

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday September 21, 2017 in B-100 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 – Kate Adams  
 Fine Arts – Tim Webb  
 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 – Vacant

### NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres  
 VP, Academic Affairs – George Railey  
 Admissions & Records – Janet Hooghuis and Betsy Wilcox  
 Articulation – David DeGroot  
 Community Education – Sofia Ramirez-Gelpi  
 Part-Time Faculty Union –

### OTHER

Past Chair –

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – Bob Curry  
 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:** Sep 7, 2017

**Approval of the Agenda:**

**Agenda Item:** Summary Report

**Chair Report:**

**Information Item:** Defining Course Review and Other Approval Process.

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Drop	EMS 304	EMT Clinical Experience Lec 0.5/Lab 1) Prerequisite: EMS 301	Impact: AS Emergency Medical Services Certificate of Achievement Emergency Medical Services
Course Drop	FCS 123	Principles of Food 2 (Lec 1/Lab 1) Prerequisite: CA 120 or FCS 120	Impact: AA Culinology AS Family and Consumer Sciences: General Certificate of Accomplishment: Culinary Arts and Management: Baking

			Certificate of Accomplishment: Culinary Arts and Management: Catering and Events Management Certificate of Accomplishment: Culinary Arts and Management: Baking Certificate of Accomplishment: Culinary Arts and Management: Baking
New Topic	THEA 199 N	Exploration of Hunchback and Mamma Mia (Lab 3) This course will allow students to explore the skills necessary in a repertory theatrical production environment specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.	I: Roger de Laurier R: T Webb Comments: Course title was changed to "Exploration of Hunchback and Mamma Mia".

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification NEW DL Conversion	ECS 100	Child Growth and Development (Lec 3) CSU GE: D7 Interdisciplinary Social or Behavioral Science and E Lifelong Learning and Self Development IGETC: 4G Interdisciplinary, Social, and Behavioral Sciences DL: Yes. New. Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and as a result of course review. Course Objectives were modified.	I: Thesa Roepke R: C. Bisson Date Review: F 2017 Date Start: F 2018 Comments: Need: Worksheet for CSU GE and IGETC.
Major Modification	ECS 112	Introduction to Young Children with Special Needs (Lec 3) Advisory: ECS 100, ENGL 513 Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and to update current practices and language in the industry. Change prerequisite to advisory to meet industry standards. Updated textbook.	I: Thesa Roepke R: C. Bisson
Major Modification	ENGL 140	Graphic Novel as Literature (Lec 3) Prerequisite: ENGL 101 DL: Yes. AHC Category 3: Humanities AHC: MultiCultural Gender Studies CSU GE Area C2 Humanities IGETC 3B Humanities	I: Susan Farley R: Kate Adams Comment: Need CSU GE Worksheet. Current Catalog: It already indicates, "It will transfer to CSU Long Beach and will fulfill humanities and multicultural GE requirement."
Major Modification DL Update	FSN 109	Basic Nutrition for Health (Lec 3) DL: Yes AHC GE Category 5: Living Skills AHC GE Health & Wellness: Health Education or First Aid Safety CSU GE Area E: Lifelong Learning and Self-Development	I: Christine Bisson R: C Bisson Cross-list: FCS 109  Comment: Need AHC & CSU GE Worksheets. Good update on DL addendum.

