

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 15, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
Vice-Chair – TBD

X Applied Behavioral Sciences – C. Bisson

X Business – Anne Cremarosa
X Counseling – Lydia Maxwell
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

Languages & Communication – Andrea Sanders

X Life and Physical Sciences – Rob Lennihan

X Mathematics Sciences – Derek Mitchem

X Public Safety – Kristy Treur

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
&

X Betsy Wilcox

X Articulation – David DeGroot

Community Education – Vacant

OTHER

Past Chair – N/A

X Part-Time Faculty Union – D. Blanchard

LEGEND

I = Initiator

PCAs = prerequs, corequs, advisories

R = A&P Department Representative

Lec = Lecture Units

Lab = Laboratory Units

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

X Dean, Academic Affairs – Richard Mahon

Dean, Academic Affairs – Nancy Meddings

Dean, Student Services – Robert Parisi

X 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 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 8, 2016.

A motion was made to approve the September 8, 2016 meeting minutes as distributed. (M/S/P: Lennihan/Mitchem). Ayes: C Bisson, A. Cremarosa, L Maxwell, M. P. Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0).

Approval of the Agenda

A motion was made to approve the agenda with amendments: include THEA new topics proposals on the consent agenda. The department was able to vote on these courses. (M/S/P: Lennihan / Headtke). Ayes: C Bisson, A. Cremarosa, L Maxwell, M. P. Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0.

AP&P 2016-17 Calendar Action Item:

A motion was made to approve the AP&P 2016-17 Calendar with amendments: dates for submission and review of sunset list proposals; change the September 22, 2016 TRC meeting to a regular AP&P committee meeting. (M/S/P: Maxwell/Lennihan). Ayes: C Bisson, A. Cremarosa, L Maxwell, M P Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0.

TRC: Next Steps based on Senate Recommendations **Action Item:**

A motion was made to accept the process as stated in the document "Implementation of the TRC" in response to senate executive recommendations. (M/S/P: Maxwell/Lennihan). Ayes: C Bisson, A. Cremarosa, L Maxwell, M P Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0.

AP&P Curriculum Summary Report **Action Item:**

A motion was made to approve the AP&P Curriculum Summary Report, with ammendments, ed for the October 11, 2016 board meeting with amendments. (M/S/P: Mitchem /Headtke) Ayes: C Bisson, A. Cremarosa, T Webb, L Maxwell, M. P. Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0.

Action Item: BP/AP 4100 Graduation Requirements for Degrees and Certificates.

Open discussion on how to schedule the review of board policies (BP) and academic procedures (AP). These policies will be placed on the agenda for a future meeting.

Information Item: CurricUNET Meta Implementation Timeline.

CurricUNET Meta is tentatively scheduled for implementation in spring 2017. An information campaign is planned for this semester. More info to follow.

Consent Items:

Proposal Type	Prefix & Number	Course Title (Units)
New Topics	THEA 198H	Rep of Beauty and the Beast and Newsies (3 units)
	THEA 198I	Rep of Newsies and Fences
	THEA 198J	Rep of Twelfth Night and Fences
	THEA 199J	Exploration of Twelfth Night and fences
	THEA 199K	Rep of Beauty and the Beast and Twelfth Night
COMMITTEE ACTION	A motion was made to recommend consent items for adoption. . (M/S/P: Lennihan/Headtke) Ayes: C Bisson, A. Cremarosa, T Webb, L Maxwell, M P Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0.	

Second Reading

Proposal Type	Prefix & Number	Course Title (Units)
Major Modifications	DA 328	Pit and Fissure Sealants LOE: Admittance to Dental Assisting Program
	DA 332	RDA Law and Ethics (0.5) LOE: Admittance to Dental Assisting Program
Minor Modification	ART 150	Painting in Oils 3 (2) Prerequisite: ART 130
Program Modification	AG	Agribusiness: Enology/Viticulture Associate in Arts
COMMITTEE ACTION:	A motion was made to recommend 2 nd readings for adoption. (M/S/P: A Cremarosa/ R. Lennihan). . Ayes: C Bisson, A. Cremarosa, T Webb, L Maxwell, M P Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. Noes: 0. Abstain: 0. A motion was made to recommend PCA's for adoption. . (M/S/P: Lennihan/Mitchem. Ayes: C Bisson, A. Cremarosa, T Webb, L Maxwell, M P Nelson, G Marquez, K Headtke, R. Lennihan, D. Mitchem, K Treur. 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.

