

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 19, 2017 in B-100 at 2:00 PM

Department Representatives (Voting Members)

- ✓ Chairperson Larry Manalo Jr.
- ✓ Vice-Chairperson Dave DeGroot
- ✓ Applied Behavioral Sciences: C. 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: TBA

Non-Noting Members

- VP, Academic Affairs – George Railey
- ✓ Curriculum Specialist – Rebecca Andres
- ✓ Admissions & Records – Janet Hooghuis
- ✓ A&R Substitute - Betsy Wilcox
- ✓ Articulation – David DeGroot
- Community Education – Vacant
- Notetaker: Rebecca Andres

Standing Invitees

- Dean, Academic Affairs Margaret Lau
- Dean, Academic Affairs, R. Mahon
- Dean, LRC / Academic Affairs Robert Curry
- Dean, Academic Affairs Sofia Ramirez Gelpi
- Dean, Student Services Robert Parisi
- Dean, Matriculation/Counseling, Yvonne Teniente
- Dean, Academic Affairs Rick Rantz
- Associate Dean/Athletic Director, Kim Ensing
- Associate Dean/PCPA Director, Mark Booher

Guests

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,
- recommends new and modified curriculum for adoption to the Academic Senate.

Approval of Minutes: Oct 5, 2017

A motion was made to approve the minutes of the October 5, 2017 meeting. The October 5, 2017 meeting minutes are to include the board policy and administrative procedure 4020.. (D. Mitchem /K. Headtke) Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Approval of the Agenda:

A motion was made to approve the agenda as distributed. (D. Mitchem /K. Headtke) Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Action Item: AP&P Chair Position

A call for nominations for AP&P chair position, spring 2018, was made:

- No nominations were made.
- The matter is being referred to the Executive Senate.
- No action taken.

Action Item: TRC and Current Status and Course Approval Process – Inclusion of the CurriQunet Workflow.

TRC current status:

- The TRC is currently included in the “course review” approval process (aka workflows or review levels) created in the fall 2016 semester.
- Faculty utilize the “course review” process to launch proposals in disciplines scheduled to complete a 2017-18 course review cycle.

CurriQunet Course Approval Processes (aka workflows) Current Status

- The approval processes updated in spring 2017 (approved by the committee on 5/11/2017) was reviewed by the TRC at its September 2017 meetings.
- Clarification of the modifications was needed in preparation of creating the processes in CurriQunet

- The modifications were made to the original CurriQunet approval process document approved in spring 2014 (CurricUnet Proposals and Proposal Types) in order to maintain that which was not modified in spring 2017.
- Additional modifications by the TRC were made and appear on the final draft.

No action taken.

Action Item: Cooperative Work Experience CWE 149 and CWE 302

- The CWE course outlines were updated in 2015 and serve as a template for all CWE discipline specific course outlines.
- New or modified cooperative work experience courses, CWE 149, Occupational Work Experience or CWE 302 General Work Experience, will be proposed to the committee according to the CWE 149 or CWE 302 template.

Action: A motion was made to review and approve all CWE courses on the consent agenda. (M/S/P D. Mitchem/K. Adams) Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0.

Information Item: Chair Comments

Student Learning Outcomes and Course Objectives

- The committee will ensure that each course outline of record includes student learning outcomes

Current list of courses and rigor

- The AHC course numbering system was reviewed and discussed

Transfer and articulation updates

-

Specific content for lecture and laboratory courses

Consent Agenda

Course Reviews	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
The EMS discipline is currently reviewing all courses in the discipline for currency of course offerings. Specific modifications for each course are listed below.			
Course Review	EMS 199	Special Topics in Emergency Medical Services Training (Lec 0.5)	The modifications include offering the course "as needed" and the grading method was changed from letter grade to P/NP.
	EMS 300	Introduction to Emergency Medical Services (Lec 1) Advisory: ENGL 514 LOE: Admittance to program	The modifications include offering the course "as needed" and grading method from letter grade to P/NP, updating text and materials.
	EMS 321	Advanced Cardiac Life Support (Lec 1) Repeat: 0	The modifications include offering the course "as needed" and grading method from letter grade or P/NP to P/NP,, updating text and materials
The wildland fire technology discipline is currently updating its courses for currency of course of course offerings. Specific modifications are noted for each course below.			
	WFT 306	Incident Command System for Executives I-402 Advisory: WFT 305	Grading method change from letter grade or P/NP-to-P/NP.

