

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday, September 1, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.

X Applied Social Sciences – Christine Bisson

X Business – Anne Cremarosa

X Counseling – Lydia Maxwell

X English – Denize Cain

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

X Life and Physical Sciences – Rob Lennihan

X Mathematics Sciences – Derek Mitchem

X Public Safety – Kristy Treur

X Social & Behavioral Sciences – Tom VanderMolen

Student Representative – TBD

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres

VP, Academic Affairs – George Railey

X Admissions & Records – Janet Hooghuis,
and Betsy Wilcox

X Articulation – David DeGroot
Community Education – Vacant

OTHER

Past Chair – N/A

Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

Dean, Academic Affairs – Richard Mahon

Dean, Academic Affairs – Nancy Meddings

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 hours

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 discontinuance, 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 February 25, 2016 with amendments. (M/S/P Maxwell/Lennihan) Ayes: L. Maxwell, D. Cain, S. Bates, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: C. Bisson, A. Cremarosa, T. Webb, M. Nelson, G. Marquez, K. Headtke.

A motion was made to approve the minutes of the March 3, 2016 with amendments. (M/S/P Mitchem/Lennihan) Ayes: L. Maxwell, D. Cain, S. Bates, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: C. Bisson, A. Cremarosa, T. Webb, M. Nelson, K. Headtke.

A motion was made to approve the minutes of the May 12, 2016 as distributed. (M/S/P Maxwell/Lennihan) Ayes: L. Maxwell, D. Cain, S. Bates, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: C. Bisson, A. Cremarosa, T. Webb, M. Nelson, K. Headtke.

Approval of the Agenda -

A motion was to approve the agenda with amendments: move DA 328 from 2nd reading to 1st reading. (M/S/P Maxwell/Lennihan). Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

Approval of 2016-17 AP&P Calendar

A motion was to approve the 2016-17 AP&P Calendar as distributed. (M/S/P Maxwell/Mitchem) Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

Information Item: College Now

Janet Hooghuis, Admissions & Records, reported that the CollegeNow course list will no longer require AP&P review/approval. CollegeNow course listings are courses that high school juniors and seniors come to Allan Hancock College to complete and not counted as concurrent enrollment when taken at the AHC campus.

Nominations/Election of AP&P Vice-chair –

- 1) Nominations were opened by the Chair for the position of Vice Chair.
- 2) Tom VanderMolen, AP&P Rep, Social and Behavioral Sciences was nominated by R. Lennihan. Tom VanderMolen accepted the nomination. There were no other nominations.
- 3) Dave DeGroot stated an interest in the vice chair position.
- 4) Senate election rules for AP&P chair were read. The rules did not include nominations, elections, and eligibility for a vice-chair. Also, the rules indicated that “voting members” are eligible for the chair. Currently, the articulation officer is not listed as a “voting member”.
- 5) The duties of the vice chair position were read from Section 2 of the Curriculum Development Handbook (approved fall 2014).
- 6) Discussion included:
 - The articulation officer is a non-voting committee member
 - The vice chair position duties include chairing AP&P sub-committees.
 - The TRC proposal – the role of the vice-chair and the members of the committee (3 AP&P representatives, articulation officer, and curriculum specialist).
 - The need to clarify: (1) the vice chair position as a “permanent position”; (2) the vice chair position as part of the MOU; and (3) procedures for nominating and electing the vice chair.

COMMITTEE ACTION: A motion was made to table elections of AP&P vice chair until further clarification. (M/S/P) Lennihan/Marquez. Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0

Consent Items – AP&P Chair

Proposal Type	Prefix & Number	Course Title (units)
Textbook Change	NURS 311	Medication Administration
COMMITTEE ACTION:	A motion was made to recommend NURS 311 for adoption. (M/S/P) Lennihan/Marquez Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0	
New Topic	THEA 198 H	Rep of Beauty and the Beast and Newsies (3)
	THEA 198 I	Rep of Newsies and Fences (1)
	THEA 198 J	Rep of Twelfth Night and Fences (1)
	THEA 199J	Exploration of Twelfth Night and Fences (1)
	THEA 199K	Rep of Beauty and the Beast and Twelfth Night (1)
	THEA 199I	Exploration of Beauty and the Beast through Newsies (3)
COMMITTEE ACTION:	No action taken. THEA topics pending completion of department review.	

