

Academic Policy & Planning Committee Minutes

Meeting: Thursday May 11, 2017 in Captain's 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 – Denize Cain
 Fine Arts – Christopher Hite
 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 – Allie Shea

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – 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: May 4, 2017

A motion was made to approve the minutes of the May 4, 2017 meeting. (M/S/P: Headtke/Mitchem). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: D. Mitchem and Denize Cain.

Approval of the Agenda:

A motion was made to approve the agenda as posted. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Topic	ART 199T	The Practice of Creativity (Lec 1/Lab 1) Rationale: Special topics courses provide students an opportunity to explore specific topics, which cannot be fully covered in regular course offerings.	
Course Drop	FCS 109	Basic Nutrition for Health (Lec 3)	

		Rationale: The course is being un-cross-listed with FSN 109. The students would be able to enroll in FS 109.	
Course Drop	FCS 112	Nutrition, Weight Management, & Eating Disorders (Lec 3) Rationale: The course is being un-cross-listed with FSN 109. The students would be able to enroll in FS 109.	Comment: The course is in the "selected units in HUSV: Co-Occurring Disorders certificate. The certificate needs to be updated.
Course Drop	FCS 134	Food, Nutrition, Customs, and Culture (Lec 3/Lab 1) A: FCS 120/ CA 120/ CA 124 Rationale: This course is being uncross-listed with FSN discipline. The course has not completed a regular course review cycle. This course will still be available as FSN 134.	
Course Drop	FCS 360	Fashion Design/Construction Lab (Lab 1) A: FCS 140	
Course Drop	FCS 361	Fashion Design/Construction Lab (Lab 0.5) A: FCS 140	
Textbook Change	GRPH 114	Digital Illustration Lab (Lab 1) C: Completion of or concurrent enrollment in GRPH 113 A: CBIS 318	
Course Drop	SP 128	Materials and Processing (Lec 3) P: MATH 311 Rationale: The course is dropped because of non-successful offering for the past 12 years.	
Course Review	SPCH 189	Independent Projects in Speech	
Committee action	A motion was made to approve the consent agenda items (M/S/P: Mitchem/Treur). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

Action Item: IN REVIEW: Accreditation List. These courses are currently in various stages of the approval process and there are no identified issues.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	AG 151	Winery Equipment (Lec 2) P: AG 101	Tabled.
Course Review	CEL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	Tabled.
	EL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	
	ET 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	Tabled.
	EL 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL125 or CS 141	
Course Review	CEL 133	Mechatronics Systems 1 (Lec 2/Lab 1)	Tabled.

Course Review	CEL 162	Fluid Power and Control	Tabled.
Course Review Non-credit	CITZ 7000B	Preparation for Citizenship (Lec 2.5) Credit Hours: 36-48 Hours	Tabled.
Course Review	DANC 110	Beginning Modern Dance (Lec 1.5/Lab 0.5) A: ENGL 514 Repeat: 3	Tabled.
Course Review	EL 125	Digital Devices and Circuits (Lec 3) P: EL 113 and EL 114 or EL 118 and EL 119	Tabled.
Course Review	ET 100	Computer Aided Drafting and Design	Tabled.
Course Review	ET 140	Engineering Drawing (Lec 2/Lab 1) P: ET 100	Tabled.
Course Review	ET 145	Advanced Engineering Drawing (Lec 2/Lab 1) P: ET 140	Tabled.
Course Review	FILM 121	Sound Production Techniques (Lec 2/Lab 1)	Tabled.
	MUS 116	Sound Production Techniques (Lec 2/Lab 1)	
Course Review	MMAC 118	3D Computer Animation 2	Tabled.
Special Topics			
Course Review	GEOL 199D	Topics in Geology: CA (Transect) (Lab 2)	Tabled.

