

# Academic Policy & Planning Committee Minutes

Meeting: Thursday May 4, 2017 in B-100 at 2:00 PM

## VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.  
X Vice-Chair – David DeGroot  
X Applied Behavioral Sciences – Christine Bisson  
X Business – Brent Darwin  
X Counseling – Lydia Maxwell  
X English – Denize Cain  
X Fine Arts – Christopher Hite  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez  
X Academic/Student Affairs – Kathy Headtke  
X Languages & Communication – Andrea Sanders  
X Life and Physical Sciences – Rob Lennihan  
Mathematics Sciences – Derek Mitchem  
X Public Safety – Kristy Treur  
X Social & Behavioral Sciences – Tom VanderMolen  
X Student Representative – Mike Saucedo

## NON-VOTING MEMBERS

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

## OTHER

Past Chair –  
Part-Time Faculty Union – Danielle Blanchard

## STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
X 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 20, 2017

A motion was made to approve the minutes of the April 20, 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, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.

**Approval of the Agenda:**

Amendments:

Re-sequence the First Reading BIOL 196 to welcome the proposal initiator, Mary Perry.

Add: BIOL AST Program Modification as an information item.

A motion was made to approve the agenda as amended. (M/S/P: Lennihan/Maxwell). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.

**Agenda Item:**

Program: Apprenticeship in Technical Theatre. Certificate of Achievement.

Initiator: Michael Dempsey. 09/05/2014.

Comments:

Roger DeLaurier: "There is a lot missing from this proposal. I think this is an idea we no longer want to pursue and that this proposal has been languishing in the backlog for a long time. I think we should pull this proposal out of the system."  
Rick Rantz: "After consulting Mark Booher, this is an old proposal and is no longer needed or applicable to the technical theatre program."

No Committee Action. Michael Dempsey, the program proposal initiator, concurred with the decision.

**Information Item: Biology AST.**

The changes to the Biology AST were presented to the committee.

No committee action.

**Consent Agenda:**

<b>Proposal Type</b>	<b>Prefix &amp; Number</b>	<b>Course/Program Title (units)</b>	<b>Comments</b>
Course Review	EMS 102	First Aid & Safety (Lec 3)	I: Frank Ortiz R: Kristy Treur Cross-listed: PE 102
Course Drop	FCS 123	Principles of Food 2 (Lec 1/Lab 1) P: CA 120 or FCS 120 Rationale: The course is dropped. It is no longer a cross-listed course with CA 123.	C. Bisson shared department rationale regarding the course drop that included lack of discipline faculty to teach the course.
Textbook Change DL	FILM 107	History of World Cinema (Lec 2.5/Lab 0.5)	
Course Review	FILM 120	Introduction to Sound Recording and Mixing (Lec 2/Lab 1)	Cross-list: MUS 116 Launch: MUS 116  The changes in FILM 120 would be reflected in the cross-listed courses when launched.
Course Review Follow-up on PCA	FT 346	Driver Operator 1B (Lec 2) Repeat: 99 P: FT 308 or State Fire Marshall certified basic firefighting academy 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 equivalency for licensure or employment purposes.  LOE: Fire Apparatus/Operator 1A (2008 or 2015 version) and hold a valid Class C Firefighter endorsed driver's license.	
Textbook Change	GRPH 114	Digital Illustration Lab (Lab 1) Repeatable: No C: GRPH 113 A: CBIS 381	There are two proposals. Textbook: Brian Wood. Adobe Press Adobe Illustrator CC Classroom in a Book (2017) Origin: 04/25/2017 0951 PM
Course Drop	LS 501	Individual Learning Assessment  Rationale: Section 56028: Educational Assistance Class Instruction 2015 Implementation Guidelines for Title 5: "Educational assistance classes must be primarily instructional in nature and cannot be designed to mainly offer group activities or services (e.g. assessment). The request to drop was a paper submission.	R: K Headtke  This was a paper submission. Votes: Yes = 5, No = 0, and Abstain = 0.
Course Review DL Update	RE 100	Real Estate Principles (Lec 3) A: ENGL 101, Eligibility for	I: Marie Comstock R: Brent Darwin
Discussions	The course drops were highlighted.  There is consensus that the programs impacted by the course drops should be adjusted to reflect these changes. The committee concurs with the rationales for dropping FCS 132 and LS 501.		

