

Academic Policy & Planning Committee Minutes

Meeting: Thursday October 6, 2016 in A103, 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
Vice-Chair – David DeGroot

X Applied Behavioral Sciences – J. Dal Porto

X Business – Anne Cremarosa

X Counseling – Lydia Maxwell

X 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
Academic/Student Affairs – Kathy Headtko

X 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 – X J. Hooghuis.

X Betsy Wilcox

Articulation – David DeGroot

Community Education – Vacant

OTHER

Past Chair – N/A

X Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

X 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

Larry Ralston, Public Safety

Deb Annibali, Director, Law Enforcement
Training, AHC

Betsy Miller, CSU Domingues Hills

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 22, 2016.

A motion was made to approve the minutes of the September 22, 2016 meeting with amendments:

(M/S/P: L Maxwell/ R Lennihan) Ayes: J. Dal Porto, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, M. P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, A. Shea. Nays 0. Abstain: S Bates.

Approval of the Agenda

A motion was made to approve the agenda with amendments: The first reading for LE 330 was moved up to accommodate guests. (M/S/P: A Cremarosa/ A Shea). Ayes: J Dal Porto, A Cremarosa, L Maxwell, D Cain, T. Webb, M P Nelson, G Marquez, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, S. Bates, and A Shea. Nays: 0. Abstain: 0.

BP/AP 4100 Graduation Requirements for Degrees and Certificates

Discussion included the following:

- Minimum general education units required per Title 5 55063(1)(b): 18 units
- AHC current general education units required: 21
- Consideration of program unit totals and program length
- Present to counseling for review and feedback. Lydia Maxwell, Counseling, will report back to AP&P.

COMMITTEE ACTION: A motion was made to send the BP/AP 4100 to counseling department for a review of the general education units and graduation unit requirements. (M/S/P: Maxwell / Mitchem) Ayes: J Dal Porto, A Cremarosa, L Maxwell, D Cain, T. Webb, M P Nelson, G Marquez, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, S. Bates, and A Shea. Nays: 0 Abstain: 0.

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

Accreditation Recommendations on Review of Course Outlines of Record.

The Committee discussed the accreditation issues regarding course review and updating dated CORs.. A proposal was presented to have a “course review” process that includes the initiator, department chair, dean, and the curriculum committee to review and approve courses that need to be updated. In addition, the proposal includes involvement of the curriculum committee in the course review process. Discussion included the following:

- There is a concern that additional committee meetings are needed to be able to review and approve these course updates for a December board report.
- Current status of the list of courses identified as not being reviewed/updated
- Current course review processes
- Role of technical review committee
- Clarification of the intent of having AP&P included in the course review process

COMMITTEE ACTION: pending

First Reading

Proposal Type	Prefix & Number	Course title (units)	Recommendations & Rationales
New Course	LE 330	<p>Core Custody Academy (Lec 10/Lab 1)</p> <p>Advisory: PE 141 and ENGL 306 Repeat: 1</p> <p>LOE: Students must score a 42 or higher on a PELLETB Test, and be approved by the Law Enforcement Training Division prior to beginning of class.</p> <p>NOTE: Approval of equivalent training is not a guarantee that state regulatory or licensing agencies will also grant equivalency. Students will be required to complete a Medical History/Clearance form signed by their physician after medical examination, and a Personal History Statement and interview prior to start of class. and Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.</p>	<p>Rationale: This course is designed to satisfy the State of California Board of State and Community Corrections (BSCC) Standards and Training for Corrections (STC) minimum requirements for a corrections officer working in a county or city jail position. Larry Ralston and Deb Annibali presented the proposal and explained how the proposal meets the mission of AHC and needs of the community. This new course will provide the needed training for new correctional officers in the San Luis Obispo and Santa Barbara counties in anticipation of new facilities. The course provides cultural and high level-academic and physical fitness training.</p> <p>Recommendations: Include TOP and SAM codes. Spell out PELLETB and CORE LOE: Change the numbering to reflect 1. Remove “United States”</p>
COMMITTEE ACTION:		A motion was made to recommend LE 330 for consideration. (M/S/P: A Sanders/K Treur). Ayes: J Dal Porto, A Cremarosa, L Maxwell, D Cain, T. Webb, M P Nelson, G Marquez, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, S. Bates, and A Shea. Nays: 0. Abstain: 0.)	

1ST Reading:

COMMITTEE ACTION: A motion was made to postpone 1st readings, and 2nd readings below until next week. (M/S/P: L Maxwell/ D Mitchem Ayes: J Dal Porto, A Cremarosa, L Maxwell, D Cain, T Webb, M P Nelson, G Marquez, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, and A Shea. Nays: 0. Abstain: 0.)

Proposal Type	Prefix & Number	Course/Program Title (units)
Major Modification	ART 112	Design Color Theory (Lec 2/Lab 1)
Major Modification	ART 133	Composition Studies: Figure 1 (Lec .25/Lab .25)
Major Modification	BUS 362	Management: People Skills (Lec 0.5)
Major Modification	BUS 365	Managing Teams (Lec 0.5)
Major Modification	BUS 366	Promoting Small Business (Lec 0.5)
Major Modification	BUS 368	Online Auctions (Lec 0.5)
Major Modification	BUS 390	Business Entrepreneurship Law (Lec 3)
Major Modification	BUS 392	Performance Evaluation (Lec 0.5)
Major Modification	BUS 393	Business Report Writing (Lec 0.5)
Major Modification	BUS 396	Performance Measurement (Lec 0.5)

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)
Major Modification	ANTH 105	Language and Culture (Lec 3)
Major Modification C-ID	ENGL 105	Language and Culture (Lec 3)
Minor Modification	BUS 101	Introduction to Business (Lec 3)
Minor Modification	BUS 102	Marketing (Lec 3)
Minor Modification	BUS 103	Advertising (Lec 3)
Major Modification	BUS 104	Business Organization and Management (Lec 3)
Major Modification	BUS 107	Human Relations in Business (Lec 3) Advisory: Eligibility for ENGL 513
Major Modification	BUS 110	Business Law (Lec 3)
Major Modification	BUS 140	Survey of International Business (Lec 3)
Major Modification	BUS 160	Business Communications (Lec 3) Advisory: ENGL 514 and the ability to type 40 words per minute are strongly recommended
Major Modification	BUS 302	Essentials of Management (Lec 3)
Major Modification	BUS 303	Sales and Marketing (Lec 3)
Major Modification	BUS 356	Managing Organizations (Lec 0.5)
C-ID Course Modification	CHEM 150	General Chemistry 1 (Lec 3/Lab 2) Prerequisite: CHEM 120 or equivalent and MATH 331 or equivalent
Major Modification	DA 317	Dental Assisting Theory (Lec 7)
Major Modification	DA 333	Success in Dental Assisting Practice (Lab 0.5)
Major Modification	DA 348	RDA Success Seminar (Lec 0.5)
Minor Modification	GRPH 118	Introduction to Web Graphics (Lec 2/Lab 1) Advisory: GRPH 112 or GRPH 113
Minor Modification	GRPH 120	Advanced Design for Publishing (Lec 2/Lab 1) Prerequisite: GRPH 115

Public Remarks - None

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

AP&P Committee Chair – an inquiry regarding the review of SLOs by AP&P was sent to Academic Senate

Call for Future Agenda Items - None

Call to Adjourn -The meeting was adjourned at 4:00 p.m.

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