	WFTO 311	Firefighter Training S-130 Advisory: WFT 302 and WFTO 313	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, assignments, and methods of evaluation updated.
	WFTO 312	Advanced Firefighter Training S-131 (Lec 0.5) Advisory: WFTO 311 and WFTO 313 and WFTO 315 and WFTO 317 and WFTO 318	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, assignments, and methods of evaluation updated.
	WFTO 313	Introduction to Wildland Fire Behavior S-190 (Lec 0.5) Advisory: WFT 302	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, assignments, and methods of evaluation updated.
	WFTO 314	Initial Attack Commander ICT S-200 (Lec 1.5) Advisory: WFT 302 and WFTO 312 and WFTO 325	Grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 315	Supervisory Concepts and Techniques S-201 (Lec 0.5) Advisory: WFT 302 and WFTO 311 and WFTO 313	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 316	Fire Operations in the Urban Interface S-205 (Lec 2)	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 318	Wildfire Powersaws S-212 (Lec 1/Lab 0.5) Advisory: WFTO 311	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 321	Crew Boss S-230 (Lec 1.5) Advisory: WFTO 315 and WFTO 325 and WFTO 330	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 322	Engine Boss S-321 (Lec 0.5) Advisory: WFTO 325 and WFTO 329 and WFTO 330	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 323	Dozer Boss S-232 (Lec 1) Advisory: WFTO 325 and WFTO 329 and WFTO 330	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 326	Felling Boss S-235 (Lec 1.5) Advisory: WFTO 315 and WFTO 329	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 327	Staging Area Manager J-236 (Lec 0.5) Advisory: WFTO 315 and WFTO 329	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.
	WFTO 328	Field Observer S-244 (Lec 2) Advisory: WFTO 315 and WFTO 321	Course offering to as needed and grading method change from letter grade or P/NP-to-P/NP, methods of evaluation updated.

Corrections	GRPH 360	Applied Graphics Lab 1	Corrections were made to include GRPH 108 as a co-requisite course and grading option to P/NP.
Committee action:	A motion was made to recommend consent agenda items for adoption. (M/S/P D. Mitchem / K. Headke. Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0:		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
The EMS discipline is currently being reviewed and all courses in the discipline are being updated for currency of course offerings. Specific modifications for each course are listed below.			
Course Review	EMS 134	Internship Seminar (Lec 1)	<p>Modifications include offering the course as needed, grading method from letter grade only to P/NP, updating methods of instruction, and methods of evaluation.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ▪ Review the contact hours of 1.1 lecture. 0.1 hour = 6 minutes (x 16-18 weeks = 96 – 108 minutes). ▪ Include course objectives. Suggestion: Discuss, analyze, and evaluate work-based learning experiences. Describe requisite knowledge, skills, and attitudes in competent job performance. Include: Content.
	EMS 149	Cooperative Work Experience: Occupational (Lec 1-8)	<p>LOE: To participate in Cooperative Work Experience: (1) students must be working at a job within their major; (2) students must be able to become involved in new or expanded responsibilities on the job; (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student; and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities.</p> <p>The modifications include catalog description, grading method from letter grade or P/NP-to-P/NP, addition of specific CWE language in the limitation on enrollment, course objectives, outside assignments, and methods of evaluation.</p>
	EMS 314	<p>Advanced Incident Command System for Command and General Staff, Complex Incidents, and MACS for Opera (Lec 1)</p> <p>Cross-listed with WFT 304</p>	The course grading method was changed from letter grade to P/NP.
	EMS 315	Ambulance Strike Team Provider (Lec 1)	Course offering to as needed, text DL elements updated

		.	
Course Review DL Update	EMS 316	Ambulance Strike Team Leader (Lec 1) Prerequisite: Completion of application process Corequisite: WFT 301 and WFT 302 Advisory: WFT 303 and ENVT 156	The modifications include: course offering to as needed, conversion of prerequisites to corequisites, addition of a new prerequisite, completion of application process, and methods of evaluation Recommendations:: <ul style="list-style-type: none"> ▪ Review currency of text and materials. ▪ list the application process as LOE instead of prerequisite.
	EMS 313	Intermediate Incident Command System for Expanding Incidents for Operational First Responders ICS-30 (Lec 1.5) Advisory: WFT 302 Cross-list: WFT 303	The modifications include offering as needed, grading method change from letter grade or P/NP to P/NP, and a new advisory of WFT 302.
	EMS 333	Paramedic Theory (Lec 12/Lab 4) Prerequisite: Current California EMT-1 (Basic) certification and EMS 303 and plus a minimum of six months verified experience as an EMT-1 (Basic) responding to emergency medical responses within the past two years or EMS 302	The modifications include offering as needed, increase in units from 10 to 16 units, grading method change from letter grade only to P/NP, and update the textbook. Recommendations: <ul style="list-style-type: none"> ▪ Bledsoe, B.E. (2017). 5th edition. Paramedic Principles and Practice. ▪ What is the rationale for increasing the number of units?
	EMS 337	Wilderness EMS Aircraft Search Technology and Techniques (Lec 1.5/Lab 0.5)	The modifications include offering to as needed, grading method change from letter grade or P/NP-to-P/NP, and textbook Comment: <ul style="list-style-type: none"> ▪ Course learning objectives and student learning outcomes are the same. Consider: Describe safe and effective aircraft search techniques during a search and rescue operation in a wilderness location. Describe safe and effective aircraft search techniques during a search and rescue operation in a remote location. ▪ Verify currency of the materials. Consider: Wilderness First Aid: Emergency Care in Remote Locations. 2015. American Academy of Orthopedic Surgeons and Wilderness Medical Society.

