

Academic Policy & Planning Committee Agenda

Meeting: Thursday May 10, 2018 in Board Room 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: April 26, 2018

Approval of the Agenda:

Chair Comments:

Information Item: ACCJC Accreditation Follow-up Report

Agenda Item: BP/AP 4020 Curriculum Development including Units and Hours

Agenda Item: AP&P Goals and Accomplishment

Agenda Item: AP&P Calendar

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Textbook Change	CA 121	Basic Baking and Pastry	Review: S 2017
Textbook Change	CA 122	Advanced Baking and Pastry (Lec 2/Lab 1)	Review: S 2017
Minor Program Modification	MATH	Mathematics Associate in Science for Transfer	
Justification:			

We are updating the program learning outcomes language. Most of the changes are grammar, removal of extra language or changing words for a preferred synonym. It makes doing our SLOs assessment easier.			
New Package SLO Change	MATH	Justification: We are updating the CSLOs for every class so that they all match our newly adopted PSLOs. So, every class will have the exact same CSLOs. Some proposals also have updated semesters offered and DL info, and Math 184 also has an updated textbook.	
SLO Change	MATH 100	Nature of Modern Mathematics	
SLO Change	MATH 105	Mathematics for Teachers	
SLO Change	MATH 121	Trigonometry	
SLO Change	MATH 123	Elementary Statistics	
SLO Change	MATH 131	College Algebra	
SLO Change	MATH 135	Calculus with Applications	
SLO Change	MATH 141	Precalculus	
SLO Change	MATH 181	Calculus 1	
SLO Change	MATH 182	Calculus 2	
SLO Change	MATH 183	Multivariate Calculus	
Minor Course Modification	MATH 184	Linear Algebra/Differential Equations	Textbook change
SLO Change	MATH 309	Algebra and Math Literacy	
SLO Change	MATH 311	Algebra 1	
SLO Change	MATH 321	First Year Geometry	
SLO Change	MATH 331	Algebra 2	
SLO Change	MATH 333	Algebra 2: Part 1	
SLO Change	MATH 334	Algebra 2: Part 2	
SLO Change	MATH 531	Pre-Algebra	
Course Review No Change	MUS 110	Music Fundamentals (Lec 2)	\
Course Review	MUS 143	Jazz Band (Lab 1) Repeat: 3	
Course Review No Change	MUS 146	Jazz Ensemble (Lab 1) Repeat: 3 Advisory: Able to play an appropriate instrument and read music	
Course Review Minor	NURS 104	Medical/Surgical Nursing 1 LOE: Admittance to RN Program Modifications: text and removed prerequisite language.	
Course Review Minor	NURS 109	Medical Surgical Nursing 2 Modification: Removes language on prerequisites and co-requisites, and text.	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Minor Program Modification	CBIS	Information Technology Fundamentals Certificate of Accomplishment Total Units: 3	OLD: Certificate of Achievement
Justification: Due to updates to courses over the years, in particular CBIS 101 with the C-ID, CBIS 301 and CBIS 321 course content is already covered. I am seeking to remove CBIS 301 and CBIS 321 from the certificate which would only have CBIS 101 as the course to take to obtain it.			
Minor Program Modification	FASH	Fashion Studies Certificate of Achievement	
Justification: The program needs to be updated to reflect modified courses in program. The course prefix for the courses in this program has changed from FCS to FASH to better align with similar programs at other colleges.			
Modifications:			