Committee action	A motion was made to approve the consent agenda items (M/S/P: Lennihan/Bisson). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.
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**Emergent Agenda Item:** Pending Accreditation Updates: These are pending proposals that need committee action by the end of the semester. They continue to be stalled in the approval processes.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	AG 151	Winery Equipment	Status: In Review
	CEL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	
	EL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	
Course Review	CEL 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL125 or CS 141	Cross-list: EL 131 ET 131
Course Review	CEL 133	Mechatronics Systems 1 (Lec 2/Lab 1)	In Review
Course Review	CEL 162	Fluid Power and Control	Cross-list: EL 162 and ET 162 were approved on 11/10/2016.
Course Review	CITZ 7000B	Preparation for Citizenship	Status: In Review
Course Review	DANC 110	Beginning Modern Dance (Lec 1.5/Lab 0.5) A: ENGL 514 Repeat: 3	Status: In Review
Course Review	EL 125	Digital Devices and Circuits (Lec 3) P: EL 113 and EL 114 or EL 118 and EL 119	Status: In Review Remove: DL offering.
Course Review	ET 100	Computer Aided Drafting and Design	Status: In Review Looks good
Course Review	ET 140	Engineering Drawing (Lec 2/Lab 1) P: ET 100 Repeat: 3  "Students who enroll in the B, C, or D section of the course are expected to show substantial skills development beyond their previous section outcomes".	Status: In Review Check Textbook. Indicate if the edition continues to be available. Include language on lab activities: "B, C, D language:"
Course Review	ET 145	Advanced Engineering Drawing (Lec 2/Lab 1) P: ET 140	Status: In Review Check Textbook. Indicate if the edition continues to be available.
Course Drop	FCS 134	Food, Nutrition, Customs And Culture	Status: In Review
Course Review	FSN 134	Food, Nutrition Customs and Culture (Lec 3/Lab 1) A: FCS 120 or CA 120 and CA 124	Status: Draft.
Course Review	FCS 170	Interior Design	Status: Draft.
Course Review	FCS 171	Interior Design Materials	Status: Draft.
Course Review	FCS 360	Fashion Design/Construction Lab (Lab 1) A: FCS 140	Status: Draft.
Course Review	FCS 361	Fashion Design/Construction Lab (Lab 0.5) A: FCS 140	Status: Draft.
Course Review	FILM 121	Sound Production Techniques (Lec 2/Lab 1)	Status: In Review
Course Review	FSN 112	Nutrition, Weight Management & Eating Disorders (Lec 3)	Status: Draft.

Course Review	FSN 127	Supervised Field Experience - Food Services (Lec 1/Lab 1.5) P: FCS 109 and FCS 120	Status: Draft.
Course Review	FSN 128	Supervised Field Experience – Dietetics (Lec 1/Lab 1.5)	Status: Draft.
Course Review	FSN 132	Introduction to Culinary Profession (Lec 1) A: ENGL 512	Status: Draft.
Course Review	FSN 133	Introduction to Food Science (Lec 3) P: CHEM 120	Status: Draft.
Course Review	GBST 101	Introduction to Global Studies (Lec 3)	Status: Draft. Update: Textbooks and Other Texts
Course Review	MMAC 118	3D Computer Animation 2	Status: Draft.
Course Review	PLGL 107	Ethics for Paralegals	Status: Draft.
Course Drop	SP 128	Materials and Processing (Lec 3) P: MATH 311	Status: In Review The course has not been offered for years. It needs to be updated or dropped.
Course Review	SPCH 189	Independent Projects in Speech	As an independent study, the course has a “boiler plate” course outline with no textbook. Consider: Update Review date.
<b>Special Topics</b>			
Course Review	GEOL 199A	Topics in Geology: CA Deserts (Lab 1.5)	DRAFT. References: 1975 and 1963.
Course Review	GEOL 199B	Topics in Geology (Field Geology of the California Coast) (Lab 1.5)	DRAFT. References: 1978 and 1974.
Course Review	GEOL 199C	Topics in Geology: Sierra NV (Lab 1.5)	DRAFT. References: 1979
Course Review	GEOL 199D	Topics in Geology: CA (Transect) (Lab 2)	In review. References: Current
Course Review	PHSC 199A	Colorado Plateau (Lec 1.5/Lab 2)	DRAFT. References: 1986
Course Review	PHSC 199B	Colorado Plateau - Adv Studies (Lec 1.5/Lab 2) P: PHSC 199A LOE: Completion of course application and procedures for enrollment.	DRAFT. References: 1988
Course Review	PHSC 199C	National Parks (Lec 1/Lab 1) C: PHSC 199A or PHSC B A: Concurrent or previous enrollment in college-level life or physical science course.	DRAFT. References: 1988
Course Review	PHSC 199D	National Parks - Adv Studies (Lec 1/Lab 1.5) P: PHSC 199C C: PHSC 199A or PHSC 199B A: Concurrent or previous enrollment in college-level life or physical science course. LOE: Completion of course application and procedures for enrollment.	DRAFT. References: 1988
Course Review	PHSC 199E	Death Valley (Lec 1/Lab 1) A: Concurrent or previous enrollment in college-level life or physical science course. LOE: Completion of course application and procedures for enrollment.	DRAFT Looks OK
Course Review	PHSC 199F	Death Valley - Adv Studies (Lec 1/Lab 1) P: PHSC 199E LOE: Completion of course application and procedures for enrollment.	DRAFT Looks OK