	EMS 338	Land Navigation (Lec 2) Cross-list: FT 338 and ENVT 338	The modifications include offering as needed, unit change, grading method change from letter grade or P/NP to P/NP, and textbook update. Recommendations: <ul style="list-style-type: none"> ▪ Consider a different text: Fergusson is still available (1997). ▪ Other: Letham, L. 2008. GPS made easy. 5th edition.
	EMS 343	Paramedic Clinical Laboratory (Lec 7/Lab 0.5) Prerequisite: EMS 333 LOE: Current CPR certification of health care provider or professional rescuer	The modifications include offering as needed, grading method change from letter grade only to P/NP, LOE, and textbook Recommendation:: <ul style="list-style-type: none"> ▪ Bledsoe, B.E., Porter, R.S., and Cherry, R.A. Paramedic Care Principles & Practices. 5th ed. 2017.
	EMS 347	Wilderness EMS Urban, Rural, & Wilderness Search and rescue Management (Lec 2/Lab 0.5)	The modifications include offering as needed, unit change from 2 to 2.5 units, grading method change from letter grade or P/NP to P/NP, assignments, and methods of evaluation. Recommendations <ul style="list-style-type: none"> • Verify currency and availability of the text and materials. Wilderness First Aid – Emergency Care for Remote Locations. First Edition. 1998. National Safety Council <p style="text-align: center;">Outdoor Emergency Care. 2nd Edition. 1993. National Ski Patrol. Bowman, Warren, M.D.</p>
	EMS 350	Wilderness EMS: Essentials of Search and Rescue (Lec 3.5)	The modifications include offering as needed, grading method change from letter grade or P/NP to P/NP. Recommendation: <ul style="list-style-type: none"> ▪ Verify currency and availability of the resources. Note: The course is based on National Association of Search and Rescue.
	EMS 353	Paramedic Field Internship (Lab 10) Prerequisite: EMS 343 LOE: Current CPR certification for health care provider or professional rescuer	The modifications include offering to as needed, grading method change from letter grade only to P/NP, LOE, and assignments.
	EMS 360	Wilderness EMS – Man Tracking 1 (Lec 0.5)	The modifications include offering to as needed, grading method change from letter grade or P/NP to P/NP, and assignments. Recommendations: <ul style="list-style-type: none"> ▪ Verify currency and availability of the resources. 2014 texts seem to be the closest to the author: "Fundamentals of Man tracking: The Step-by-Step Method: An Essential Primer for Search and Rescue Trackers".

	EMS 362	Wilderness EMS – Man Tracking 2 (Lec 0.5) Prerequisite: EMS 360	The modifications include offering as needed, course hours, grading method change from letter grade or P/NP-to-P/NP, prerequisite, assignment, and methods of evaluation. <ul style="list-style-type: none"> ▪ Consider Fundamentals of Search and Rescue, Third Edition. 1996. Emergency Response Institute. Cooper, LaValla, and Stoffel.
	EMS 378	Wilderness/EMS-EMT Wilderness Transition (Lec 2.5) Prerequisite: EMS 301 and EMS 306 or current EMT-1 certification and professional rescue or health care provider CPR certification.	The modifications include offering as needed, grading method change from letter grade or P/NP-to-P/NP, prerequisite, assignment, and methods of evaluation
	EMS 388	Wilderness EMS – Searching with Canine (K-9) Teams	The modifications include offering as needed, grading method change from letter grade or P/NP-to-P/NP, assignment, and methods of evaluation. Recommendation:: <ul style="list-style-type: none"> ▪ Verify and update text and materials. Fundamentals of Search and Rescue, Third Edition. 1996 Emergency Response Institute. Cooper, LaValla, and Sroffel. Search and Rescue Dogs, Training Methods. 1991. American Rescue Dog Association. Scent and the Scenting Dog. 1972. Arner Publications, Syrotuck. Cadaver Dog Handbook. 2000. CRC press. Rebmann, David, Sorg.
Course Review DL Update	EMS 401	Emergency Medical Technician 1 (Basic) Refresher (Lec 1.5) Repeat: 99 Prerequisite: EMS 301 and EMS 306 or valid EMT-1 Basic certification within the last 4 years. DL: Yes	The modifications include offering to “A”, grading method change from letter grade only to P/NP, prerequisite, assignment, methods of evaluation, and DL update. Comment: <ul style="list-style-type: none"> ▪ There are no text or materials for the course. ▪ DL offering of a largely skill-based course. ▪ Consider: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
	EMS 407	Wilderness EMS – First Responder and Survival Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 307	The modifications include course title change from Wilderness EMS – First Aid Refresher, course offering change to as needed, grading method change from letter grade or P/NP to P/NP, assignments, and methods of evaluation. Recommendations <ul style="list-style-type: none"> ▪ Verify currency and availability of the text and materials. EMT Prehospital Care. Henry, M.C. and Stapleton, E.R. 4th edition. 2011 (already changed). • Verification of recertification for employment purposes is needed.