First Reading

Proposal Type	Prefix & Number	Course Title (units)	Rationale / Recommendations
As new course proposals, the committee discusses the appropriateness of these courses with the mission of the college in addition to need / justification/ for new courses.			
Minor Modification	ART 150	Painting in Oils 3 (3) Prerequisite: ART 130	Rationale: Primary need is to change grading options from "Pass/No Pass" to "Letter Grade or Pass/No Pass." In addition, changes were made to Methods of instruction, Methods of Evaluation, Outside Assignments, Adopted Texts, and Instructional Materials to adapt to new forms.

			Recommendations: List lab content separately, rationale for not having a textbook. <i>Note: Content cannot be edited using the minor modification process.</i>
Major mods	DA 328	Pit and Fissure Sealants (0.5) Limitation on enrollment: Admittance to dental assisting program.	Rationale: Update course SLOs to focus on specific student learning. Dental Board mandated curriculum changes. Recommendations: None
	DA 332	RDA Law and Ethics (0.5) Limitation on enrollment: Admittance to dental assisting program.	Rationale: The California Dental Board mandates curriculum. Changes were necessary.
COMMITTEE ACTION:	A motion was made to recommend 1 st readings for consideration. (M/S/P) Lennihan/Mitchem. Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

Second Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
New Course	AG 330	Harvest Bootcamp	Rationale: Recommendations: Supporting data LOE: Students must be 18 years old at time of enrollment; Based on the LOE, the course cannot be open to high school students.
C-ID /GE	MUS 111	Music Theory 1 (4) C-ID: MUS 120 C-ID: MUS 125 Advisory: MUS 110 or the ability to read music	Rationale: The modifications to music courses brings the course in alignment with the state CID so that it can be used as part of the Music transfer degree. <i>The initiator decided to not offer MUS 111 as a AHC General Education course.</i>
C-ID	MUS 112	Music Theory 2 (4) Prerequisite: MUS 111 C-ID: MUS 130 C-ID: MUS 135	
C-ID	MUS 113	Music Theory 3 (4) Prerequisite: MUS 112 C-ID: MUS 140 C-ID: MUS 145	
C-ID	MUS 114	Music Theory 4 (4) Prerequisite: MUS 113 C-ID: MUS 130 C-ID: MUS 135	
Minor Modification	MUS 117	Electronic Music MIDI Recording (2)	
Major Modification	MT 111	CNC CAD/CAM (3) Advisory: MT 109	
Major Modification	MT 112	CNC Multi-Axis (3) Advisory: MT 111	

Major Modification	MT 304	Maintenance Awareness (2)	
Minor mod	NURS 323	Respiratory System (2)	Rationale: New edition textbook
COMMITTEE ACTIONS:	A motion was made to recommend 1 st readings for consideration. (M/S/P) Maxwell/Mitchem. Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0		
	A motion was made to recommend prerequisites, corequisites, advisories, and limitation on enrollment for consideration. (M/S/P) Mitchem/Lennihan. Ayes: L. Maxwell, C. Bisson, A. Cremarosa, D. Cain, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

Public Remarks - None

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.

Reports

- a. AP&P Chair
 - Fall 2016 Sunset List distributed
 - Verify that the course should be on the list
 - What deadline to submit a response to the sunset list
 - Proposals have not been submitted for some courses listed on the fall 2015 sunset list.
- b. Counseling/Matriculation – There will be a winter intercession.
- c. CurricUNET & Support
 - The CO New Program and Course Approval Handbook was distributed.
 - The handbook does not yet include part 3 having to do with curriculum submissions to the state.
 - The CO is in the process of implementing a new inventory system
 - The CO system will be shut down for a period of time due to the implementation. During this time, proposals may not be submitted for approval. This may impact new and modified courses being implemented locally.
 - More information will be sent out to all faculty as the information becomes available.
 - Locally, our data has been migrated to CurricUNET Meta and is being reviewed – next steps will be to finalize program screens and approval processes, then a 2nd migration of the data.

Call for Future Agenda Items: Major /minor criteria, and sunset policy.

Call to Adjourn: The meeting was adjourned at 4:00 p.m.

Next Meeting: Thursday, Sept, 8, 2016, B-100, 2:00 – 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>