Action Item: Accreditation List. These courses are in the DRAFT or pre-LAUNCH stage in the review process.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	FSN 134	Food, Nutrition Customs and Culture (Lec 3/Lab 1) A: FCS 120 or CA 120 and CA 124	Tabled.
Course Review	FCS 170	Interior Design	Tabled.
Course Review	FCS 171	Interior Design Materials	Tabled.
Course Review	FSN 112	Nutrition, Weight Management & Eating Disorders (Lec 3)	Tabled.
Course Review	FSN 127	Supervised Field Experience - Food Services (Lec 1/Lab 1.5) P: FCS 109 and FCS 120	Tabled.
Course Review	FSN 128	Supervised Field Experience – Dietetics (Lec 1/Lab 1.5)	Tabled.
Course Review	FSN 132	Introduction To Culinology Profession (Lec 1) A: ENGL 512	Tabled.
Course Review	FSN 133	Introduction To Food Science (Lec 3) P: CHEM 120	Tabled.
Course Review	FSN 134	Food, Nutrition, Customs, and Culture (Lec 3/Lab 1) A: FCS 120 or CA 120 or CA 124	Tabled.
Course Review	GBST 101	Introduction to Global Studies (Lec 3)	Tabled.
Course Review	PLGL 107	Ethics for Paralegals	Tabled.
Special Topics			
Course Review	GEOL 199A	Topics in Geology: CA Deserts (Lab 1.5)	Tabled.
Course Review	GEOL 199B	Topics in Geology (Field Geology of the California Coast) (Lab 1.5)	Tabled.
Course Review	GEOL 199C	Topics in Geology: Sierra NV (Lab 1.5)	Tabled.
Course Review	PHSC 199A	Colorado Plateau (Lec 1.5/Lab 2)	Tabled.
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.	Tabled.
Course Review	PHSC 199C	National Parks (Lec 1/Lab 1) C: PHSC 199A or PHSC B	Tabled.

		A: Concurrent or previous enrollment in college-level life or physical science course.	
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.	Tabled.
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.	Tabled.
Course Review	PHSC 199F	Death Valley - Adv Studies (Lec 1/Lab 1) P: PHSC 199E LOE: Completion of course application and procedures for enrollment.	Tabled.
Course Review	PHSC 199G	Eastern Sierra NV (Lec 1/Lab 1)	Tabled.
Course Review	PHSC 199H	Eastern Sierra NV-Adv Studies (Lec 1/Lab 1)	Tabled.
Discussion	In order to address accreditation recommendations, the courses in both draft and review levels in the approval process were included as agenda item. The different levels of the review/approval process have not fully reviewed these proposals and have not reached the committee level at the time of the creation of the agenda. The committee reached a consensus that the courses proposals as listed would not be reviewed until they have reached the AP&P committee level.		
Committee action	A motion was made to table all the above list of proposals (AG 151 to PHSC 199H). (M/S/P: Lennihan/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 A. Shea. Noes: 0. Abstain: 0.		

First Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification NEW DL Conversion	FILM 106	Film and Television Writing II (Lec 2.5/Lab 0.5) P: FILM 105 Rationale: The course is converted for Distance Learning offering to follow the online sequence of the prerequisite course. The lab hours are added to total 0.5 units.	I: C. Hite R: C. Hite Comment: Continue conversation with adaptive media specialist to address accessibility to disabled students.
Program Modification	BIOL	Associate in Science for Transfer Major Core Units: 37 GE IGETC for STEM: 31 units CSU Transferable Electives: 2 units IGETC for STEM Double Counted: 10 units Total Program Units (maximum): 60 units Rationale: PHYS 161 and PHYS 163 are being added as an option to taking PHYS 141 and PHYS 142.	The proposal was considered a "correction".
Committee action	A motion was made to accept both FILM 106 and Biology AST for first reading. (M/S/P: Lennihan/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 A. Shea. Noes: 0. Abstain: 0.		

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

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification NEW DL Conversion	FILM 106	Film and Television Writing II (Lec 2.5/Lab 0.5) P: FILM 105 Rationale: The course is converted for Distance Learning offering to follow the online sequence of the prerequisite course. The lab hours are added to total 0.5 units.	I: C. Hite R: C. Hite
Program Modification	BIOL	Associate in Science for Transfer Major Core Units: 37 GE IGETC for STEM: 31 units CSU Transferable Electives: 2 units IGETC for STEM Double Counted: 10 units Total Program Units (maximum): 60 units Rationale: Addition of options for PHYS 161 and PHYS 163 instead of PHYS 141 and PHYS 142. There is no change in the total of major core units.	
Committee Action	<p>A motion was made to adopt both FILM 106 and Biology AST. (M/S/P: Lennihan/Hite) 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 A. Shea. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept prerequisites, co-requisites, and advisory for FILM 106. (M/S/P: Lennihan/Mitchem) 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 A. Shea. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept Distance Learning conversion for FILM 106. (M/S/P: Lennihan/Mitchem) 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 A. Shea. Noes: 0. Abstain: 0.</p>		

