

Academic Policy & Planning Committee Minutes

Meeting: Thursday October 13, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
X Vice-Chair – David DeGroot
X Applied Behavioral Sciences – Judith Dal Porto
Business – Anne Cremarosa
X Counseling – Lydia Maxwell
English – Denize Cain
X Fine Arts – Tim Webb
X Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez
X Academic/Student Affairs – Kathy Headtke
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
Admissions & Records – X Janet Hooghuis and X Betsy Wilcox
X Articulation – David DeGroot
Community Education – Vacant

OTHER

Past Chair – N/A
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

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 Oct 6, 2016.

Motion: Approve the minutes as distributed. (M/S/P: R Lennihan/D Mitchem. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, and A Shea. Nays:0 Abstain: 0)

Approval of the Agenda

Motion: Approve the agenda as posted. (M/S/P: K Headtke/A Shea. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, and A Shea. Nays:0 Abstain: 0)

Action Item: Accreditation Recommendations on Review of Course Outlines of Record: Next Steps

The discussions explored the ramifications of involving the Committee in the course review process.

- Impact of having the course review as part of the agenda
- Level of review and scrutiny of the Committee that may undermine the decisions made by the department/course review team. However, there are additional considerations regarding programs that do not have full-time faculty to review the courses.
- Impact on the workload of the committee. The "review" of Course Review would add to the responsibilities of the committee.
- There is a need for further research regarding how "course review" is integrated in the curriculum process.
- There is also a need to account for the actual number of course reviews per semester.
- There is a consideration of using the Technical Review Committee to be involved in reviewing "Course Review" and reporting to the committee.
- Regarding the college's Course Review process, there is a need to provide assistance in the process.

Motion: Continue discussions regarding the role of AP&P Committee in the Course Review Process. (M/S/P: R Lennihan/A Sanders. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, and A Shea. Nays:0 Abstain: 0)

Consent Items:

Proposal Type	Prefix & Number	Course Title (Units)	Comments
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First Reading

Proposal Type	Prefix & Number	Course title (units)	Comments
Major Modification	ART 112	Design Color Theory (Lec 2/Lab 1) Advisory: ART 110 or GRPH/ART 108 I: D West R: T Webb	Rationale: To remove the prerequisite and replace it with an advisory. The Art faculty feel that this is sufficient and the prerequisite has been severely limiting enrollment. Changes have been made to the catalog description to clearly define the course. Recommendations: Add: ART 108 to the new Advisory. It is a course that is cross-listed with GRPH 108. Review and potentially revise Course Objective # 1 for clarity. Add: "of" in Course Objectives # 3. Reformat numbering on the Other Materials.
Major Modification	ART 133	Composition Studies: Figure 1 (Lec .25/Lab .25) I: D West R: T Webb	Rationale: Remove the prerequisite and replace it with an advisory. Art faculty feel this is sufficient and the prerequisite has been severely limiting enrollment. Recommendations: Recalculate the units and hours to meet the minimum 0.5-unit threshold for lecture.
Major Modification	BUS 362	Management: People Skills (Lec 0.5) I: R Bryant R: A Cremarosa	Rationale: Recommendations from Program Review Recommendations: Add "Not open to students who have taken BUS 387 (Executive leadership Series) or BUS 389 (Customer Service: Series)" in the catalog description.
Major Modification	BUS 365	Managing Teams (Lec 0.5)	No recommendations.
Major Modification	BUS 366	Promoting Small Business (Lec 0.5)	No recommendations.
Major Modification	BUS 368	Online Auctions (Lec 0.5)	No recommendations.
Major Modification	BUS 390	Business Entrepreneurship Law (Lec 3)	No recommendations.
Major Modification	BUS 392	Performance Evaluation (Lec 0.5)	Recommendations: Include Course Data Elements.
Major Modification	BUS 393	Business Report Writing (Lec 0.5) I: M Comstock	Recommendation:

