

Academic Policy & Planning Committee Agenda

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

VOTING MEMBERS (14)

Chair – Larry Manalo Jr.
 Vice-Chair – David DeGroot
 Applied Behavioral Sciences – Christine 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 – Vacant

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Janet Hooghuis and Betsy Wilcox
 Articulation – David DeGroot
 Community Education – Sofia Ramirez-Gelpi
 Part-Time Faculty Union –

OTHER

Past Chair –

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 Dean, Academic Affairs – Bob Curry
 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 19, 2017

Approval of the Agenda:

Information Item: Noncredit Courses and Grading

Information Item: AB 705.

Chair Comments:

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Drop	EMS 408	Disaster Survival and Preparedness (Lec 0.5)	Course Impact: None
Corrections	ESL 572	Public Speaking Skills (Lec 3) Prerequisite: ESL 340 or ESL 541 or START placement into READ 510	Inclusion of SLO.
Course Review	GBST 101	Introduction to Global Studies (Lec 3) The modifications include text and materials change.	
Major Modification	MUS 124	Intermediate Vocal Techniques (Lec 1/Lab 1) Prerequisite: MUS 123	

Minor Modification	PHYS 141	General Physics 1 (Lec 4/Lab 1) Assigned homework problems based on the Course Objectives, to average 6 hours per week.	Clarification on the units and hours.
Minor Modification	PHYS 142	General Physics 2 (Lec 4/Lab 1) Assigned homework problems based on the Course Objectives, to average 6 hours per week.	Clarification on the units and hours.
New Course	THEA 198K	Rep of Mamma Mia and Arcadia (Lab 3)	This course will allow students the skills necessary in a repertory theatrical production environment specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form. For the past 5 years THEA 198 (formerly DRMA 198), specific to production title and/or production director have been use to enroll students participating in the summer play offerings. Topic specific courses have been used to more closely document the student experience and to provide the opportunity for student performers, technicians and designers to return without concern for the repeatability issue. Enrollment Summer 2016: THEA 198G Exploration of Sense and Trying: 46
New Course	THEA 198L	Exploration of Hunchback and Mamma Mia (Lab 3)	
New Course	THEA 198M	Rep of Hunchback and Vanya (Lab 3)	
New Course	THEA 199L	Rep of Hunchback and Mamma Mia (Lab 3)	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	ANTH 101	Introduction to Biological Anthropology (Lec 3) DL: Yes The modifications include updates on DL, methods of evaluation, and textbook.	Previous Approval: AHC GE Cat 1 Natural Sciences CSU GE Area B2 Life Sciences IGETC Area 5B Biological Sciences Comment: <ul style="list-style-type: none"> Catalog Description includes "Students are encouraged to be concurrently enrolled in ANTH 110." Does this constitute a corequisite or advisory? What is the Disciplines Placement?
Course Review	EMS 313 First reading 10/19/2017	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 changes in the semester offering to "as needed", grading method change from letter grade or P/NP to P/NP, changes in assignments, and textbook.	Comment: <ul style="list-style-type: none"> Align changes with the cross-listed course.

Course Review	EMS 415	Pediatric Advanced Life Support Refresher (Lec 0.5) Prerequisite: EMS 322 or current AHA PALS certification Repeatable: 99 The modifications include changes in semester offering to as needed, grading method change from letter grade or P/NP to P/NP, changes in assignments, and textbook.	
NEW Non-credit	ENGL BASK 7015	Reading and Writing Lab Credit Hours: 64 Hours	I: Julie Knight

Justification for Need:
Beginning Summer 2017, Allan Hancock College has adopted a multiple measures procedure that will place more students in our English 101 rather than a developmental course. It is anticipated that these students may need individualized instruction in certain areas. Currently, we have English 306/307 to meet this demand. However, students are often reluctant to sign up for another English course when they are struggling with their current English course. English 306/307 includes tuition, hour requirements, and results in a P/NP grade. The new course would provide a no stakes opportunity for students to get the help they need to pass English 101 and other AHC courses. They can register for the class and use it if they need it. Access to the Writing Center will be easier, and there will be no penalty should they not make use of it.