Action Item: Approval Process: Integration of the Technical Review Committee

Discussion:

- The committee made further editing of the course approval document.
- The committee recommended that the course review proposal type was indicated in the Course Review Verification form in the course review packet.

A motion was made to approve the Approval Process: Integration of the Technical Review Committee. (M/S/P: Lennihan/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 A. Shea. Noes: 0. Abstain: 0.

Action Item: Curriculum Goals and Achievements

Discussion: The committee achievements and goals were presented. The committee had a consensus regarding the document.

- Include the specific number of courses approved.

Action Item: Summary Report.

Deferred to the fall semester.

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

Curriculum Development Handbook

AP&P Evaluation Recommendations and Follow-up

Distance Education – Best Practice and Required elements in the course outline of record. Invite Fred Patrick and Nancy Hernandez to further discuss the best practices.

Call to Adjourn.

The meeting was adjourned at 3:50 PM.

Next Meetings:

AP&P Retreat: Aug 16, 2017 (9:00 AM – 4:00 PM)

TRC Meeting: Aug 31, 2017 (2:00 PM – 4:00 PM)

AP&P Committee Meeting: Sep 07, 2017 (2:00 PM – 4:00 PM)

AP&P Agendas and Minutes can be found in “quick links” on the college website: <http://www.hancockcollege.edu/app/meetings.php>

Consent Agenda/Technical Changes

CurricuNet Proposal Types:

Course -- Agency Mandate

Course -- Agency Mandated Course Modification

Course – Corrections

Course – Course Drop/Deactivate Course

Course –Course Outcomes Change Only

Course – Course Review

Course – Minor Course Modification

Course – New Topic

Course – Textbook/Materials Change Only

Program – Deactivate Program

Program – Minor Program Modification

Examples of Minor Modifications:

Minor modifications include change(s) that do not substantially change the overall scope of the course or program. They do not materially affect the standards (statutory or regulatory) by which the course or program was originally approved. The AP&P Chair would pre-screen these modifications prior to placement in the consent agenda. It is also the purview of the AP&P Committee to remove consent agenda items as deemed needing further review and discussion.

- Minor or non-substantial revisions to catalog description, course objectives, program objectives, and/or course content
- Course or program title change
- Course prefix change within the same level (300-level to 300-level)
- New special topics that may include changes in the course outline of record
- Addition or removal of courses in the selected or elective units in a program
- Mandates from the state or federal agencies. The verification for these mandates must be attached to the proposal.
- C-ID required-recommendations. The C-ID recommendation and the C-ID descriptors must be attached to the proposal.

Approval Process: Consent Agenda except Minor Modifications

Level 1: Originator

Level 2: Department/Department Chair/Curriculum Specialist

Level 3: APP Committee Chair (Consent Agenda)

Level 4: VP Academic Affairs

initiator → Department/Department Chair/Curriculum Specialist → APP Chair → VP Academic Affairs/Academic Affairs → Summary Report to Academic Senate → Board of Trustees → Scheduling Office/College Catalog/SLO Analyst

Approval Process: Minor Modifications

Level 1: Originator

Level 2: LRC – Department APP Rep - Curriculum Specialist

Level 3: Department – Department Chair – Dean

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[Level 4: APP Committee - APP Committee Chair](#)

[Level 4: VP Academic Affairs](#)

~~Initiator -> LRC/Department Representative/Curriculum Specialist -> Department/Department Chair/Dean -> APP Committee/APP Chair -> VP Academic Affairs/Academic Affairs -> Summary Report to Academic Senate -> Board of Trustees -> Scheduling Office/College Catalog/SLO Analyst~~

Major Modifications/New Courses/New Programs

These course or program proposals require full AP&P Committee review.

