Academic Policy & Planning Committee Agenda

Meeting: Thursday September 8, 2016 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 – TBD | Academic/Student Affairs – Kathy Headtke | VP, Academic Affairs – George Railey |
| Applied Social Sciences – Christine Bisson | Languages & Communication – Andrea Sanders | Admissions & Records – Janet Hooghuis and Betsy Wilcox |
| Business – Anne Cremarosa | 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 – Tim Webb | Social & Behavioral Sciences – Tom VanderMolen | **OTHER** |
| Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – TBD | Past Chair – N/A |
| 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 – Nancy Meddings | 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 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** Sep 1, 2016

**Approval of the Agenda**

**Action Item:** CDH Review:Duties of AP&P Representatives – Larry Manalo Jr.

**Agenda Item:** CDH Review:Implementing the New Sunset Policy – Larry Manalo Jr.

**Consent Items**

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| **Proposal Type** | **Prefix & Number** | **Course title (Units)** | **Comments** |
| Note: All consent agenda items can be viewed through “All Proposals”. | | | |
| Minor Modification | EL | Electronics Technology: Mechatronics  Certificate of Achievement | Course listing corrections due to recent sunset courses. |
| Minor Modification | EL | Electronics Technology: Mechatronics  Associate in Science | Course listing corrections due to recent sunset courses. |
| Course Drop | LE 321 | Basic Law Enforcement Academy 1A (Lec 10/Lab 12)  Rationale: The course is no longer being offered. | I: Deborah Annibali  R: Kristy Treur |
| New Topic | THEA 198H | Rep of Beauty and the Beast and Newsies (Lab 3) OE/OE  Rationale: This course provides an opportunity to explore particular aspects of the performance disciplines which are not covered in detail in the existing program. Course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula. | I: Roger DeLaurier  R: Tim Webb |
| New Topic | THEA 198I | Rep of Newsies and Fences (Lab 1) OE/OE |
| New Topic | THEA 199J | Exploration of Twelfth Night and Fences (Lab 1) OE/OE |
| New Topic | THEA 199 K | Rep Beauty and the Beast and Twelfth Night (Lab 1) OE/OE |

**First Reading**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Program Modification | AG | Agribusiness: Enology/Viticulture  Associate in Arts  Rationale for Program Modification:  Proposition Assembly Bill 1989 became law and has been applicable since January 1, 2015. This law allows students 18 years or older and registered in an enology/viticulture program at an approved institution (AHC is one of them) to be allowed to taste wine. Thus AG 310, Winemaking Operations I, and AG 311, Winemaking Operations II, are being added back into the program. | I: Alfredo Koch  R: Robert Lennihan |

**Second Reading**

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| **Proposal Type** | **Prefix & Number** | **Course title (units)** | **Comments** |
| These courses are the 0.5 unit courses that were modified as a result of the program review. The Committee had similar comments regarding these courses in Spring 2016. | | | |
| Major Modification | BUS 357 | Management: Listening (Lec 0.5) | I: Robert Bryant  R: Anne Cremarosa |
| Major Modification | BUS 360 | Introduction to Supervision (Lec 0.5) |
| Major Modification | BUS 361 | Your Leadership Style (Lec 0.5) |
| Major Modification | BUS 363 | Management: Conflict (Lec 0.5) |
| Major Modification | BUS 364 | Winning Business Plans (Lec 0.5) |
| Major Modification | BUS 367 | Managing Change (Lec 0.5) |
| Major Modification | BUS 369 | Employment Law (Lec 0.5) |
| Major Modification | BUS 370 | Ethics and Integrity (Lec 0.5) |
| Major Modification | BUS 371 | Sexual Harassment Prevention (Lec 0.5) |
| Major Modification | BUS 372 | Workplace Diversity (Lec 0.5) |
| Major Modification | BUS 373 | Forming a Small Business (Lec 0.5) |
| Major Modification | BUS 374 | Business Incorporation (Lec 0.5) |
| Major Modification | BUS 375 | Patents and Copyrights (Lec 0.5) |
| Major Modification | BUS 376 | Strategic Planning (Lec 0.5) |
| Major Modification | BUS 377 | Managing Service Quality (Lec 0.5) |
| Major Modification | BUS 378 | Effective Sales Methods (Lec 0.5) |
| Major Modification | BUS 380 | Marketing Strategies (Lec 0.5) |
| Major Modification | BUS 381 | Entering Global Markets (Lec 0.5) |
| Major Modification | BUS 382 | Advertising & Public Relations Strategies (Lec 0.5) |
| Major Modification | BUS 386 | Business Resume Writing (Lec 1) |
| Major Modification | BUS 394 | Managing Verbal Communication (Lec 0.5) | I: Marie Comstock  R: Anne Cremarosa |
| Major Modification | BUS 397 | Executive Leadership (Lec 0.5) |
| Major Modification | BUS 398 | Efficient Meetings (Lec 0.5) |
| These courses are the “bundled” courses that integrate the content of the 0.5 unit courses. They, as a result, are not open to students who have already completed the “component” courses. | | | |
| Major Modification | BUS 387 | Executive Leadership: Series (Lec 3)  Not open to: BUS 397 Executive Leadership; BUS 361 Your Leadership Style; BUS 376 Strategic Planning; BUS 356 Managing Organizations; BUS 367 Managing Change; BUS 362 Management: People Skills. | I: Marie Comstock  R: Anne Cremarosa |
| Major Modification | BUS 389 | Customer Service: Series (Lec 3)  Not open to: BUS 377 Managing Service Quality; BUS 394 Mgt: Verbal; BUS 357 Mgt: Listening; BUS 363 Managing Conflict (is this the same as Management: Conflict?); BUS 362 Mgt: People Skills; BUS 370 Ethics and Integrity. | I: Robert Bryant  R: Anne Cremarosa |
| Major Modification | BUS 391 | Human Resources Mgt: Series (Lec 3)  Not open to: BUS 369 Employment Law, BUS 371 Sexual Harassment Law/Prevention (is this the same as Sexual Harassment Law?), BUS 372 Workplace Diversity, BUS 396 Performance Measurement, BUS 370 Ethics and Integrity, or BUS 363 Mgt Conflict. | I: Robert Bryant  R: Anne Cremarosa |

**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.

**Reports**

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

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting**: Thursday, Sept 15, 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>