	EMS 409	Prehospital Trauma Life Support (PHTLS) Refresher (Lec 0.5) Repeat: 99 Prerequisite: Current PHTLS Certification	The modifications include offering as needed, repeatability for recertification, grading method change from letter grade or P/NP to P/NP, assignments, and methods of evaluation. Recommendation Verification of recertification for employment purposes is needed.
	EMS 414	Advanced Cardiac Life Support (ACLS) Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 321 or current AHA ACLS certification	The modifications include offering as needed, repeatability for recertification, grading method change from letter grade or P/NP-to-P/NP, assignments, text, and methods of evaluation. Recommendation Verification of recertification for employment purposes is needed.
	EMS 416	Child Care First Aid & CPR Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 310 or valid ARC Child Care First Aid and CPR certification	The modifications include offering to as needed, repeatability for recertification, grading method change from letter grade or P/NP-to-P/NP, prerequisites, assignments, text, and methods Recommendations: <ul style="list-style-type: none"> ▪ Verify currency and availability of listed text and materials. Child Care and health safety Training Participant Handbook Item # 753000 is no longer supported by the American red Cross. https://www.redcrossstore.org/item/753000 • Verification of recertification for employment purposes is needed
	EMS 461	Medical First Responder Update (Lec 0.5) Repeat: 99 Prerequisite: WFT 302	The modifications include offering as needed, grading method change from letter grade or P/NP-to-P/NP, and textbook update..
New Course	ENGL 111	Transfer Accelerated Reading and Writing (Lec 2) Prerequisite: ENGL 512 or READ 510 or placement in ENGL 513 or READ 310 Corequisite: ENGL 101	This course is based on the demand for the experimental course, English 179B in spring 2017 when two sections were offered and filled with students. With the changes in multiple measure placement using GPA, it is anticipated that student demand will be for a co-requisite course with immediate access to ENGL101 eligibility rather than taking a sequence of developmental courses. This course fits in within the statewide and national push to provide alternative placements for students to complete their English GE requirements for transfer or vocational programs. This course will help students fulfill their GE English requirements effectively through acceleration Recommendations: <ul style="list-style-type: none"> ▪ Enhance the catalog description. (Consider including the student outcome language)
<p>The modifications to film courses is a result of a regularly scheduled course review cycle. Specific modifications for each course is described below.</p>			

Major Modification GE Request	FILM 104	Documentary Studies	<p>Justification: This Major Modification is being done to add AHC, CSU and IGETC general education. The GE certification for this course was overlooked when it was created. Need was based on informal discussions with students and discussions with the advisory committee. In addition, Film/Video faculty have recognized this curriculum as individually important to the career and academic matriculation of our students.</p> <p>Attachments:</p> <ul style="list-style-type: none"> ▪ Film Advisory Meeting May 2015 ▪ CSU GE C2 Humanities – CO 1-4. ▪ IGETC Area 3B – CO 1-4. ▪ How about MCGS and AHC GE? <p>Recommendation Update the textbook or provide a rationale for using an older textbook.</p>
New Course New DL offering	FILM 119	Great Directors of the Cinema (Lec 2.5/Lab 0.5)	<p>Justification: This course provides film students and GE students the opportunity to see, critique and write about films of the globe's most awarded filmmakers:</p> <p>Film studies courses in the Film and Video Program are routinely over-enrolled. This course is part of an effort to expand film studies curriculum.</p> <p>This course offers the opportunity to explore the work of the world's best film directors. Some of this work may be covered in other classes offered by the Film and Video Program but in different contexts and with less depth.</p> <p>Comments: Are there any student statistics related to the course? How about AHC GE and MCGS?</p>
<p>The history, humanities, and philosophy disciplines are being reviewed as part of its regularly scheduled course review cycle. In addition to updating the DL addendum, specific modifications for each course are listed below.</p>			
Major Modification	HIST/HUM 102	World Civilization Since 1500 (Lec 3) Cross-list: HUM 102	The changes include DL addendum update.
	HIST 119	History of California (Lec 3)	<p>The changes include DL addendum update.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ▪ Verify the currency and availability of text and materials. Textbook: Hall. West of the West. 2012. ▪ Remove "DL" from method of instruction
	HIST 120	History of the Mexican-American (Lec 3)	<p>Recommendations</p> <ul style="list-style-type: none"> ▪ Verify the currency and availability of text and materials. <p>Meir Mexican Americans/American Mexicans Edition: current</p>