~~META CurricuNet~~ Proposal Types:

Course -- CID Course Modifications

~~Course -- Course Drop/Deactivate Course~~

Course – Course Review

Course – Distance Learning Course Proposal

Course – Major Course Modification

Course – New Course Proposal

Course – New Noncredit Course

~~Program -- Deactivate Program~~

Program – Major Program Modification

Program – New Program

Examples of Major Modifications

- New courses including experimental courses and new special topic “shells”
- New programs (degrees, certificates, including “low-unit” certificates)
- Distance learning conversion
- Major changes to Catalog Description, Course Objectives, Content, or Program Objectives which may affect the ability of the course or program to meet Title 5 standards or locally established policies
- Change in course level (300-level to 100-level)
- Drop/deactivate course or program
- Addition or removal of core courses or units in a program
- Increase or decrease in the number of course units or hours
- Changes in data elements: TOP, SAM, transfer status and basic skills, noncredit or credit status
- Request for or reclassification General Education, Multicultural Gender Studies, and Health Wellness Education
- Establishing new prerequisite, corequisite, advisory, or limitation of enrollment
- Cross-listing of an existing course
- Designation of course repeatability status

Approval Process: Major Modifications

[Level 1: Originator](#)

[Level 2: TRC and TRC Chair – TRC Chair moves the proposal to the next level](#)

[Level 3: Department APP Rep](#)

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[Level 1: Originator](#)

[Level 2: TRC and TRC Chair – TRC Chair moves the proposal to the next level](#)

[Level 3: Department APP Rep - Department Chair - Dean](#)

[Level 4: APP Chair – moves the proposal to consent or APP Committee review](#)

[Level 5: VP Academic Affairs](#)

[Level 6: Curriculum Specialist](#)

[Approval Process After APP Committee Review:](#)

[All approved course and program proposals would be recorded in the Summary Report.](#)

[The Senate and the Board of Trustees would take action on the Summary Report.](#)

[Upon approval, the approved courses and programs would be submitted to the CCC Chancellor's Office.](#)

[The courses and programs would be published in the schedule \(Scheduling Office\) and the college catalog.](#)

▲

Overview of Roles and Responsibilities in the Approval Process:

- **Academic Policy and Planning Committee** – reviews proposals in the agenda, comments and makes recommendations, and approves proposal for submission to the Academic Senate, Board of Trustees, and Chancellor's Office.
- **Adaptive Technology / Internet Specialist** – reviews distance learning course proposals to ensure accessibility to all students and provides recommendations to ensure continued accessibility.
- **Articulation Officer** – reviews all 100-level courses for appropriate content and ensures that comparable UC/CSU courses are included in the proposal
- **Curriculum Specialist** – verifies compliance with Title 5, Chancellor's Office, and accreditation requirements, reviews for errors and required attachments, and monitors the flow of approval process
- **Dean** – assigns TOP, SAM, and other data elements to courses, reviews courses and programs, and make comments regarding resources ([feasibility analysis](#))
- **Department** – ~~composed of~~ discipline faculty experts ~~-,~~ [creates, reviews, comments, and approves course and program proposals.](#) ~~review and comment on proposals.~~
- **Department Chair** – ~~assists the initiator in the approval process,~~ conducts and records department vote ~~,~~ and participates in [overall impact of courses and programs on scheduling.](#) ~~considerations for impact on scheduling.~~
- **Department Representative** – provides guidance in the curriculum submission process, updates the ~~initiator~~[originator](#) and respective department of the progress of the proposals, and facilitates communication between the ~~initiator~~[originator](#) and the committee.
- **Distance Learning Coordinator** – reviews proposals for availability and currency of distance learning modality.
- ~~Initiator~~[Originator](#) ~~or Originator~~ – selects applicable proposal type for intended creation of new curriculum or modification of existing curriculum, completes the required elements of the course outline of record and/or program and responds to the recommendations of the AP&P Committee.
- **SLO Analyst** – records changes in the student learning outcomes in the [eLumen \(SLO learning outcomes assessment and management system \(eLumen\) Management system\)](#)

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- **Technical Review Committee** – assists with the development of courses and programs, reviews proposals for typographical errors, [format](#), ~~and~~ compliance with Title 5 guidelines, and accreditation standards. Serves as a technical help for navigating ~~Curricunet~~, [the curriculum management system \(CurricUNET META\)](#)
- **Vice President of Academic Affairs** – reviews proposals with special attention to need, quality, and compliance. May request for additional information as needed.