Reports

Administration

Richard Mahon commented on the college catalog and recommended ways for to better serve the needs of the students.

Counseling/Matriculation

Will PSYCH 105 be offered in fall 2016? Richard M. indicated that it would be offered once a year and would consider more offerings as the demand for the course increases.

CurricUNET & Support

No official notice from the Chancellor's Office on when the transition to the curriculum inventory system timeline on transitioning to the new curriculum inventory system.

Call for Future Agenda Items

- Criteria for Major and Minor Modifications
- Policies to review
- Timeline for TRC Implementation

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

Next meeting: Thursday, Sept 22, 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>

Fall Semester 2016

AP&P Working Meeting/Retreat: 0900-1600 Aug 17, 2016 Room C 11-B
DEADLINE TO SUBMIT SUNSET PROPOSAL FORMS: October 31, 2016

Technical Review Meetings	AP&P Committee Meetings	AP&P Summary Report	Academic Senate	Board of Trustees
	Aug 25, 2016 (option) Sep 1, 2016 Sep 8, 2016 Sep 15, 2016 – Finalize Summary Report	Sep 15 Eligible for AHC Catalog 2017-2018 (contingent upon Chancellor's Office implementation timeline of new inventory system)	Sep 20	Oct 11
Oct 6, 2016 Oct 20, 2016 Nov 3, 2016	Sep 22, 2016 Sep 29, 2016 Oct 13, 2016 Oct 27, 2016 Nov 10 – Finalize Summary Report	Nov 10	Nov 15	Dec 13
Nov 17, 2016 Dec 8, 2016	Dec 1, 2016 Review rationales for retaining courses on Sunset List			
<u>Spring Semester 2017</u>				
<u>AP&P Working Meeting/Retreat: 0800-1600 Jan 18, 2017</u>				
Jan 26, 2017 Feb 9, 2017 Feb 23, 2017 Mar 9, 2017 Mar 30, 2017	Feb 2, 2017 Feb 16, 2017 Mar 2, 2017 Mar 16, 2017 Apr 6, 2017 – Finalize Summary Report	Apr 6	Apr 18	May 9
Apr 13, 2017 Apr 27, 2017 May 11, 2017	Apr 20, 2017 May 4, 2017	TBD	TBD	TBD

NOTE: TRC Meetings are contingent upon selection/selection process of TRC faculty committee members. . CNET would be subject to periodic maintenance and updates which may affect this calendar.

Implementing Technical Review Committee

Selection of the Technical Review Committee Chairperson

The TRC Chair is also the vice-chair of the Academic Policy and Planning Committee.

Recommendation: Apply the same requirements for the chair of the committee to the vice chair with modified language so that non-voting faculty members on the committee are eligible for both chair and vice-chair positions:

“The election of the vice-chair for the committee shall be in accordance with the Academic Senate Elections Code. The vice chairperson shall be elected on or before April 1 for the following term. Any presently serving voting or non-voting faculty member shall be eligible. Nominations shall be from the floor and voting shall be by secret ballot. In the event no current faculty member of the committee is willing to serve as vice-chair, the current chairperson of the committee shall so advise the Senate Executive Committee. The Senate Executive Committee shall then direct the Senate Elections Committee to obtain nominations and conduct the election of the vice-chair in accordance with Academic Senate Elections Code. The term of office shall be two years.

(From: Academic Senate webpage: Description of the Academic Policy and Planning Committee)

Selection of Technical Review AP&P Representatives

The Academic Policy and Planning Committee will seek volunteers among the current department representatives who are serving the committee. In the event of multiple interests for the positions, an election would be held to determine the three candidates. The Academic Senate would confirm the membership of the Technical Review Committee.

Technical Review Process

The TRC chair may assign course and program proposals as they are queued in the submission and technical review process. These assignments may be based on the committee member's expertise, number of proposals currently being reviewed, or other criteria identified by the TRC.

The curriculum specialist would continue to ensure that the proposals are processed and submitted to the Chancellor's Office for approval.

Meetings

The TRC will meet every other week to discuss the technical issues related to proposals and determine readiness for review by the AP&P Committee. There will be discussions regarding the efficiency and effectiveness of the curriculum management system.

Evaluation of the Technical Review Committee

Upon full implementation, the TRC will be evaluated as follows:

- Initiator input regarding development and submission of proposals
- Surveys of faculty, department chairs, and deans regarding the overall effectiveness and efficiency of the TRC
- Tracking of proposal progression from initiation to summary report.