			Vargas, Zaragosa Crucible of Struggle: A History of Mexican Americans from Colonial Times to Present Era Edition: 1st 2010
	PHIL 105	Ethics (Lec 3)	The modifications include DL update and textbook.
	PHIL 112	Logic (Lec 3)	The modifications include DL update and textbook.
<p>The wildland fire technology discipline is currently updating its courses for currency of course of course offerings. Specific modifications are noted for each course below.</p>			
Course Review	WFT 301	Introduction to Incident Command System I-100 (Lec 0.5)	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP.
	WFT 302	Basic Incident Command System I-200 Advisory: WFT 301	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP. Recommendations: <ul style="list-style-type: none"> • Verify currency and availability of materials list.
	WFT 303	Intermediate Command System I-300 (Lec 1.5) Advisory: WFT 102	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP. <ul style="list-style-type: none"> ▪ Verify currency and availability of Materials list.
	WFT 304	Advanced Command System I-400 (Lec 1) Cross-list EMS 304 (dropped f16)	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP Recommendations <ul style="list-style-type: none"> ▪ Verify currency and availability of Materials list. ▪ The course is not transferable. ▪ I hope and expect that significant changes to Wildland Fire are forthcoming that transcend these changes.
	WFTO 332	Intermediate Wildland Fire behavior S-290 (Lec 2) Advisory: WFTO 311, WFTO 313	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation.
	WFTO 355	Training Specialist S-445 (Lec 1) Advisory: WFTO 335 and WFTO 327 and WFTO 328 and WFTL 329	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation.
	WFTO 357	Advanced Wildland Fire Behavior Calculations (Lec 2) Advisory: WFTO 344	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation.

	WFTO 356	Air Operations Branch Director S-470 (Lec 2) Advisory: WFT 304	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation. Recommendation ▪ Rewrite SLO. It is not measurable.
	WFTO 360	Hazardous Materials First Responder Update (Lec 0.5) Advisory: WFT 302	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation .
	WFTO 362	Campbell Prediction System (Lec 1) Advisory: WFTO 312 and WFTO 332	The modifications include offering to "A" and grading method change from letter grade or P/NP-to-P/NP, converted prerequisites to advisories, and methods of evaluation.
Committee actions:	A motion was made to recommend first readings for consideration. (M/S/P D. Mitchem / K. Headke. Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0:		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 302	Progressive Wine and Food Pairing (Lec 0.5) LOE: Must be 21 years of age or older.	Old: Advanced Pairing Wine and Food. The modifications include course title, catalog description, and prerequisite removal. Programs: <ul style="list-style-type: none"> • AS Agribusiness: Wine Business • C of Accomplishment Agribusiness: Pairing Wine and Food • C of Accomplishment Culinary Arts and Management: Catering and Events Management • C of Achievement Agribusiness: Wine Business • C of Achievement Culinary Arts and Management: restaurant Management
The anthropology modifications are a result of a regularly scheduled course review cycle. Specific modifications are noted for each course below.			
Major Modification DL Update	ANTH 102	Introductory Cultural Anthropology (Lec 3) C-ID ANTH 120 DL: Yes	The modifications include: address C-ID recommendations, additional course objective, update DL, and textbook.
Major Modification	ANTH 103	Introduction to Archaeology (Lec 3) DL: Yes	The modifications include distance learning updates and textbook