Accomplishments & Goal	Committee Actions	Status
<p>Accomplishment 1: Address recommendations by the accreditation agency. <u>Recommendation 2</u> In order to meet the Standards, the team recommends that the College review, modify, and implement the curriculum approval and tracking process of course outlines, including distance education, to ensure accuracy, currency, and systematic evaluation. (Standards II.A.2, II.A.3, and II.A.16).</p>	<p>The Academic Policy and Planning Committee (AP&P) reviewed and updated the courses.</p>	<p>Summary Report:</p> <ul style="list-style-type: none"> • Dec 13, 2016 • May 19, 2017 • June 19, 2017
	<p>The AP&P committee became a part of the course review (as part of program review) process.</p>	<ul style="list-style-type: none"> • Course Review Process – a pending procedure for AHC academic senate approval. • Development of “course review” as a proposal type. • Revise the Course Review packet to include Health and Wellness and Distance Learning.
	<p>The AP&P committee formed the Technical Review Committee in fall 2016.</p>	<ul style="list-style-type: none"> • TRC Roles and Responsibilities • Course Approval Process – integrating the TRC in the approval process
<p>Accomplishment 2: Perform the duties of the AP&P Committee.</p> <ul style="list-style-type: none"> • 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. 	<p>The AP&P committee regularly conducts retreats to provide a refresher on curriculum matters as well as to welcome incoming representatives.</p> <p>The AP&P committee reviewed courses and programs.</p>	<ul style="list-style-type: none"> • Retreat Agenda Spring • Retreat Agenda Fall • Agenda • Minutes • Summary Reports

<p>Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.</p> <ul style="list-style-type: none"> • 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. 	<p>The AP&P committee reviewed and updated credit by examination list.</p>	<p>2017-2018. Credit by Exam list.</p>
	<p>The AP&P committee made this recommendation on Student Learning Outcomes.</p> <p>The AP&P committee implemented the sunset policy. It accepted the departments' rationale for retaining or dropping the courses.</p> <p>The AP&P committee implemented the new version of the curriculum management system, CurricUNET META version.</p>	<p>Minutes: 10/20/2016. "The AP&P Committee ensures that the student learning outcomes are on the course outline of record. It is not the purview of the AP&P committee to make judgments regarding the appropriateness of the student learning outcomes. To ensure quality SLOs, AP&P encourages initiators to contact their respective LOAC liaisons for assistance."</p> <p>Summary Report: Dec 13, 2016.</p> <p>The committee had challenges with the transition to the new version that included having no ability to "launch" proposals during data migration. The curriculum specialist continues to collaborate with "Governet" to address issues.</p>
<p>Accomplishment 3: Fulfill the terms of the memorandum of understanding.</p> <ul style="list-style-type: none"> • The Technical Review Committee (TRC) shall ensure correct completion of the course outlines of record prior to launching into the approval process. 	<p>The AP&P committee voted the vice-chair and vetted three department representatives as members of the TRC.</p>	<p>TRC Chair / Vice chair: David DeGroot TRC Members: Kristy Treur, Thomas VanderMolen, and Derek Mitchem Also: Rebecca Andres and Larry Manalo Jr.</p>



