

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday September 7, 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 – Denize Cain  
 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 –

### NON-VOTING MEMBERS

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

### OTHER

Past Chair –

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – David Humphreys  
 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:** May 11, 2017



05-11-2017 APP  
 Minutes DRAFT.doc

**Approval of the Agenda:**

**Agenda Item:** Calendar: F 2017



2017 AP&P  
 Calendar v4.docx

**Agenda Item:** Inclusion of outside of class hours, total student learning hours, instructional categories, and ratios for each instructional category in the Course Outline of Record.



Proposed COR  
 Table.docx

**Information Item:** AP English Literature and Composition with a score of 3, 4, or 5 for ENGL 101 (Freshman Comp: Exposition) or ENGL 102 (Freshman Comp Literature)

**Consent Agenda:**

<b>Proposal Type</b>	<b>Prefix &amp; Number</b>	<b>Course/Program Title (units)</b>	<b>Comments</b>
Textbook Change	AJ 101	Introduction to Criminal Justice (Lec 3) A: Eligibility for ENGL 101 <u>or</u> successful completion of ENGL 514	AHC GE Category 2A. Social Sciences  Adopted Text: 2016 and 2012. I: Al Avila R: K. Treur
Course Review	CS 102	Introduction to Computing with HTML (Lec 3) A: CBOT 100 and CBIS 373 DL: Yes	DL elements continue to need additional information.  2017-18 Catalog Discrepancy: It lists one advisory.
Textbook Change	CS 112	Fundamentals of Programming 2 (Lec 4) P: CS 111 Distance Learning: Yes	
Course Review	DANC 110	Beginning Modern Dance (Lec 1.5/Lab 0.5) Repeat: 3 A: ENGL 514	
Minor Modification	ECS 151	Infant and Toddler Development (Lec 3) A: ENGL 513	I: Thesa Roepke R: C Bisson  Comment: The textbooks are 2007 and 2009. Are there newer editions?
Course Review	EMS 306	CPR for Healthcare Providers (Lec 0.5) Repeat: 99	Comments: Since the course is by AHA, are the other textbooks necessary?
Course Review	FILM 123	Directing for the Camera (Lec 1/Lab 1) Repeat: 3 A: FILM 110	I; Chris Hite R: T. Webb
Course Drop	FT 342	Fireground Hydraulics (Lec 0.5-1)	R: K. Treur This is a stand-alone course.
Minor Modification	GRPH 112	Digital Imagery (Lec 2.5/Lab 0.5) C: Completion of or concurrent enrollment in GRPH 111  Rationale: The course is updated. Minor changes in catalog description, semester offering, outside assignments, and text.	I: N J Ward R: T. Webb  Comments: Since ART 107 was mentioned in the catalog description, would you want to add ART 107 in the list of co-requisites courses?
Course Review	GRPH 360	Applied Design Graphics Lab 1 (Lab 0.5-1) C: Completion of or concurrent enrollment in any of the following: ART 108 or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130  Changes: Remove from cross-listing with ART 108. Added ART 107 and ART 108 in the catalog description. Changed grading method from Letter Grade or Pass/No Pass to Pass/No Pass. Added: ART 108 in the list of corequisites.	2017-18 Catalog Discrepancy: It does not list ART 108 in the list of corequisites.
Textbook Change	MA 350	MA Fundamentals (Lec 2) LOE: Admittance to MA Program	I: S. Reardon R: M P Nelson
Course Review	MUS 100	Music Appreciation (Lec 3) Distance Learning: Yes	I: Ann Lucas R: T Webb
Course Review	NURS 106	Leadership & Management (Lec 2)	I: L. Manalo

