

Academic Policy & Planning Committee Minutes

Meeting: Thursday September 22, 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
X English – Denize Cain
X Fine Arts – Tim Webb
Kinesiology, Rec & Athletics – Sheri Bates
X Health Sciences – Mary Pat Nelson

Industrial Technology – Gabriel Marquez
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
X Social & Behavioral Sciences – Tom VanderMolen
X Student Representative – Allie Shea

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
VP, Academic Affairs – George Railey
X Admissions & Records – J. Hooghuis and
X Betsy Wilcox
X Articulation – David DeGroot
Community Education – Vacant

OTHER

Past Chair – N/A
X Part-Time Faculty Union – D. 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

GUESTS

Robert Bryant

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 15, 2016.

A motion was made to approve the Sep 15, 2016 meeting minutes as amended. (M/S/P: R Lennihan/D. Mitchem. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, K Treur, T VanderMolen, and Noes: 0 Abstain: D Cain and A Shea)

Approval of the Agenda

Agenda changes: Introduce and include student representative, Allie Shea and table Meta Orientation and Plan for Department Outreach.

A motion was made to approve the agenda with amendments. (M/S/P: R Lennihan/D. Mitchem. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, K Treur, T VanderMolen, D Cain, and A Shea Noes: 0 Abstain: 0).

Action Item: Nomination and Election of the Vice-chair (and TRC Chair)

The committee nominated and unanimously voted for David DeGroot as the vice chair.

Action Item: Nomination of TRC AP&P Representatives

The committee accepted the nomination and unanimously voted for Kristy Treur, Tom VanderMolen, and Derek Mitchem as AP&P representatives for the Technical Review Committee.

Action Item: Next Steps: Review of AP&P Calendar F2016-S2017 and Forming the Technical Review

Motion: Approve the modifications to the AP&P Calendar to accommodate the formation of TRC. (M/S/P: D Mitchem/L Maxwell. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, K Treur, T VanderMolen, D Cain, and A Shea Noes: 0 Abstain: 0).

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

The committee had an initial read and review of the BP 4100 and a partial read and review of the AP 4100.

Motion: Continue discussions regarding the AP 4100. (M/S/P: D Mitchem/L Maxwell. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, K Treur, T VanderMolen, D Cain, T Webb, and A Shea. Noes: 0 Abstain: 0).

Information Item: Meta Orientation and Plan for Department Outreach – Tabled.

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Recommendations:
<p>Rationale: These BUS courses were modified as part of the Program Review. Recommendation: For all the BUS courses with DL offering, remove BlackBoard as a Learning Management System.</p>			
Minor Modification	BUS 101	Introduction to Business (Lec 3)	Collaborate with Alternative Media Specialist regarding Disabled Students.
Minor Modification	BUS 102	Marketing (Lec 3)	Collaborate with Alternative Media Specialist regarding Disabled Students.
Minor Modification	BUS 103	Advertising (Lec 3)	Change Grading Option to: P/NP or Letter Grade. Include Written Assignments in MOE.
Major Modification	BUS 104	Business Organization and Management (Lec 3)	No recommendations.
Major Modification	BUS 107	Human Relations in Business (Lec 3) Advisory: Eligibility for ENGL 513	No recommendations.
Major Modification	BUS 110	Business Law (Lec 3)	No recommendations.
Major Modification	BUS 140	Survey of International Business (Lec 3)	Include Written Assignments from textbook in MOE.
Major Modification	BUS 160	Business Communications (Lec 3) Advisory: ENGL 514 and the ability to type 40 words per minute are strongly recommended	Include Written Assignments from textbook in MOE.
Major Modification	BUS 302	Essentials of Management (Lec 3)	Regarding the Catalog Description, retain the exception language, "This course is not open to students who are enrolled in or have received credit for one or more of the Essentials of Management modules or BUS 359 Essentials of Management."
Major Modification	BUS 303	Sales and Marketing (Lec 3)	No recommendations.
Major Modification	BUS 356	Managing Organizations (Lec 0.5)	Add: Not open to students who have taken BUS 387.
<p>A motion was made to a recommend all the BUS courses for first reading. (M/S/P: L Maxwell/R Lennihan. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, K Treur, T VanderMolen, D Cain, T Webb, and A Shea. Noes: 0 Abstain: 0).</p>			
Major Modification	ANTH 105	Language and Culture (Lec 3)	Since these courses are cross-listed courses, make sure that the COR have identical Textbook and Materials and DL Offering.
Major Modification C-ID	ENGL 105	Language and Culture (Lec 3)	
C-ID Course Modification	CHEM 150	General Chemistry 1 (Lec 3/Lab 2) Prerequisite: CHEM 120 or equivalent and MATH 331 or equivalent	No recommendations.

Major Modification	DA 317	Dental Assisting Theory (Lec 7)	No recommendations.
Major Modification	DA 333	Success in Dental Assisting Practice (Lab 0.5)	No recommendations.
Major Modification	DA 348	RDA Success Seminar (Lec 0.5)	No recommendations.
A motion was made to recommend first readings for consideration. (M/S/P: D Mitchem/A Shea. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, T VanderMolen, D Cain, T Webb, and A Shea. Noes: 0 Abstain: 0).			

Second Reading

Proposal Type	Prefix & Number	Course title (units)
New Course	AT 354	Selected Projects in Automotive Machining (Lab 3) Advisory: AT 336 and ENGL 514 LOE: Must take and pass the Lab Safety Test
Major Modification	CA 118	Beverage Management (Lec 1)
A motion was made to recommend adoption of AT 354 and the modifications to CA 118. (M/S/P: D Mitchem/C Bisson. Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, T VanderMolen, D Cain, T Webb, and A Shea. Noes: 0 Abstain: 0).		
A motion was made to recommend for adoption prerequisites, corequisites, advisories, and limitations. (M/S/P:L. Maxwell / A. Cremarosa) Ayes: C Bisson, A Cremarosa, L Maxwell, M P Nelson, R Lennihan, D Mitchem, T VanderMolen, D Cain, T Webb, and A Shea. 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 - None

Call for Future Agenda Items

CNET Accessibility for all screens for various types of proposals.

First and Second Readings

Inquiry: DE Coordinator regarding changing the DL language (instead of BlackBoard and Canvas, use Learning Management System (LMS))

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

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