<ul style="list-style-type: none"> • The Academic Policy and Planning (APP) Committee chair shall develop and review policy and procedure proposals. • The AP&P vice-chair shall lead the TRC. S/he shall assign proposals to team members, review proposals, forward proposals through the approval process, and conduct TRC meetings. • The AP&P committee shall meet every other Thursday (6-7/semester) and the TRC shall meet on the alternate Thursdays. 	<p>The AP&P chair, AP&P vice-chair, and curriculum specialist have regularly attended seminars to update knowledge regarding curriculum.</p> <p>The AP&P Chair and Vice-chair have attended other committee meetings to facilitate ongoing discussions regarding curriculum.</p>	
	<p>Review BP/AP 4100 Graduation Requirements for Degrees and Certificates / Transfer of Credit and Course Waiver</p>	<p>The AHC Academic Senate has approved the BP/AP 4100 on May 2, 2017.</p>
	<p>The TRC facilitated review of several out-of-date courses.</p>	<p>TRC divided the task by “dean assignments” and discipline knowledge and expertise. Refer: TRC Notes</p> <p>The TRC team assisted discipline faculty in navigating the curriculum management system (CurricUNET) and the course/program approval process.</p>
	<p>The AP&P committee approved the calendar for fall 2016, spring 2017, and fall 2017.</p>	<p>Refer: Calendar</p> <p>In order to address the accreditation recommendations, the AP&P committee met every Thursday for fall 2016. Also, the committee had an additional spring semester meeting (May 11, 2017) to review the remaining courses in the accreditation recommendation.</p>

Goal: Address pending curriculum-related issues.	Review grading policy	Pending: The committee would review Pass/No Pass Grading Policy. Refer: AHC Catalog 2016-2017 p. 46.
	Update laboratory categories	Pending: The committee would revisit the creation of an annually updated list of laboratory designation (Lab 1, 2, and 3) based on the criteria established in fall 2014.
	Draft a calendar for spring 2018	Pending: Calendar Meeting Dates Pending: General Committee Tasks by Semester
	Develop an annual schedule of committee activities	Pending: With the urgent need to review and update courses, the committee did not formalize an annual working schedule.
	Review Curriculum Development Handbook	Pending: The current version need review and update. It would have two companion resources: <ul style="list-style-type: none"> • Academic Senate for California Community Colleges (ASCCC). (2008). The Course Outline of Record: A Curriculum reference Guide. • Program and Course Approval handbook (2016, 6th edition)



	<p>Update Disciplines Placement List Inventory</p>	<p>Pending: The curriculum management system (curricUNET) will be generating the disciplines list.</p>
	<p>Implement evaluation the committees – both AP&P and TR committees</p>	<p>Pending: The workgroup (spring 2016) proposed a committee evaluation process that awaits implementation.</p>
	<p>Review BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education</p>	
	<p>Implement new Title 5 requirements (§55002 and §55130).</p>	

Transfer Model Curriculum (TMC) Template for Biology

CCC Major or Area of Emphasis: Biology

TOP Code: 040100

CSU Major(s): Biology

Total Units: 29 (all units are minimum semester units)

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

http://web1.assist.org/web-assist/help/help-csu_ge.html.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Science in Biology for Transfer Degree					
College Name: Allan Hancock College BIOL 150					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	GE Area CSU IGETC
REQUIRED CORE: (8-12 units) Select 1 of 2 options					
Option 1					
Biology Sequence for Majors (8)	BIOL 135S				
OR					
Option 2					
Cell and Molecular Biology (4) AND	BIOL 190	BIOL 150	Cellular Biology	5	5B/ 5C
Organismal Biology (4) OR	BIOL 140 OR				
Organismal Biology, Ecology and Evolution (8) OR	BIOL 130S OR				
Zoology/Animal Diversity and Evolution (4) AND	BIOL 150 AND	BIOL 155 and BIOL 154	General Zoology and General Botany	5 5	5B/ 5C 5B/5 C
Botany/Plant Diversity and Ecology (4)	BIOL 155				
LIST A: (21-22 units)					