		LOE: Admittance to RN Program	R: M P Nelson
Course Review	SOC 101	Introduction to Sociology (Lec 3) Distance Learning: Yes	Comments: Can we remove the older books in other texts? Or indicate as classics.
Textbook Change	SOC 110	Introduction to Marriage & Family (Lec 3) Distance Learning: Yes	Comments: Can we remove the older books in other texts? Or indicate as classics.
Textbook Change	SPAN 101	Elementary Spanish I (Lec 5) DL: Yes Not open to students who have received credit for SPAN 120 and SPAN 121	I: Ana Gomez R: A Sanders
Textbook Change	SPAN 102	Elementary Spanish II (Lec 5) P: SPAN 101 or 2 years of High School Spanish DL: Yes	I: Ana Gomez R: A Sanders
<p>These courses were reviewed and updated as part of the accreditation list last fall 2016. The prerequisites were converted to advisories. There were changes in the grading option from "Letter Grade or Pass/No Pass" to "Pass/No Pass", assignments, and methods of evaluation.</p> <p>These courses are resubmitted to reflect removal of the limitation of enrollment.</p>			
Course Review	WFTO 310	Basic Fire Suppression Orientation S-110 (Lec 0.5) A: WFT 302	I: Frank Ortiz R: K Treur
Course Review	WFTO 329	Fire Business Management Principles S-260 (Lec 1) A: WFTO 315, WFTO 321, and WFTO 330	I: Frank Ortiz R: K Treur
Course Review	WFTO 330	Basic Air Operations S-270 (Lec 1) A: WFTO 315	Consider: Including a more specific sample assignment.  Discrepancy: Course Comparison indicates two advisories. COR lists only WFTO 315.  2017-18 Catalog Discrepancy: It lists two prerequisites.
Course Review	WFTO 331	Helispot Manager J-272 (Lec 0.5) A: WFTO 315 and WFTO 320 and WFTO 330	
Course Review	WFTO 334	Leadership and Organizational Development S-301 (Lec 1.5) A: WFTO 314, WFTO 315, and WFTO 329	2017-18 Catalog Discrepancy: It lists 0.5 units.
Course Review	WFTO 335	Task Force/Strike Team Leader S-330 (Lec 1.5) A: WFTO 336 and WFTO 334	2017-18 Catalog Discrepancy: It lists more prerequisites.
Course Review	WFTO 336	Fire Suppression Tactics S-336 (Lec 2) A: WFTO 315, WFTO 325, WFTO 330, and WFTO 344	2017-18 Catalog Discrepancy: It lists more prerequisites.
Course Review	WFTO 337	Division/Group Supervisor S-339 (Lec 1) A: WFTO 334	Comment: The weekly lecture hours are 1.25.
Course Review	WFTO 338	Intermediate Aviation Operations S-370 (Lec 2) A: WFTO 329 and WFTO 330	

Course Review	WFTO 339	Helibase Manager S-371 (Lec 2) A: WFTO 320 and WFTO 330	
Course Review	WFTO 340	Helicopter Coordinator J-374 (Lec 1.5) A: WFTO 330 and WFTO 336	2017-18 Catalog Discrepancy: It lists 2 units.
Course Review	WFTO 341	Air Support Group Supervisor S-375 (Lec 1.5) A: WFT 303, WFTO 334, and WFTO 339	2017-18 Catalog Discrepancy: It lists 2 units.
Course Review	WFTO 342	Air Tanker Coordinator S-376 (Lec 2) A: WFTO 329, WFTO 330, and WFTO 338	2017-18 Catalog Discrepancy: It lists 1.5 units.
Course Review	WFTO 343	Air Tactical Group Supervisor S-378 (Lec 2.5) WFTO 330 and WFTO 340	2017-18 Catalog Discrepancy: It lists 1.5 units.
Course Review	WFTO 344	Introduction to Wildfire Behavior Calculations S-390 (Lec 2) A: WFTO 332	
Course Review	WFTO 345	Incident Commander S-400 (Lec 2) A: WFT 304 and WFTO 329	2017-18 Catalog Discrepancy: It lists 1.5 units.
Course Review	WFTO 346	Liaison Officer S-402 (Lec 0.5) A: WFT 304 and WFTO 337	Comment: Lecture is scheduled at 0.7 hours.  2017-18 Catalog Discrepancy: It lists 1 unit.
Course Review	WFTO 347	Safety Officer S-404 (Lec 2) A: WFT 304 and WFTO 337	2017-18 Catalog Discrepancy: It lists 1.5 units.
Course Review	WFTO 348	Standards for Survival PMS 416 (Lec 0.5) A: WFT 302	
Course Review	WFTO 350	Command and General Staff S-420 (Lec 2) A: WFT 304 and WFTO 337	
Course Review	WFTO 351	Look Up, Look Down, Look Around PMS 427 (Lec 0.5) A: WFTO 311	
Course Review	WFTO 352	Learn to BEHAVE Psm-428 (Lec 1) A: WFT 302 and WFTO 344	2017-18 Catalog Discrepancy: Typos on course title.
Course Review	WFTO 354	Operations Section Chief S-430 (Lec 2) A: WFT 304 and WFTO 337	
Course Review	WFTO 358	Facilitative Instructor PMS 925 (Lec 2) A: WFT 302	Comment: Lecture is scheduled at 2.49 hours per week.
Course Review	WFTO 363	Followership to Leadership L-280 (Lec 1) A: WFTO 311	Comments: Include written assignments in evaluation. Attendance cannot be used as the sole method of evaluation.
Course Review	WFTO 364	Incident Leadership L-381 (Lec 2) A: WFTO 363	Comment: Lecture is scheduled at 2.40 hours per week. Include written assignments in evaluation. Attendance cannot be used as the sole method of evaluation.
Course Review	WFTO 399A	Dispatch Recorder D-110 (Lec 0.5)	

