

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday May 10, 2018 in Board Room at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
 X Applied Behavioral Sciences – C. Bisson
 X Business – Brent Darwin
 X Counseling – Lydia Maxwell
 X English – Kate Adams
 X Fine Arts – Tim Webb
 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
 Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Vacant

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 X Interim VP Academic Affairs – Melinda Nish
 Admissions & Records – J. Hooghuis and
 Betsy Wilcox
 X Articulation – David DeGroot
 Community Education – S. Ramirez-Gelpi
 Part-Time Faculty Union –

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

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

A motion was made to approve the minutes of the April 26, 2018 meeting.

Approval of the Agenda

A motion was made to approve the agenda as distributed.

Chair Comments

Information Item: ACCJC Accreditation Follow-up Report – not reviewed

BP/AP 4020 Curriculum Development including Units and Hours – not reviewed

AP&P Goals and Accomplishment

AP&P Calendar -

Consent Agenda

Proposal Type	Prefix & Number	Course/Program Title (units)
Textbook Change	CA 121	Basic Baking and Pastry
Textbook Change	CA 122	Advanced Baking and Pastry (Lec 2/Lab 1)
Minor Program Modification	MATH	Mathematics Associate in Science for Transfer Updated 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
SLO Changes	MATH 100	Nature of Modern Mathematics

	MATH 105	Mathematics for Teachers
	MATH 121	Trigonometry
	MATH 123	Elementary Statistics
	MATH 131	College Algebra
	MATH 135	Calculus with Applications
	MATH 141	Precalculus
	MATH 181	Calculus 1
	MATH 182	Calculus 2
	MATH 183	Multivariate Calculus
	MATH 309	Algebra and Math Literacy
	MATH 311	Algebra 1
	MATH 321	First Year Geometry
	MATH 331	Algebra 2
	MATH 333	Algebra 2: Part 1
	MATH 334	Algebra 2: Part 2
	MATH 531	Pre-Algebra
Minor Course Modification	MATH 184	Linear Algebra/Differential Equations Textbook change
Course Review	MUS 110	Music Fundamentals (Lec 2) No Changes
	MUS 143	Jazz Band (Lab 1) Repeat: 3
	MUS 146	Jazz Ensemble (Lab 1) Repeat: 3 Advisory: Able to play an appropriate instrument and read music No Changes
	NURS 104	Medical/Surgical Nursing 1 LOE: Admittance to RN Program Modifications: text and removed prerequisite language.
	NURS 109	Medical Surgical Nursing 2 Modification: Removes language on prerequisites and co-requisites, and text.
COMMITTEE ACTIONS:	A motion was made to recommend consent items for adoption. (M/S/P Mitchem/Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, D. Mitchem, T. VanderMolen. Noes: 0. Abstain: 0	

First Readings

Proposal Type	Prefix & Number	Proposal Information	Committee Recommendations
Minor Program Modification	CBIS	Information Technology Fundamentals Certificate of Accomplishment Total Units: 3 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.	
New Topic	FILM 199A	The Films of Alfred Hitchcock (Lec 1/Lab 1) Advisory: ENGL 514 The course will be part of selected units toward completion of the Film/Video AS.	

		Survey: 33 students. 79% interest in the course. Format.	
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	
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 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.	Format Complete: Explain how program is appropriate NEED: CTE Documentation: LMI and Analysis,
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 requisite 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 Experimental Course	PE 179E	Indoor Cycling (Lab 3)	
New Course	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 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. 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)	
Major Program Modification	SPCH	Speech Communication Associate in Arts Total Units: 18 units 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.	
COMMITTEE ACTIONS	A motion was made to recommend 1 st readings for consideration. (M/S/P Mitchem/Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, D. Mitchem, T. VanderMolen		

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 - none

Call for Future Agenda Items – none

Call to Adjourn – the meeting was adjourned at 4:00 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~~3 units is required for the certificate.

Core courses

Units: 3

CBIS101	Computer Concepts & Applications	3
---------	----------------------------------	---

Total Program Units	3
----------------------------	----------

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.
-

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**

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**

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.
-

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
<hr/>		
Total Program Units		18