General Chemistry for Science Majors Sequence A (10)	CHEM 120S	CHEM 150 and CHEM 151	General Chemistry 1 and General Chemistry 2	5 5		5A/ 5C 5A/ 5C
Single Variable Calculus I – Early Transcendentals (4) OR Single Variable Calculus I – Late Transcendentals (4) OR Calculus for Life and Social Sciences (3)	MATH 210 OR MATH 211 OR AAM	MATH 181	Calculus 1	4		2
Algebra/Trigonometry-Based Physics A (4) AND Algebra/Trigonometry-Based Physics B (4) OR Calculus-Based Physics for Scientists and Engineers: A (4) AND Calculus-Based Physics for Scientists and Engineers: B (4) OR Algebra/Trigonometry-Based Physics: AB (8)	PHYS 105 AND PHYS 110 OR PHYS 205 AND PHYS 210 OR PHYS 100S	PHYS 141 and PHYS 142 or PHYS 161 and PHYS 163	General Physics 1 and General Physics 2 Engineering Physics 1 and Engineering Physics 3	4 4 4 4		5A/ 5C 5A/ 5C 5A/ 5C 5A/ 5C
LIST B: Select one (0-4 units) Any course articulated as lower division preparation in the Biology major at a CSU.	AAM					
Total Units for the Major:	29	Total Units for the Major:		37		
				Total Double-counted Units <i>(The transfer GE Area limits must <u>not</u> be exceeded)</i>		10
				*General Education (CSU-GE or IGETC for STEM) Units		33 31
				Elective (CSU Transferable) Units		2
				Total Degree Units (maximum)		60

NOTES:

- * This TMC presumes completion of IGETC or CSU-GE Breadth for STEM, allowing for completion of 6 units of non-STEM GE work after transfer.
- Required Core Options 1 and 2 represent Options 1-4 on the TMC.
- List B – Additional Major Preparation if possible based on unit limitation and required articulation exists (3-4 units).

ALLAN HANCOCK COLLEGE
Narrative Associate in Science for Transfer
Biology

Item 1. Program Goals and Objectives

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

Item 2. Catalog Description

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

Associate Degree for Transfer Program Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSU GE) Breadth [The following Allan Hancock College graduation requirements **will not be** required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
3. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of “C” or better.

Associate in Science in Biology for Transfer Program Requirements

1. GENERAL EDUCATION: Complete the following:
 - a) IGETC for STEM: 31 units

2. MAJOR CORE COURSES: A major of 378 units is required for the associate in science in biology for transfer program.

COURSE NUMBER	TITLE	UNITS
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Required core courses (378 units):

BIOL 150	Cellular Biology	5
BIOL 154	General Botany	5
BIOL 155	General Zoology	5
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus 1	4
PHYS 141	General Physics 1	4
<u>and</u>		
PHYS 142	General Physics 2	4
<u>or</u>		
PHYS 161	Engineering Physics 1	4
<u>and</u>		
PHYS 163	Engineering Physics 3	4

	IGETC
<u>Total Major Units:</u>	378 units
<u>General Education IGETC for STEM:</u>	31 units
CSU Transferable Electives (as needed):	240 units
<u>IGETC for STEM Double-Counted:</u>	910 units
Total Program Units (maximum):	60 units

Allan Hancock College

Program Outline

Title: Biology

Award Type: Associate in Science for Transfer

The associate in science in biology for transfer program prepares students to move into a curriculum in a California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

Associate Degree for Transfer Program Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE) for STEM. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the Associate in Science for Transfer in Biology will:

- Demonstrate proficient research skills in data gathering and analysis.
 - Demonstrate effective communication using the language, concepts and models of biology.
 - Demonstrate effective content knowledge of biodiversity.
-

Program Requirements

Associate in Science in Biology for Transfer Program Requirements

1. GENERAL EDUCATION: Complete the following:

Units: (0 Required)

Intersegmental General Education Transfer Curriculum (IGETC) for STEM:
31 units

2. MAJOR CORE COURSES A major of 37 units is required for the associate in science in biology for transfer program:

Units: (37 Required)

BIOL150	Cellular Biology	5
BIOL154	General Botany	5
BIOL155	General Zoology	5
CHEM150	General Chemistry 1	5
CHEM151	General Chemistry 2	5
MATH181	Calculus 1	4
PHYS141	General Physics 1	4
PHYS142	General Physics 2	4

Major Core Units

Units: (0 Required)

Total from above: 37

General Education

Units: (31 Required)

IGETC for Stem total from above 31

Double Counting

Units: (10 Required)

Total units that can be double counted: 10

Electives**Units:** (1 Required)

CSU transferrable units as needed to total 60 units:

2

Program Sequence**Units:** (-9 Required)

Year 1 Fall Semester: 15 units

Year 1 Spring Semester: 15 units

Year 2 Fall Semester: 15 units

Year 2 Spring Semester: 15 units

Total Units**Total: 70**

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