Academic Policy & Planning Committee Agenda

Meeting: Thursday May 5, 2017 in B-100 at 2:00 PM

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| **VOTING MEMBERS (14)** | | NON-VOTING MEMBERS |
| Chair – Larry Manalo Jr. | Industrial Technology – Gabriel Marquez | Curriculum Specialist – Rebecca Andres |
| Vice-Chair – David DeGroot | Academic/Student Affairs – Kathy Headtke | VP, Academic Affairs – George Railey |
| Applied Behavioral Sciences – Christine Bisson | Languages & Communication – Andrea Sanders | Admissions & Records – Janet Hooghuis and Betsy Wilcox |
| Business – Brent Darwin | Life and Physical Sciences – Rob Lennihan | Articulation – David DeGroot |
| Counseling – Lydia Maxwell | Mathematics Sciences – Derek Mitchem | Community Education – Vacant |
| English – Denize Cain | Public Safety – Kristy Treur |  |
| Fine Arts – Christopher Hite | Social & Behavioral Sciences – Tom VanderMolen | **OTHER** |
| Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – Allie Shea | Past Chair – |
| Health Sciences – Mary Pat Nelson |  | Part-Time Faculty Union – Danielle Blanchard |
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| **STANDING INVITEES** | | **LEGEND** |
| Dean, Academic Affairs – Margaret Lau | Dean, Matriculation/Counseling – Yvonne Teniente | I = Initiator |
| Dean, Academic Affairs – Richard Mahon | Dean, Extended Campus – Rick Rantz | R = A&P Department Representative |
| Dean, Academic Affairs – David Humphreys | Associate Dean/Athletic Director – Kim Ensing | Lec = Lecture Units  Lab = Laboratory Units |
| Dean, Student Services – Robert Parisi | Associate Dean/PCPA Director – Mark Booher | CO = Chancellor’s Office |
| Dean, Academic Affairs – Sofia Ramirez Gelpi | |  |

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| **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

**Approval of the Agenda:**

**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.”

**Consent Agenda:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Course Review | EMS 102 | First Aid & Safety (Lec 3) | I: Frank Ortiz  R: Kristy Treur |
| 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. |  |
| Textbook Change | 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 115  Launch: MUS 115  The changes in FILM 120 would be reflected in the cross-listed courses when launched. |
| Course Review | FILM 199 | Special Topics (Lec 2.5/Lab 0.5) |  |
| Course Review  Follow-up on PCA | FT 346 | Driver Operator 1B  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. | Need: Update the Textbook. |
| Textbook Change | GRPH 114 | Digital Illustration Lab (Lab 3)  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) |
| 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 |

**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.

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Course Review | AG 151 | Winery Equipment | I: The initiator has plans to modify the courses in his programs that may impact this specific course. |
| Course Review | CEL 128 | Intro to Renewable Energy (Lec 2/Lab 1)  P: CEL 104/EL 104/ET 104 | Cross-list:  EL 128 (In Review)  ET 128 (Draft) |
| 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 | Need: Launch  Remove DL offering. |
| Course Review | ET 100 | Computer Aided Drafting and Design | Status: Draft  Looks OK. |
| Course Review | ET 140 | Engineering Drawing (Lec 2/Lab 1)  P: ET 100 | Status: Draft |
| Course Review | ET 145 | Advanced Engineering Drawing (Lec 2/Lab 1)  P: ET 140 | Status: Draft |
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| Course Review | FCS 134 | Food, Nutrition, Customs And Culture | Status: In Review |
| 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 Culinology 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 | FSN 134 | Food, Nutrition Customs and Culture (Lec 3/Lab 1)  A: FCS 120 or CA 120 and CA 124 | 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 |  |
| Course Review | PLGL 107 | Ethics for Paralegals |  |
| Course Review | SP 128 | Materials and Processing (Lec 3)  P: MATH 311 | 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. |
| Special Topics | | | |
| 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 |

**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.

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| **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.  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.)  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. | Comments:  Consider: Biology Investigations  Catalog Description: ...provide students the opportunity to continue (further investigate) a project from a previous semester (at a more advanced level)...  Methods of Instruction: Direct one on one interaction with the instructor (to establish the project?) and laboratory/field research (projects?)  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?) |

**Second Reading:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Major Modification | AG 310 | Winemaking Operations I  Advisory: AG 101  Limitation on Enrollment: “Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors.” | Change: No materials fees if under age 21 years. |
| 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 (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors. | Change: No materials fees if under age 21 years. |
| Major Modification  DL Update | BUS 130 | Consumer & Family Finance (Lec 3)  Rationale: Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text.  BUS 130 LAUNCH: 02/21/2016  ECON 130 (reviewed: F 2013)  FCS 130 (reviewed F 2007) | Comments: Launch proposals on the cross-listed courses to reflect the same changes with this course.  Update DL elements.  The course was launched in 02/21/2016 |
|  | 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 |
| Course Review  Clarification Needed | GEOG 105 | Geography of California (Lec 3) | 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. |
| 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  Rationale: The course is reviewed and updated. | Pending: Addition of activities or outside assignments. |
| Course Review  Major Modification | WFTO 337 | Division/Group Supervisor | Pending: Prerequisite language |
| Major Modification | Program | Agribusiness: Wine Business  Associate in Science  Total units: 25 |  |
| Major Modification | Program | Agribusiness: Wine Business  Certificate of Achievement  Total units: 25  Mission Statement:. |  |

**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.

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

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

**Agenda Item:** Curriculum Goals and Achievements

**Agenda Item:** Summary Report

**Reports**

* 1. AP&P Representatives
  2. AP&P Vice Chair / TRC Chair
  3. AP&P Chair
  4. Administration
  5. Admissions and Records
  6. Counseling/Matriculation
  7. Articulation
  8. CurricUNET & Support

Curriculum Development Handbook

AP&P Evaluation Recommendations and Follow-up

Report of Goals and Accomplishments

**Call for Future Agenda Items**

**Call to Adjourn.**

**Next Meetings**:

AP&P Committee Meeting: Thursday, May 11, 2017, B-100, 2:00 – 4:00 PM (Summary Report)

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