<p>Program Title Change: FCS: Fashion Studies to Fashion Studies Degree: Certificate of Accomplishment to C of Achievement Units: Increase from 17 to 18 units. Move: ART 110 and ART 120 from required core units to selected units Add: BUS 101 and BUS 102 to selected units. Remove: ART 108, FCS 137, FCS 138, FCS 139 FCS 140, and FCS 144. These courses were replaced by similar renamed courses with FASH as the course prefix.</p>			
New Course New Topic	FILM 199A	The Films of Alfred Hitchcock (Lec 1/Lab 1) Advisory: ENGL 514	Survey: 33 students. 79% interest in the course. Format.
The course will be part of selected units toward completion of the Film/Video AS.			
Course Review	FILM 127	Digital Video Post-Production (Lec 1.5/Lab 1.5) Advisory: FILM 125, MMAC 125 Modifications: Content, SLO, course objectives, methods of instruction, assignments, methods of evaluation, and text.	Cross-list: MMAC 127
<p>Justification: Industry technology changes require revisions to this course to make it relevant to industry standards. This is being revised for MMAC course modification for program review. This course will be taught in the O-310 Multimedia Lab classroom that is equipped with iMac computers and the current version of Adobe and other related software. It will be taught by part-time or full-time faculty.</p>			
Major Modification	GRPH 120	Advanced Design for Publishing (Lec 2.5/Lab 0.5) Prerequisite: GRPH 115	Format Need text. Note: There are online resources for the students.
New Program	HUSV	Advanced Helping Skills 1 Certificate of Accomplishment Total Units: 9	What is the real title of the program - Advanced Helping Skills or Specialized Helping Skills? Format Complete: Explain how program is appropriate
<p>Justification: One objective of the previous six-year Human Services Program Review was to place every course in a certificate and thereby eliminate stand-alone courses. Past efforts to accomplish this objective were unsuccessful, and the result was the current Specialized Helping Approaches Certificate of Accomplishment, which included every stand-alone course except one, HUSV/ANTH/PSY 122. That course needs to be included in a certificate. This proposal accomplishes three purposes: • This certificate, along with a second certificate, creates two new Certificates of Accomplishment using all of the courses in the Specialized Helping Approaches Certificate of Accomplishment, plus HUSV/ANTH/PSY 122, thereby ensuring that every HUSV course resides in a certificate. • It eliminates duplication by deactivating the Specialized Helping Approaches Certificate. • It provides room for any new courses that may be added, such as an ethics course being considered. NEED: CTE Documentation like LMI and Analysis Attached: Advisory Minutes</p>			
New Program	HUSV	Advanced Helping Skills 2 Certificate of Accomplishment Total Units: 9	Complete: Explain how program is appropriate
Course Review	MUS 102	Music History Classical Modern (Lec 3) Advisory: ENGL 101, MUS 101 Modifications: Semester offering, removed repeats, assignments, and text.	Check availability of other text. Stolba. 1998. The Development of Western Music.
Course Review	MUS 104	Roots of Pop, Rock, Jazz (Lec 3) Modifications: Semester offering to S and F, removed repeats, and assignments.	Check availability of: Appell and Hemphill, 2007. Garofolo, 2008
Course Review	MUS 145	Big Band Jazz Repeat: 3	

		Modification: Add repetition and catalog description	
Major Modification	MUS 120	Piano 2 (Lec 0.5/Lab 0.5) Prerequisite: MUS 128 Modifications: Course title, new prerequisite with content review – MUS 128, assignments, and evaluation.	
Major Modification	MUS 121	Piano 3 (Lec 0.5/Lab 0.5) Prerequisite: MUS 120 Modifications: New prerequisite with content review, instruction, assignments, and evaluation.	
Major Modification	MUS 130	Mixed Ensemble (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: LOE added and evaluation.	
Major Modification	MUS 132	Masterworks Chorale (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: Reduced lab hours (4 to 3 hours), instruction, and evaluation.	
Major Modification	MUS 133	Chamber Voices (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: Semester offering, new LOE, and assignments.	
Major Modification	MUS 137	Concert Chorale (Lec 1/Lab 1) LOE: Audition at first class meeting Modification: New LOE, evaluation,	
New Course Proposal	PE 179E	Indoor Cycling (Lab 3)	
New Course Proposal	PEIA 188	Intercollegiate Water Polo, Women (Lab 3) Repeat: 100 LOE: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible. ALSO: Request for H&W graduation requirement	
<p>Justification: With the new sport offering of intercollegiate women's water polo, this course will exist to support and encourage the development of the student-athletes participating on the intercollegiate women's water polo team. As allowed by the state, it will be a repeatable course that is dependent upon the athletic eligibility status for each individual student. Additionally, this course will fall under the 350-contact hour cap per year.</p> <p>Demand: Participants in previous team rosters: 2015: 16; 2016: 11; 2017: 12 Rationale for Repeatability: California Education Code allows this type of course to be repeated. §55041(a)(2) There is no specific limit indicated for the number of times this course is repeatable. However, requirements for enrollment are governed by other sections of the code. (Page 52 of the current PCAH)</p>			
Major Program Modification	SPCH	Speech Communication Associate in Arts Total Units: 18 units	
<p>Justification: To reduce confusion and make things easier for all students who choose Speech Communication as a major, we are modifying the AA so that it is identical to the AA-T. This will require us to reduce the AA from 21 to 18 units by taking out the 3 unit elective requirement. This will allow students to complete the same requirements whether they want to only earn an AA from Hancock or use the AA to transfer under our AA-T.</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: AHC Disciplines List Policy

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. CurriQunet & Support

Call for Future Agenda Items

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

Call to Adjourn.

