catalog description, grading option of letter grade or pass/no pass, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson
Minor Modification	FASH 101	Fashion Industry and Marketing (Lec 3)	I: Ginger Behnke R: Christine Bisson

		Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 137 in catalog description, grading option of letter grade or pass/no pass, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	Review of TOP code due to addition of interior design to the course content. There were no indications that the course content was modified.
Minor Modification	FASH 102	Fashion Design Analysis (Lec 3) A: Eligibility for ENGL 101  Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 138 in catalog description, course title change, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson  OLD: FCS 138: Professional and Personal Apparel Selection
Course Review Follow-up PCA	FT 343	Pump Theory (Lec 0.5)  New: P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	I: Frank Ortiz R: K Treur
Course Review Follow-up PCA	FT 360	Rescue Systems I (Lec 1.5/Lab 1) Repeat: 99 Need Lab content  P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	I: Frank Ortiz R: K Treur  Comment: Include: Lab content
Course Review Follow-up PCA	FT 362	Confined Space Rescue Technician (Lec 0.5/Lab 2)  P: FT 308 or Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.	I: Frank Ortiz R: K Treur  Comment: Include Lab content. Update the texts or indicate that these are current references.
Course Review Follow-up PCA	FT 346	Driver Operator 1B (Lec 2/Lab 0.5) Repeat: 99  P: FT 308 or Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy	I: Frank Ortiz R: K Treur  Comment: Include Lab content. Update the texts or indicate that these are current

		<p>diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.</p> <p>LOE: Fire Apparatus/Operator 1A (2008 or 2015 version) and hold a valid Class C Firefighter Endorsed driver's license.</p>	references.
Committee Action	<p>A motion was made to approve the consent agenda items (M/S/P: Mitchem/Lennihan).  Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. Noes: 0. Abstain: 0.</p>		

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 310	<p>Winemaking Operations I  Advisory: AG 101</p> <p>Rationale: The new Limitation on Enrollment included provisions of AB 1989: "Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors."</p>	<p>I: Alfredo Koch  R: R Lennihan</p> <p>Comment:  The text and other materials continue to be available. There are no new editions of these materials.  Remove and modify the confusing language in the limitation on enrollment regarding the "fees" or provide a clearer information. What fee is waived when dealing with students who are 18-21 years of age?</p>
Major Modification	AG 311	<p>Winemaking Operations II (Lec 1/Lab 1)  Advisory: AG 310 and AG 101  LOE: Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors.</p> <p>Rationale: A Limitation on Enrollment includes provisions of AB 1989: "Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors."</p>	<p>Comments:  The text and other materials continue to be available. There are no new editions of these materials.  Remove and modify the confusing language in the limitation on enrollment regarding the "fees" or provide a clearer information. What fee is waived when dealing with students who are 18-21 years of age?</p>
Major Modification DL Update	BUS 130	<p>Consumer &amp; Family Finance (Lec 3)</p> <p>Rationale: Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text.</p>	<p>I: Bob Bryant  R: B. Darwin</p> <p>Cross-listed Courses:  ECON 130 / FCS 130</p> <p>Comments: Launch proposals on the cross-listed courses to reflect the same changes with this course.  Update DL elements.  The course was launched in 02/21/2016.  Research on the origin of the</p>

			proposal. The course is apparently launched as a result of a proposal involving one of the cross-listed course. Check FCS 130 or ECON 130.
Discussion: The committee weighed in on determining appropriate processes when dealing with cross-listed courses. The recommendations include: (1) launch the cross-listed courses and approve as consent agenda items; and (2) revisit the possibility of putting the cross-listed courses in the same course outline of record. There was mention of the need to ensure communication among discipline faculty who teach the cross-listed courses. A further discussion was planned pending research on the two possible options.			
Major Modification	FASH 110	Apparel Construction 1 (Lec 2/Lab 1)  A: BASK 7011A and BASK 7011B and HOEC 7100A and HOEC 7101B  Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 140 in catalog description, minor course title change, increase in the total number of units, changes in the course content, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson  OLD: FCS 140 Apparel Construction
Course Review Clarification Needed	GEOG 105	Geography of California (Lec 3)	I: Chris Straub R: T VanderMolen  Comments: The proposal was withdrawn last semester, fall 2016, due to its non-existence in the catalog and unsuccessful offering. Text and Other need to be updated. There is a need to check with the course initiator regarding the intent of the course proposal.
Major Modification	MA 305	Body Systems and Disease (Lec 5 units)  Rationale: The Limitation on Enrollment was removed to accommodate the request by anatomy, physiology, and EMS faculty to allow non-medical assisting students to take the course. There were adequate resources to expand the course offering. The textbook was updated.	I: Sue Reardon R: M P Nelson
Major Modification	MA 361	Coding for Medical Insurance  Rationale: to keep up with the industry standards, the course update included catalog description change to include current coding resources, limitation on enrollment, "Admittance to MA program", and text.	I: Sue Reardon R: M P Nelson
Major Modification	Program	Agribusiness: Wine Business Associate in Science Total units: 25  Mission Statement: The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education	Comments: Were these changes intentional? Added: AG 105 to required core but did not include BUS 102 Marketing. BUS 102 was used as an "or" for AG 105 on the original program.