		Modifications include changes in course objectives, evaluation, text, and DL addendum.	
Major Modification	FSN 112	Nutrition, Weight Management, & Eating Disorders (Lec 3) Advisory: ENGL 514 AHC BE 5: Living Skills CSU GE: Area E Lifelong Learning and Self Development Modifications include changes in course objectives, assignments, evaluation, and text.	I: Christine Bisson R: C Bisson Cross-list: FCS 112 Comment: Is class presentation part of the evaluation? Need AHC & CSU GE Worksheets.
Major Modification	FSN 133	Introduction to Food Science (Lec 3) Prerequisite: CHEM 120 Advisory: ENGL 514 Rationale: The course is updated to reflect current information in the field of food science, to update the textbook, and to align curriculum as required for the Associate in Science in Nutrition and Dietetics and Associate in Science degree in Culinary. Modifications include discipline placement change to Nutritional Science/Dietetics, catalog description, advisory (new), content, objectives, SLO, assignments, and texts.	I: Christine Bisson R: C Bisson  Comments: Need entrance skills for the new advisory.
Major Modification	FSN 134	Food, Nutrition, Customs, and Culture (Lec 3/Lab 1) Advisory: CA 120 or FCS 120 and CA 124 AHC: MultiCultural Gender Studies Modification: Removal of FCS in the disciplines list. Course update to reflect current information and content. Changes in course objectives. Added detail in instruction, methods, assignments, and evaluation. Text update.	I: Christine Bisson R: C Bisson Cross-list: FCS 134 Comment: It seems FCS is being removed from discipline placement. If so, do you still want to list FCS 120 as an advisory? Need AHC: MultiCultural Gender Studies worksheet.
Major Modification DL Update	HIST 107	US History to 1877 (Lec 3) DL: Yes AHC GE 2B American History or Government CSU GE D6 History IGETC Area 4F History CID: HIST 130 Major requirement for ADT History. Modifications include edits on the content, update on the DL addendum, and information on GE.	I: Gary Bierly R: T VanderMolen Review: F 2017 Start: Fall 2018 Comment: There is a 10 <sup>th</sup> edition – 2014: A People and a Nation. Vol II. Norton et al. Need: Worksheets for AHC GE, CSU GE, and IGETC.
Major Modification DL Update	HIST 108	US History 1877 to Present (Lec 3) DL: Yes AHC GE 2B American History or Government CSU GE D6 History IGETC Area 4F History CID: HIST 140 Major requirement for ADT History. Modifications include edits on the content, update on the DL addendum.	I: Gary Bierly R: T VanderMolen Review: F 2017 Start: Fall 2018 Comment: There is a 10 <sup>th</sup> edition – 2014: A People and a Nation. Vol II. Norton et al. Need: Worksheets for AHC GE, CSU GE, and IGETC.
Major Modification DL Update	HIST 118	United States History (Lec 3) Modifications include edits in the DL addendum. DL: Yes	I: Gary Bierly R: T VanderMolen Review: F 2017 Start: Fall 2018 Comment: Update text: The Unfinished Nation. Brinkley. 8 <sup>th</sup> ed.

**Information Item:** Distance Learning and Adaptive Technology. Guest: Nancy Hernandez.

**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:** None

**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

**Call to Adjourn.**

**Next Meetings:**

TRC Meeting: Sep 28, 2017 (2:00 PM – 4:00 PM)  
AP&P Committee Meeting Oct 5, 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>

## CROSS LISTING POLICY (MPO)

Cross listing, also known as the multiple prefix offering, or MPO, allows for courses with multiple prefixes to be offered at Hancock if placed in multiple disciplines, or as interdisciplinary, e.g. Business Economics listed as both BUS 121 / ECON 121. This practice is referred to as Cross-listing or Multiple Prefix Offering (MPO). Courses proposed for cross listing must follow the guidelines below:

1. An **identical Course Outline of Record [COR]** must be recorded under each discipline.
2. To ensure collaboration and consensus among departments on all proposed courses, affected faculty members must collaborate on authorship of the COR, on modifications to the COR, and in all discipline program reviews of the course. Following the example above a business faculty member and an economics faculty member would initially write the course, collaborate on any course modification, and participate in the course review during each discipline's program review.
3. Faculty may request multiple discipline placement of a course once they have collaborated with the affected departments. Faculty should be prepared to provide contacts, statements from affected faculty, and rationale statement to request cross-listing of a course.
4. In cases where the affected discipline-area faculty cannot agree on a common COR they will meet with the AP&P Committee Chair, the Department Chair/s, and the Dean/s, to mediate the dispute. If faculty authors are still unable to reach consensus, the course will not be considered for cross-listing. The results will be reported to AP&P and the initiators have the option of appealing to the Academic Senate.
5. Proposals to request cross-listing of a course can be submitted to AP&P via the course modification proposal form. Course outlines for each course being cross-listed must be attached. Documentation must be attached verifying contact with appropriate faculty/departments.
6. Disciplines List
7. Examples of cross listed courses:
  - a. Multiple Discipline Placement Example: BUS 121, Business Economics, must list "Business **or** Economics" on the AHC Courses Placed in Disciplines List under each program as well as on the document associated with the COR. This enables faculty from either discipline to teach the course under either prefix.
  - b. Interdisciplinary Placement Example: BUS 121, Business Economics must state the following on the AHC Courses Placed in Discipline List under each program as well as on the document associated with the COR: "Interdisciplinary: Business **and** Economics." To teach this course a faculty member must meet the minimum qualifications of one of the disciplines and have upper division or graduate course work in one of the other disciplines listed for the Interdisciplinary discipline.