The dance modifications are the result of a regularly scheduled course review cycle. Specific modifications are noted for each course below.			
Major Modification	DANC 130	Beginning Jazz (Lec 1.5/Lab 0.5) Advisory: ENGL 514 Repeatable: Fullerton College x 1 College Now: Yes.	Recommendation Add laboratory content.
	DANC 131	Intermediate Jazz (Lec 1.5/Lab 0.5) Advisory: ENGL 514 and DANC 130 Repeatable: Fullerton College x 1	Recommendation Add laboratory content.
	DANC 135	Advanced Jazz (Lec 2/Lab 1) Advisory: ENGL 514 and DANC 131 LOE: Audition Repeatable: Fullerton College x 1	Recommendation Add laboratory content.
	DANC 137	Funk Dance (Lec 1.5/Lab 0.5) Advisories: DANC 133 and ENGL 514 Part of course review.	Modifications are being made to catalog description, grading method to Letter grade or P/NP, Recommendations: There is a need for outside assignments. Add laboratory content.
	DANC 140	Beginning Folklorico (Lec 1/Lab 0.5) Advisory: ENGL 514 Part of course review. The modifications include removal of repeatability and add MQ of Folk Dance.	Modification to add Folk Dance discipline placement Recommendation: Add laboratory content.
	DANC 154	Clinic in Partnering (Lec 0.5/Lab 0.5) Prerequisite: DANC 110 or DANC 120 Or DANC 130	The title of the course is being changed from Pointe & Partnering Clinic, remove DANC 121 advisory course and replace with DANC 110 or DANC 120 or DANC 130 Recommendation Add laboratory content.
The EMS discipline is currently being reviewed and all courses in the discipline are being updated for currency of course offerings. Specific modifications for each course are listed below			
Course Review	EMS 301	Emergency Medical Services Academy – 1A (Lec 4/Lab 2) Repeat: 99 Recertification. Prerequisite: EMS 300 and EMS 306 or concurrent enrollment	The modifications include grading method from Letter Grade to P/NP, repeatability rationale, prerequisites, and textbooks

		Advisory: ENGL 514 or equivalent LOE: Admittance to the program	
	EMS 310	Child Care First Aid & CPR (Lec 0.5)	The modifications include addition of repeatability for recertification purposes. Recommendations The textbook needs to be updated. Verification of recertification for employment purposes.
	EMS 320	Emergency Medical Response to Hazardous Material Incidents (Lec 1)	The modifications include grading method change from letter grade or P/NP to P/NP and methods of evaluation.
	EMS 325	Lifeguard Certification (Lec 1.5/Lab 0.5) Repeat: 99 – Recertification LOE: American Red Cross requirements for swimming proficiency.	The modifications include addition of repeatability and textbook update. Recommendation What is the swimming proficiency requirement?
Course Review	GRPH 113	Digital Illustration (Lec 2.5/ Lab 0.5) Corequisite: GRPH 114 Advisory: GRPH 110, GRPH 108, or GRPH 112.	The modifications include SLO, methods of evaluation, and textbook update..
	GRPH 116	Digital Portfolio (Lec 2/Lab 1)	The modifications include catalog description, course objectives, methods of evaluation, and textbook.
	GRPH 361	Applied Design Graphics Lab 2 (Lab 1.5-3) Prerequisite: GRPH 360 Corequisites: GRPH 108 or ART 107 or 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	The modifications include change in grading method from letter grade or P/NP-to-P/NP, and added ART 108 and ART 107 as additional co-requisites.
	GRPH 362	Applied Design Graphics Lab 3 (Lab 0.5-1) Prerequisite: GRPH 361 Corequisite: Completion of or concurrent enrollment in any one of the following: GRPH 108,	The modifications include change in grading method from letter grade or P/NP-to-P/NP, and added ART 108 and ART 107 as additional co-requisites

		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.	
The law enforcement discipline began a course review cycle in fall 2016. Remaining courses to be reviewed include LE 424,425, and 440.			
Course Review	LE 354	Training Management Update (Lec 1.5) LOE: State required minimum professional education to qualify as a fully trained, professional law enforcement officer or appointment as a law enforcement agency training manager or coordinator.	<p>The modifications include changing course offering to as needed, two learning outcomes, formatting, and entering course codes.</p> <p>Recommendation The course requires modifications to the LOE language, and an appropriate prerequisite statement and entrance skills.</p> <p>Prerequisite statement used in other LE courses: Satisfactory completion of a POST certified basic law enforcement academy <u>or</u> STC certified training academy or equivalent as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.</p> <p>Example of entrance skills 1) Proper officer safety tactics 2) Demonstrate California State POST/STC mandated minimum levels of psychomotor skills and safety in emergency vehicle operations, arrest and control methods, firearms, and physical fitness. 3) Demonstrate the California State POST/STC mandated minimum levels of critical thinking, judgement and problem solving ability. 4) Demonstrate the California State POST/STC mandated minimum levels of knowledge. 5) Familiarity with, and knowledge of the California Penal Code, Vehicle Code, Health & Safety Code and Welfare & Institutions Code. 6) Effective non-verbal and verbal communication used in policing. 7) Effective communication used in policing. 8) Familiarity with case law pertinent to policing. 9) Familiarity with Field Training Officer program</p>
	LE 356	Crime Scene Investigation (Lec 1.5) LOE: State required minimum professional education to qualify as a fully trained, professional law enforcement officer.	<p>The modifications include change in grading method from letter grade <u>only to letter grade</u> or P/NP-to-P/NP and no textbooks.</p> <p>Recommendation The course requires modifications to the LOE language, and an appropriate prerequisite statement and entrance skills</p>
	LE 366	EVOC (Lec 0.5-1) Repeat: 99 LOE: State required minimum professional	<p>The modifications include a correction to the TOP code 2105.50 Police Academy (typo) and repeatable x 99.</p> <p>Recommendation</p>