Course Review	PHSC 199G	Eastern Sierra NV (Lec 1/Lab 1)	DRAFT. References: 1975
Course Review	PHSC 199H	Eastern Sierra NV-Adv Studies (Lec 1/Lab 1)	DRAFT. References: 1975
Discussion	The above courses are listed in the accreditation recommendation for course review/update. Since these courses are in various levels of approval, the committee tabled the discussion regarding these courses to a future meeting.		
Committee Action	A motion was made to table these courses for a future meeting (May 11, 2017). (M/S/P: Lennihan/Bisson). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: L. Maxwell. Abstain: 0.		

**First 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
New Course Proposal	BIOL 196	<p>Self-directed Investigations (Lab 1-3)</p> <p>P: BIOL 189 LOE: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate progression of knowledge or skills.</p> <p>Rationale: This course will provide an opportunity for students to continue any project that they have started in the previous semester. It will allow students the opportunity to explore a different area of interest in the biology discipline. This is particularly important for students who embark on a large-scale independent studies project and/or who wish to develop more expertise in a given area. This will also allow students to demonstrate progression of skills and knowledge. (Please see "Attached Files" for a more comprehensive justification.)</p> <p>NOTE: PHYS 121 – Project and Design Lab 1 is an elective for AA in Physics. PHYS 122, PHYS 123, and PHY 124 are all stand-alone courses.</p>	<p>Comments: Consider: Biology Investigations</p> <p>Catalog Description: ...provide students the opportunity to continue (further investigate) a project from a previous semester (at a more advanced level)...</p> <p>Methods of Instruction: Direct one on one interaction with the instructor (to establish the project?) and laboratory/field research (projects?)</p> <p>Outside assignments: Should this include a project write up or other presentation of project findings, since the methods of evaluation includes "Research project" (write-up or presentation of finding?)</p>
Discussion	Mary Perry presented the rationale for the new course. She concurs with the suggestions for the Catalog Description, Methods of Instruction, and Outside Assignments. The course may be considered for inclusion in the Biology AA degree as selected units.		
Committee Action	A motion was made to accept BIOL 196 for first reading. (M/S/P: Lennihan/Sanders). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0		

**Second Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 310	<p>Winemaking Operations I Advisory: AG 101 Limitation on Enrollment: "Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old if not enrolled in the majors."</p>	The language regarding materials fees were removed.