		A: WFT 101	
Course Review	WFTP 310	Prescribed Fire for Burn Bosses RX-300 (Lec 2) A: WFTO 344	Comment: Weekly lecture hours: 2 and weekly lab hours 0.5. The units were decreased from 3.5 units to 2 units.
Course Review	WFTP 311	Introduction to Wildfire Prevention P-101 (Lec 0.5) A: WFT 302	2017-18 Catalog Discrepancy: It lists 2 units.
Course Review	WFTP 312	Inspecting Fire Prone Property P-110 (Lec 0.5) A: WFTP 310	
Course Review	WFTP 313	California Basic Fire Prevention P-140 (Lec 2) A: WFT 302	
Course Review	WFTP 314	Wildfire Origin and Cause Determination P-151 (Lec 1)	Comment: Weekly lecture hours: 1.25 and weekly lab hours: 0.75  2017-18 Catalog Discrepancy: It lists a prerequisite.
Course Review	WFTP 315	Introduction to Public Information Officer S-203 (Lec 2) A: WFT 302	
Course Review	WFTP 317	Intermediate Fire Prevention P-240 (Lec 2)	2017-18 Catalog Discrepancy: It lists a prerequisite.
Course Review	WFTP 320	Wildland Fire Prevention Planning P-301 (Lec 2) A: WFT 302 and WFTP 316	
Course Review	WFTP 321	Wildland Fire Prevention Marketing P-303 (Lec 2)	2017-18 Catalog Discrepancy: It lists a prerequisite.
Course Review	WFTP 322	Advanced Fire Prevention P-340 (Lec 2)	2017-18 Catalog Discrepancy: It lists a prerequisite.
Course Review	WFTP 323	Introduction to Fire Effects RX-340 (Lec 2) A: WFTO 313	
Course Review	WFTP 324	Information Officer S-403 (Lec 2) A: WFT 304	
Course Review	WFTP 326	Smoke Management Techniques RX-450 (Lec 2) A: WFTP 322	

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification Noncredit	CITZ 7000B	Preparation for Citizenship (Credit Hours: 36-48) Rationale: The course is updated to include activities/assignments.	I: Elaine Healy
Major Modification NEW: DL Conversion	MUS 106	World Music Appreciation (Lec 3)  Rationale: It adds to the online offerings of the department. Enrollment in regular MUS 106 has had difficulty filling. An online version would likely to attract a full class.	I: Ann Lucas R: T. Webb

**Action Item: Cross-listed Courses.** Since these courses are cross-listed, how should the committee ensure that these course outlines of record are identical and have been reviewed at the same time?



Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	BUS 130	Consumer & Family Finance (Lec 3) DL Status: Yes. The course needs to be reviewed.	Cross-listed: ECON 130 (Reviewed: 2013) FCS 130 (Reviewed in 2007)  NOTE: The CB03 TOP Code: 2204.00 – Economics, General  Last Discussion: Herb Elliott, discipline faculty for ECON 130, requested that the course be aligned with the fall 2013. He indicated that the revisions would be applied to the upcoming course and program review. Both BUS 130 and FCS 130 would be aligned with the course outline for ECON 130.
Course Review	CEL 104	Introduction to Robotics and Mechatronics (Lec 2/Lab 1)	Cross-listed: EL 104 (2011) ET 104 (2011) TOP Code: 0934.10 Computer Installation and Repair Technology/Technician  Text: Gilliland. The Microcontroller Applications Cookbook 2000.
Course Review	CEL 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL 125	Cross-listed: ET 131 (Reviewed: Spring 2017)
Course Review	EL 131	PLCs and Industrial Control Design (Lec 2/Lab 1) P: EL 125	TOP Code: 0934.10 – Computer Installation and Repair Technology / Technician  Comment: ET 131 was reviewed and approved in Spring 2017. Both CEL 131 and EL 131 are aligned with ET 131.
Course Review	EL 133	Mechatronic Systems 1 (Lec 2/Lab 1) P: CEL 104 or EL 104 or ET 104	Cross-listed: ET 133 (Not in review. Although there is an indication that the course was reviewed in 2017. No committee action.)  CEL 133 (Review: Spring 2017 – no committee action. Unclear why the course was indicated as reviewed in 2017)

			TOP Code: 0934.10 – Computer Installation and Repair Technology / Technician
Course Review	FILM 121	Sound Production Techniques (Lec 2/Lab 1)  Rationale: Course update including textbook.	I: Chris Hite R: T. Webb  Cross-list: MUS 116 (review: Spring 2012). Comparing the CORs, there are remarkable similarities and subtle differences.

### 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

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification Noncredit	CITZ 7000B	Preparation for Citizenship  Rationale: The course is updated to include activities/assignments.	I: Elaine Healy
Major Modification NEW: DL Conversion	MUS 106	World Music Appreciation (Lec 3)  Rationale: It adds to the online offerings of the department. Enrollment in regular MUS 106 has had difficulty filling. An online version would likely to attract a full class.	I: Ann Lucas R: T. Webb

### Action Item: Summary Report 09/07/2017



Fall 2017 APP  
Summary Report DR

### 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  
Distance Learning Addendum: Better Understanding and Practice

### Call to Adjourn.

### Next Meetings:

TRC Meeting: Sep 14, 2017 (2:00 PM – 4:00 PM)  
AP&P Committee Meeting: Sep 21, 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>

Resources:



CDH 2015 S2017  
Review.docx



PCAH\_6thEdition\_J  
uly\_FINAL.pdf



COR Curriculum  
Reference Guide Re



## 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.