		and hands-on experience allowing students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness.	ADDED: AG 106 Winery Organization in selected units. REMOVED: CBIS 101 Computer Concepts and Applications or CS 102 Introduction to Computing with HTML.  Recommendation: Modify the word “conducting” to “allowing” in the mission statement. Review the format of the program.
Major Modification	Program	Agribusiness: Wine Business Certificate of Achievement Total units: 25 Mission Statement: same as above.	Comments: Were these changes intentional? Added: AG 105 to required core but did not include BUS 102 Marketing. BUS 102 was used as an “or” for AG 105 on the original program. NOT ADDED: AG 106 Winery Organization in selected units. REMOVED: CBIS 101 Computer Concepts and Applications or CS 102 Introduction to Computing with HTML.  Review the format of the program regarding the “credit hours” and “learning outcomes”.
Committee Action	A motion was made to accept the above courses and programs for first readings. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. Noes: 0. Abstain: 0.		

**Second Reading:** These new courses and course modifications are going to be included in the upcoming summary report if the committee does not have any further recommendations and approves these proposals.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 314	Organic/Biodynamic Winegrowing (Lec 3)	I: A Koch R: R. Lennihan Comments: No textbook added.
New Course	MT 306	Advanced Machining (Lec 1.5)  Catalog Description: This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the selection of optimum cutting speeds and feeds.	
Major Modification	FILM 101	Film as Art and Communication (Lec 2.5/Lab	I: Tim Webb

DL Update Course Review		0.5)	R: C Hite  The course prefix needed to be changed from MMAC 101 to FILM 101.
Major Modification DL Update Course Review	FILM 103	Contemporary Latin American Film (Lec 2.5/Lab 0.5)	I: Tim Webb R: C Hite  The course prefix needed to be changed from MMAC 103 to FILM 103.
Committee Action	<p>A motion was made to adopt the above courses. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept Distance Learning updates. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and S. Muñoz. 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.

META access: <http://hancockcollege.curricunet.com>

User name: your Allan Hancock College email

Password: ChangeMe1

**Agenda Item:** Course Review Process: Integrating AP&P in the Course Review Process

Discussion:

- The course review process is a review of the course outline of record that included review of the prerequisites, corequisites, advisories, and limitation on enrollment, status as a graduation requirement (General Education, Multicultural Gender Studies, Health and Wellness), transferability and articulation, and distance learning.
- In line with the accreditation team recommendation on maintain the integrity of the course outlines of record, it was found that course outlines required the updates.
- There is a need for clarifying the “course review” proposal type. Ideas are:
  - NEW: Course Review Proposal type - The discipline faculty (initiator) did not have any anticipated course modification. However, the course outline would be reviewed for compliance with Title 5 and accreditation requirements.
  - The other types of proposals would remain the same.

**Agenda Item:** Approval Process: Integration of the Technical Review Committee. Not discussed.

**Agenda Item:** Technical Review Team: Roles and Responsibilities. Not discussed.

**Information Item:** Disciplines List (Rough CNET Report).

**Information Item:** Evaluation of the Committee and its Processes.

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

**Information Item:** Curriculum Development Handbook: Annual Review

ATTACH: Program and Course Approval Handbook 5<sup>th</sup> Edition

ATTACH: Program and Course Approval Handbook 6<sup>th</sup> 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 4:15.

**Next Meetings:**

TRC Meeting: Thursday, Apr 27, 2017, A 403, 2:00 – 4:00 PM

AP&P Committee Meeting: Thursday, May 4, 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>