

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday October 20, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

Chair – Larry Manalo Jr.  
 Vice-Chair – David DeGroot  
 Applied Behavioral Sciences – Christine Bisson  
 Business – Anne Cremarosa  
 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 – Allie Shea

### 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

### OTHER

Past Chair – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 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 13, 2016.

**Approval of the Agenda**

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

**Action Item:** BP/AP 4100 Graduation Requirements

**Action Item:** CDH: Student Learning Outcomes

**Consent Items:**

| Proposal Type                 | Prefix & Number | Course Title (Units)        | Comments   |
|-------------------------------|-----------------|-----------------------------|--|
| Textbook and Materials Change | HED 100         | Health and Wellness (Lec 3) | Review the DL offering. Clarify the intent of DL offering. If indeed a DL course, work with DL team to ensure thorough description of the DL offering.<br>I: S Bates<br>R: S Bates |

**First Reading:**

| Proposal Type | Prefix & Number | Course/Program Title (units) | Comments |
|---------------|-----------------|------------------------------|----------|
|---------------|-----------------|------------------------------|----------|

|                    |            |   |   |
|--------------------|------------|---|---|
| New Course         | AG 161     | Introduction to Plant Science (Lec 3)                                   | Rationale: This is the only course not currently offered to complete the Associate in Science Transfer degree in Agribusiness and AG Science. Therefore, the addition of this class will allow the students to complete two transfer degrees.<br>I: A Koch<br>R: R Lennihan   |
| Major Modification | ESL 555    | ESL: Pronunciation Skills (Lec 3)                                       | Rationale: All aspects of this course need modification to make current and clarify content. The scope of the course remains unchanged. The advisory for the course is being removed as this course does not require prior skills or knowledge and is open to both beginning and advanced ESL learners.<br>I: M Nishimori<br>R: A Sanders |
| Major Modification | VOCE 7201B | Digital Photography Level 1<br>Contact Hours: 24.00-32.00<br>Repeat: 99 | Rationale: This COR is updated to more clearly define the topics covered in the class, and the objectives and SLOs. This course will become part of a noncredit vocational photography certificate program, so the prefix and noncredit category is changing from OLDR to VOCE.<br>I: E Healy   |

## Second Reading

| Proposal Type      | Prefix & Number | Course/Program Title (units)   | Comments   |
|--------------------|-----------------|--|--|
| Major Modification | ART 112         | Design Color Theory (Lec 2/Lab 1)<br>Advisory: ART 110 or GRPH/ART 108 | I: D West<br>R: T Webb   |
| Major Modification | ART 133         | Composition Studies: Figure 1 (Lec .25/Lab .25)                        | I: D West<br>R: T Webb   |
| 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)                                       | Recommendations:<br>Include Course Data Elements.  |
| Major Modification | BUS 393         | Business Report Writing (Lec 0.5)<br>I: M Comstock<br>R: A Cremarosa   | Recommendation:<br>Since the program review mentioned the need to improve student writing skills, recommend an English advisory – ENGL 513 or ENGL 514.<br>Need to include Course Data Elements. |
| Major Modification | BUS 396         | Performance Measurement (Lec 0.5)                                      |  |

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## **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:
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

## **Call for Future Agenda Items**

## **Call to Adjourn.**

## **Next meetings:**

TR Committee: Thursday, October 27, 2016

AP&P Committee: Thursday, Nov 3, 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>