Next Meetings:

AP&P: May 10, 2018 (2-4 PM)

Title: INFORMATION TECHNOLOGY FUNDAMENTALS

Award Type: Certificate of Accomplishment

This certificate provides the basic computer skills that every student needs. The focus will be on understanding and using computer applications such as word processing, spreadsheets, database, and presentation and application of this knowledge to the business setting.

The graduate of the Certificate of Accomplishment in INFORMATION TECHNOLOGY FUNDAMENTALS will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

Program Requirements

A total of 9 units is required for the certificate.

Core courses

Units: 3

CBIS101	Computer Concepts & Applications	3
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Total Program Units

3

Title: Fashion Studies

Award Type: Certificate of Achievement

The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.

The graduate of the Certificate of Achievement in Fashion Studies will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
 - Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
 - Analyze textile characteristics for sensory appeal and present project.
 - Apply clothing design principles to construct and present a fashion design.
 - Differentiate historic fashion concepts with current design trends and present portfolio.
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Program Requirements

A total of 18 units is required for the certificate.

Required core courses (15 units):

		Units: 15
FASH101	Fashion Industry and Marketing	3
FASH102	Fashion Design Analysis	3
FASH103	Textiles	3
FASH104	Historic Fashion/Costume	3
FASH110	Apparel Construction 1	3

Plus a minimum of 3 units selected from the following:

		Units: 3
ART110	Design 1	3
ART120	Drawing 1	3
BUS101	Introduction to Business	3
BUS102	Marketing	3

Total Program Units

18

Title: Advanced Helping Skills 1

Award Type: Certificate of Accomplishment

Recipients of the Specialized Helping Skills 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Happiness, Thriving, and Ability to Cope; (2) Consciousness and Alteration of Conscious States; and (3) Additional Evidence-Based Helping Skills. The graduate of the certificate program in specialized helping approaches will:

- Happiness, Thriving, and Ability to Cope: Graduates will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; know how to deal effectively with their own emotions and the emotions of others; and possess skills for creating positive mental states in themselves and others.
 - Consciousness and Alteration of Conscious States: Graduates will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.
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The graduate of the Certificate of Accomplishment in Advanced Helping Skills 1 will:

- describe methods that people use to alter their states of consciousness.
- explain how emotions often hijack the brain.

- describe one action that an individual can take to improve that individual's level of happiness and satisfaction.

Program Requirements

A major of 9 units is required for the certificate.

Required core courses:

		Units: 9
HUSV112	Gentle Comm Skills for Change	3
HUSV126	Meditation, Mindfulness, and Relaxation	3
HUSV144	Twelve Step Facilitation	3

Total Program Units	9
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Title: Advanced Helping Skills 2

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Proficiencies 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain include (1) Happiness, Thriving, and Ability to Cope, and (2) Consciousness and Alteration of Conscious States. They will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; and they will know how to deal effectively with their own emotions and the emotions of others. In addition, they will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.

The graduate of the Certificate of Accomplishment in Advanced Helping Skills 2 will:

- describe how to respond to an angry client.
- teach another person a basic meditation technique.
- explain how to prepare a client to become a member of a Twelve Step program.

Program Requirements

A total of 9 units is required for the certificate.

		Units: 9
HUSV122	States of Consciousness: A Multidisciplinary Exploration	3
HUSV127	Emotional Intelligence	3
HUSV128	Positive Psychology	3

Total Program Units	9
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Title: SPEECH COMMUNICATION

Award Type: Associate in Arts

The speech communication major provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in speech and/or communication studies.

The graduate of the Associate in Arts in SPEECH COMMUNICATION will:

- Demonstrate knowledge of communication theories.
 - Demonstrate competent communication behaviors for a variety of purposes.
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Program Requirements

A major of 21 units is required for the associate in arts degree.

Required core courses (18 units):

		Units: 18
SPCH101	Public Speaking	3
SPCH102	Small Group Communication	3
SPCH103	Interpersonal Communication	3
SPCH106	Argumentation and Debate	3
SPCH108	Oral Interpretation	3
SPCH110	Intercultural Communication	3

Total Program Units **18**