		R: A Cremarosa	Since the program review mentioned the need to improve student writing skills, recommend an English advisory – ENGL 513 or ENGL 514. Need to include Course Data Elements.
Major Modification	BUS 396	Performance Measurement (Lec 0.5)	Recommendations: Include: Not open to students who have taken BUS 391 (Human Resources Mgt: series)

Motion: Accept the above courses for First Readings. (M/S/P: L Maxwell/A Sanders. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, T Webb, and A Shea. Nays:0 Abstain: 0)

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Recommendations
New Course	LE 330	Core Custody Academy (Lec 10/Lab 1)	I: Larry Ralston R: Kristy Treur
Major Modification	ANTH 105	Language and Culture (Lec 3)	I: J Jozwiak
Major Modification C-ID	ENGL 105	Language and Culture (Lec 3)	R: T VanderMolen
Minor Modification	BUS 101	Introduction to Business (Lec 3)	I: R Bryant
Minor Modification	BUS 102	Marketing (Lec 3)	R: A Cremarosa
Minor Modification	BUS 103	Advertising (Lec 3)	I: R Bryant
Major Modification	BUS 104	Business Organization and Management (Lec 3)	R: A Cremarosa
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	I: D Nouri R: R Lennihan
Major Modification	DA 317	Dental Assisting Theory (Lec 7)	I: K Johnson
Major Modification	DA 333	Success in Dental Assisting Practice (Lab 0.5)	R: M.P. Nelson
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	I: N Ward R: T Webb
Minor Modification	GRPH 120	Advanced Design for Publishing (Lec 2/Lab 1) Prerequisite: GRPH 115	

Motion: Adopt the above courses. (M/S/P: R Lennihan/D Mitchem. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, T Webb, and A Shea. Nays:0 Abstain: 0)

Motion: Accept prerequisites, co-requisites, and advisories. (M/S/P: D Mitchem/R Lennihan. Ayes: J Dal Porto, L Maxwell, S Bates, G Marquez, K Headtke, A Sanders, R Lennihan, D Mitchem, K Treur, T VanderMolen, T Webb, and A Shea. Nays: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

- a. AP&P Representatives: Request for assistance with completing proposals. Include a standard language for Independent Projects.
- b. AP&P Vice Chair
- c. AP&P Chair – Ongoing discussions regarding developing a process for Distance Education review and approval. Demonstration of the new proposal type, Course Review.
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

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

Next meetings:

AP&P Committee: Thursday, Oct 20, 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>

Integrating the Course Review in the Curriculum Process

Background:

The Course Outlines of Record (COR) are reviewed every two years (Career and Technical Education) or every six years (non-CTE courses) through the course review process. The review process carefully looks at the pre-requisites, co-requisites, and advisories, alignment with ~~G~~[graduation requirements](#)~~general E~~[education criteria](#), [graduation requirements](#) (~~General Education~~, Multi-culture Gender Studies ~~and~~, ~~H~~[Health and Wellness, etc](#)), and transferability to CSU and UC). The course review team determines the need for course modifications. Upon completion of the course review, the team report is submitted to the Vice President of Academic Affairs (VP-AA).

The current course review process does not include the Academic Policy and Planning (AP&P) Committee. The committee processes the courses that require minor or major modifications and not the courses that are deemed not requiring any modifications.

Recommendations:

- Include the Academic Policy and Planning Committee in the Course Review process.
- The team would submit the Course Review report to AP&P for review.
- The AP&P Committee would review and take action on the team report.
- [Upon committee review, the review date on the would be updated demonstrating AP&P committee review.](#)
- ~~Upon committee approval, the review dates on the CORs would be updated.~~ In the event of minor and major modifications, the COR review dates would be re-updated upon committee approval of course modifications.
- Regarding the review of PCA, graduation requirements, and transferability to CSU and UC, the curriculum specialist would attach these documents to the respective course outlines of record.
- Include the graduation requirement, Health and Wellness, and the review of Distance Learning in the course review process.