		education to qualify as a fully trained, professional law enforcement officer.	The course requires modifications to the LOE language, and an appropriate prerequisite statement and entrance skills
	LE 421	Complaint Dispatcher (Lec 4/Lab 0.5)	The textbook needs to be updated.
	LE 441	Advanced Driving Skills II (Lec 0.5) Prerequisite: LE 440 or AJ 440	The modifications include change in semester offering to as needed and content.
Minor Modification	MMAC 127	Digital Video Post-Production (Lec 1.5/Lab 1.5) Cross-list: FILM 127 Advisory: MMAC 125 or FILM 125	The modifications include catalog description, semester offering to Spring, SLO, course objectives, methods of instruction, outside assignments, methods of evaluation, and textbooks Due to the nature of the modifications, the course is upgrade to a major modification. Recommendation Clarify repeatable language.
Major Modification	PD 110	College Success Seminar (Lec 1)	The course is being updated for currency of course offering. The modifications include change in TOP code to 4930.10 Career Guidance and Orientation, catalog description, semester offering to "A", content, course objectives, methods of evaluation, and textbooks.
Course Review	WFT 305	Multi-Agency Coordination I-401 (Lec 0.5) Advisory: WFT 304	The modifications include change in grading method from letter grade or P/NP to P/NP. Recommendation Consider removing older resources.
Minor Program Modification	AAT Kinesiology		Rationale: As a result of CHEM 150 recently receiving CI-D Approval, and recent articulations with CSU Northridge The program modification includes: Add CHEM 150 to restricted electives Remove PE 156 (course is no longer offered) Add: PE 121, PE 122, PE 140, PE 141, PE 142, and PE 146 (CSU)
Committee actions:	<p>A motion was made to recommend second reading modifications for adoption and pending recommendations made, or addressed. (M/S/P D. Mitchem / K. Headke. Yes: C. Bisson, B. Darwin, K. Adams, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0:</p> <p>A motion was made to recommend second reading distance learning updates for adoption</p> <p>A motion was made to recommend second reading prerequisites, corequisites and advisories for adoption</p>		

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

Christine Bisson, AP&P Rep, Applied Behavioral Sciences reported on issues related to Online Educational Resources (OER).

Rebecca Andres, Support, reported that the AP&P Calendar has been updated.

*Deadline for AP&P Agenda	Deadline for AP&P approval	Senate Approval	Board Date	Curriculum Summary Report
Tuesday, Sept 5, 2017	Thursday, Sept 7, 2017	Oct. 17, 2017	Nov 14, 2017	AP&P approved curriculum from May 4, – Sept 7, 2014
Monday, Oct 30, 2017	Thursday, Nov 2, 2017	Nov 21, 2017	Dec 12, 2017	AP&P approved curriculum from Sept 21 – Nov 2, 2017**
Monday, Nov 13, 2017 -	Thursday, Nov 16, 2017	TBA	Spring 2018	AP&P approved curriculum from Nov 16, 2017 – February 2018
Monday, Nov 27, 2017	Thursday, Nov 30, 2017	TBA	Spring 2018	

*in order for curriculum proposals to be placed on the agenda, proposals must be at the committee level on the Monday before the meeting date. **In order for proposals to be included in the summary report, a “recommendation to adopt” is needed

Call for Future Agenda Items

Call to Adjourn

The meeting was adjourned at 3:45 pm

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

**Allan Hancock College
Program Outline**

Title: Kinesiology

Award Type: Associate in Arts for Transfer

The associate in arts in kinesiology for transfer will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the Associate in Arts for Transfer in Kinesiology will:

- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of adult-related diseases such as diabetes, obesity and cardiovascular disease.
- Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
- Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.

Program Requirements

Associate in Arts in Kinesiology for Transfer Program Requirements

Units: 60

General Education

Complete one of the following:

- | | |
|---|----|
| a) CSU General Education Pattern | 39 |
| or | |
| b) Intersegmental General Education Transfer Curriculum | 37 |

A major of 21-23 units is required for the associate in arts in kinesiology for transfer degree.