Major Modification	AG 311	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 or must be at least 21 years old if not enrolled in the majors.	The language regarding materials fees were removed.
Major Modification DL Update	BUS 130	Consumer & Family Finance (Lec 3)  Cross-listing: BUS 130 LAUNCH: 02/21/2016 ECON 130 (reviewed: F 2013) FCS 130 (reviewed F 2007)	
	FCS 130	Consumer and Family Finance (Lec 3)	
Major Modification	FASH 110	Apparel Construction 1 (Lec 2/Lab 1)  A: BASK 7011A and BASK 7011B and HOEC 7100A and HOEC 7101B	OLD: FCS 140 Apparel Construction  There were discussions regarding the use of non-credit courses as requisites for the 100-level courses. Since the evaluation and grading of non-credit courses are different from the credit courses, there may also be challenges regarding determining the student completion or success in the requisite non-credit courses. Since these courses were advisories (The student is not required, but advised, to take them.), the challenge regarding successful completion may not be an issue.
Course Review Clarification Needed	GEOG 105	Geography of California (Lec 3)  Approval Date: 1983-84. Drop Date: 12/13/2005 The course continues to be an active course in the Chancellor's Office inventory.	I: Chris Straub R: T VanderMolen  Comment: Both initiator and department agree that there is a need to thoroughly evaluate the prospect of offering the course and revising the course outline. They want the proposal to be withdrawn.  The course can be part of a transfer program. However, it requires full review and revision to meet C-ID descriptors.  Other details regarding the course: Check drop status in the college as well as in the Chancellor's Office inventory.
Major Modification	MA 305	Body Systems and Disease (Lec 5)	

		Rationale: The Limitation on Enrollment was removed to allow enrollment of students from other health-related programs.	
Major Modification	MA 361	Coding for Medical Insurance (Lec 2/Lab 1) C: MA 360 LOE: Admittance to MA program  Rationale: The catalog description indicated the new and current coding references and procedures.	
Major Modification	OLDR 7212A	Watercolor Painting Credit Hours: 45-51 hours	
Course Review Major Modification	WFTO 337	Division/Group Supervisor	Pending: Prerequisite language Check Textbooks.
Major Modification	Program	Agribusiness: Wine Business Associate in Science Total units: 25	
Major Modification	Program	Agribusiness: Wine Business Certificate of Achievement Total units: 25	
Discussion	<p>Cross-listed courses.</p> <ul style="list-style-type: none"> <li>• The TOP code can be used to determine the “original course”. The review dates would be based on the “original course”.</li> <li>• There are questions regarding the need to launch the cross-listed courses in tandem with the “original course” to ensure that all changes would be reflected in all the course outlines.</li> <li>• There was a suggestion that the course outlines of cross-listed courses would be the same. For instance: ECON 130/BUS 130/FCS 130.</li> </ul>		
Committee Action	<p>A motion was made to accept withdrawal of the proposal for GEOG 105. (M/S/P: A Sanders/D. Cain). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p> <p>A motion was made to align BUS 130 and FCS 130 to the ECON 130 (review date: fall 2013). (M/S/P: C. Bisson/K. Headtke). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p> <p>A motion was made to adopt all the other above courses. (M/S/P: R. Lennihan/A. Sanders). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept prerequisites, corequisites, and advisories. (M/S/P: R. Lennihan/L. Maxwell). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p> <p>A motion was made to adopt all the other above programs. (M/S/P: R. Lennihan/L. Maxwell). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. 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.

**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
New Course Proposal	BIOL 196	Self-directed Investigations (Lab 1-3)  P: BIOL 189 LOE: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate progression of knowledge or skills.	
Committee action	<p>A motion was made to adopt BIOL 196. (M/S/P: R. Lennihan/K. Treur). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept prerequisites, corequisites, and advisories. (M/S/P: R. Lennihan/K. Treur). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.</p>		

**Agenda Item:** Course Review Process.

A motion was made to adopt the course review process. (M/S/P: R. Lennihan/A. Sanders). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.

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

The proposal is reviewed and edited. No committee action.

**Agenda Item:** Technical Review Team: Roles and Responsibilities

A motion was made to adopt the Technical Review Team Roles and responsibilities. (M/S/P: R. Lennihan/A. Sanders). Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen, and M. Saucedo. Noes: 0. Abstain: 0.

**Agenda Item:** Curriculum Goals and Achievements

No discussion or committee action.

**Agenda Item:** Summary Report

No discussion or committee action.

**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**

- Cross-listing and proposal submissions
- Non-credit courses as requisites to credit courses
- Curriculum Development Handbook
- AP&P Evaluation Recommendations and Follow-up
- Report of Goals and Accomplishments

**Call to Adjourn.** The meeting was adjourned at 4:05 PM.

**Next Meetings:**

AP&P Committee Meeting: Thursday, May 11, 2017, Captains' Room, 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>