Academic Policy & Planning Committee Agenda

Meeting: Thursday October 6, 2016 in B-100 at 2:00 PM

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| **VOTING MEMBERS (14)** | | NON-VOTING MEMBERS |
| Chair – Larry Manalo Jr. | Industrial Technology – Gabriel Marquez | Curriculum Specialist – Rebecca Andres |
| Vice-Chair – David DeGroot | Academic/Student Affairs – Kathy Headtke | VP, Academic Affairs – George Railey |
| Applied Behavioral Sciences – Christine Bisson | Languages & Communication – Andrea Sanders | Admissions & Records – Janet Hooghuis and Betsy Wilcox |
| Business – Anne Cremarosa | Life and Physical Sciences – Rob Lennihan | Articulation – David DeGroot |
| Counseling – Lydia Maxwell | Mathematics Sciences – Derek Mitchem | Community Education – Vacant |
| English – Denize Cain | Public Safety – Kristy Treur |  |
| Fine Arts – Tim Webb | Social & Behavioral Sciences – Tom VanderMolen | **OTHER** |
| Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – Allie Shea | Past Chair – N/A |
| Health Sciences – Mary Pat Nelson |  | Part-Time Faculty Union – Danielle Blanchard |
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| **STANDING INVITEES** | | **LEGEND** |
| Dean, Academic Affairs – Margaret Lau | Dean, Matriculation/Counseling – Yvonne Teniente | I = Initiator |
| Dean, Academic Affairs – Richard Mahon | Dean, Extended Campus – Rick Rantz | R = A&P Department Representative |
| Dean, Academic Affairs – Nancy Meddings | Associate Dean/Athletic Director – Kim Ensing | Lec = Lecture Units  Lab = Laboratory Units |
| Dean, Student Services – Robert Parisi | Associate Dean/PCPA Director – Mark Booher | CO = Chancellor’s Office |
| Dean, Academic Affairs – Sofia Ramirez Gelpi | |  |

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| **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 discontinuance, 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.

**Approval of the Agenda**

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

**Information Item:** Meta Orientation and Plan for Department Outreach

**Action Item:** Accreditation Recommendations on Review of Course Outlines of Record

**Consent Items:**

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| **Proposal Type** | **Prefix & Number** | **Course Title (Units)** | **Comments** |

**First Reading**

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| **Proposal Type** | **Prefix & Number** | **Course title (units)** | **Comments** |
| New Course | LE 330 | Core Custody Academy (Lec 10/Lab 1)  Advisory: PE 141 and ENGL 306  Repeat: 1  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.  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 I) 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. | I: Larry Ralston  R: Kristy Treur |
| Major Modification | ART 112 | Design Color Theory (Lec 2/Lab 1) | 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.  I: D West  R: T Webb |
| Major Modification | ART 133 | Composition Studies: Figure 1 (Lec .25/Lab .25) | Rationale: Remove the prerequisite and replace it with an advisory. Art faculty feel this is sufficient and the prerequisite has been severely limiting enrollment.  I: D West  R: T Webb |
| Major Modification | BUS 362 | Management: People Skills (Lec 0.5) | Rationale: Recommendations from Program Review  I: R Bryant  R: A Cremarosa |
| 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) | I: M Comstock  R: A Cremarosa |
| Major Modification | BUS 396 | Performance Measurement (Lec 0.5) | I: R Bryant  R: A Cremarosa |

**Second Reading:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Major Modification | ANTH 105 | Language and Culture (Lec 3) | I: J Jozwiak  R: T VanderMolen |
| Major Modification  C-ID | ENGL 105 | Language and Culture (Lec 3) |
| Minor Modification | BUS 101 | Introduction to Business (Lec 3) | Need: Alternative Media Specialist Recommendation for DL Offering.  I: R Bryant  R: A Cremarosa |
| Minor Modification | BUS 102 | Marketing (Lec 3) |
| Minor Modification | BUS 103 | Advertising (Lec 3) | I: R Bryant  R: A Cremarosa |
| 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 | I: D Nouri  R: R Lennihan |
| Major Modification | DA 317 | Dental Assisting Theory (Lec 7) | I: K Johnson  R: M.P. Nelson |
| 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 | I: N Ward  R: T Webb |
| Minor Modification | GRPH 120 | Advanced Design for Publishing (Lec 2/Lab 1)  Prerequisite: GRPH 115 |

**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**

* 1. AP&P Representatives
  2. AP&P Vice Chair
  3. AP&P Chair
  4. Administration
  5. Admissions and Records
  6. Counseling/Matriculation
  7. Articulation
  8. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meetings**:

TR Committee: Thursday, Oct 13, 2016, B-100, 2:00 – 4:00 PM

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>