Required core courses (14 units):

BIOL124	Human Anatomy	4
BIOL125	Human Physiology	4
PE100	Introduction to Kinesiology	3
and		

a maximum of one (1) course from any three (3) of the following areas (3 units) minimum):

Aquatics

Aquatics

PE120	Beginning & Intermediate Swimming	1
PE121	Swim Fitness Lab	1
PE122	Swim Fitness Lab	0.5
PE123	Aerobic Swim	1

Combatives

PE130	Self Defense	1
PE132	Cardio Kickboxing	1
PE134	Martial Arts Techniques	1

Fitness

PE133	Yoga Fitness	1
PE140	Physical Fitness Laboratory	1
PE141	Physical Fitness Laboratory	0.5
PE142	Low Impact Conditioning Exercises	1
PE143	Step Aerobics	1
PE146	Strength and Flexibility	1
PE154	Jogging/Walking	1

Individual Sports

PE160	Tennis	1
-------	--------	---

Team Sports

PE164	Soccer	1
PE167	Basketball	1
PE170	Softball	1
PE172	Volleyball	1

Restricted electives: select 2 courses (7-9 units) from the following:

EMS102	First Aid & Safety	3
MATH123	Elementary Statistics	4
CHEM150	General Chemistry 1	5
PHYS141	General Physics 1	4
or		
PHYS161	Engineering Physics 1	4

Double Counting:

A maximum of 7-10 units can be double counted for the major and CSU GE or IGETC general education requirements.

Transferable Electives to Reach 60 units.

5-12 units as needed

Total Program Units

60

Generated on: 10/2/2017 4:22:52 PM



Discipline Reviews	Technical Review Committee Meetings	Academic Policy & Planning Committee Meetings	AP&P Summary Report	Academic Senate	Board of Trustees
Spring 2017 - Retreat: Jan 18, 2017 (9 AM – 4 PM)					
Law Enforcement, Food Science Nutrition, Fashion, Culinary Arts, FCS, and Computer Electronics	1/26/2017 2/09/2017	2/02/2017 2/16/2017			
EMS, Home Economics, Fire Technology, Dance, Film, and Agri-Business	2/23/2017 3/09/2017 3/30/2017	3/02/2017 3/16/2017 4/6/2017*	April 6, 2017	April 18, 2017	May 9, 2017
Photography, Graphics, Multimedia, Recreation	4/13/2017 4/27/2017 5/11/2017	4/20/2017 5/04/2017*	May 4, 2017	May 16, 2017	June 13, 2017
Fall 2017 - Retreat: Aug 16, 2017 (9 AM-4PM)					
Anthropology, Architecture, Engineering, Engineering Technology, Registered Nursing, Sociology	8/31/2017 9/14/2017	9/07/2017*	September 7, 2017	September 19, 2017 <u>October 3, 2017</u>	October 10 <u>Nov 14, 2017</u>
HIST/HUM/PHIL, Kinesiology, Leadership	9/28/2017 10/12/2017 10/26/2017	9/21/2017 10/05/2017 10/19/2017 11/02/2017*	November 2, 2017	November 21, 2017	<u>Deadline to submit board materials to VPAA: Nov 28</u> December 12, 2017**
PE, Athletics, Intercollegiate Athletics	11/09/2017 11/23/2017	11/16/2017* 11/30/2017	November 30, 2017	December 5, 2017	TBA <u>February</u>

BOLD* - The AP&P Committee will review, approve, and submit Summary report to the Senate.

NOTE: There are planned Curriculum Management System (CNET) shutdowns during summer and winter break for maintenance.

<u>*Deadline for AP&P Agenda</u>	<u>Deadline for AP&P approval</u>	<u>Senate Approval</u>	<u>Board Date</u>	<u>Curriculum Summary Report</u>
<u>Tuesday, Sept 5, 2017</u>	<u>Thursday, Sept 7, 2017</u>	<u>Oct. 17, 2017</u>	<u>Nov 14, 2017</u>	<u>AP&P approved curriculum from May 4, – Sept 7, 2014</u>
<u>Monday, Oct 30, 2017</u>	<u>Thursday, Nov 2, 2017</u>	<u>Nov 21, 2017</u>	<u>Dec 12, 2017</u>	<u>AP&P approved curriculum from Sept 21 – Nov 2, 2017**</u>
<u>Monday, Nov 13, 2017</u>	<u>Thursday, Nov 16, 2017</u>			<u>AP&P approved curriculum from Nov 16 -</u>
<u>Monday, Nov 27, 2017</u>	<u>Thursday, Nov 30, 2017</u>	<u>TBA</u>	<u>TBA</u>	<u>Tentative: all AP&P curriculum approved through Feb</u>

*in order for curriculum proposals to be placed on the agenda, proposals must be at the committee level on the Monday before the meeting date. **In order for proposals to be included in the summary report, a “recommendation to adopt” is needed.