I based the enrollment based on the high end of past semesters of English 306 enrollments.

The English department full-time faculty and Writing Center staff. The only concern mentioned was additional cost in toner. This could be offset with equity money if needed, but the need isn't anticipated as the course is meant to provide help with assignments, not free printing.

Alignment with the College Mission:

This course will meet both a basic skill and transfer need as it is designed to give students support in any basic skill they are lacking yet need to complete their transfer level courses. It will not be a formal part of any degree or certificate program. It is designed to help nurture and engage students and meets strategic goals GSLS 2, 4, 5, and 6.

Major Modification Request for AHC Gem CSUGE, and IGETC.	FILM 108	Film and Television in the 21 st Century (Lec 2.5/Lab 0.5) Advisory: ENGL 101	NEW GE Request AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC Area 3B Humanities
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Survey: 9:30 - 12:20 and Film 101 T/R 1-3. Each class has 25 students. When asked how many students would be interested in this course, the results were as follows: Film 110 - 8 students and Film 101 - 11 students.

New Program	Fine Arts	Applied Design/Media Graphics Certificate of Achievement Total: 35 units (Core: 26 + Selected: 9)	I: Nancy J Ward
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Justification:
In preparation for Program Review, consultation with our Advisory Committee and conversations with Margaret Lau, the need is clear that a Certificate of Achievement would serve students who are interested in employment in the field of graphic design.

New Course New GE Request	GRPH 129	Digital Tools for Visual Media (Lec 2/Lab 1)	Attached: CSU GE Area C1 Arts
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Justification:
This course teaches a foundational introduction to digital media that focuses on computer operations, software, media production techniques, and digital media file management. It is required for the ADT Graphic Design and will be an elective in both Applied Design/Media: Graphic Design and Multimedia A.S. degrees and certificates as it teaches students prerequisite industry standards and skills needed for success in further study of digital design and media production.

I have been on the C-ID Faculty Discipline Review Group (FDRG) for the ADT in Graphics and been involved in drafting, reviewing and finalizing the TMC for Graphics. This course will be required in that degree.

Alignment with the College Mission: This course aligns with the college mission "Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community."			
Major Modification DL Update	HIST/HUM 104	Western Civilizations to 1650 (Lec 3) Cross-list: HUM104 DL: Yes	Previous Approval: AHC GE Cat 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities Both COR are aligned with each other.
Major Modification	LE 310	Introduction to Law Enforcement Academy (Pre-Academy) (Lec 1) Repeat: 1, if three years have passed since first taken. LOE: Admission by application . The modifications include changes in outside assignments and methods of evaluation.	Rationale: We do not need the student to apply by application to attend the pre-academy. It should be an open enrollment course . Also, add PELLETB testing into the course, mandated legislative testing for entry-level peace officer.
Major Modification	LE 440	Basic Driving Skills (Lec 0.5) LOE: Students must possess a valid driver's license and have no physical conditions that would prohibit them from safely operating a motor vehicle. The modifications include title change, semester offering to "as needed", and some changes in outside assignments, methods of evaluation, and text and materials.	Comment: Should the course be a laboratory course instead of a lecture course?
Major Modification	MMAC 127	Digital Video Post-Production (Lec 1.5/Lab 1.5) Advisories: MMAC 125 or FILM 125 Cross-list: FILM 127 The modifications include changes in the student learning outcomes, course objectives, methods of instruction, assignments, methods of evaluation, and text and materials.	Attachment: COR MMAC 127 Demand: This course has not been offered in several years because the previous COR referenced technology that is no longer relevant in the industry. Other similar CCC Multimedia courses were reviewed and faculty were consulted for recommendations for these revisions. PLEASE NOTE: Revisions to Course Content are listed in the attachment - access this dialog box in META was not available to make the changes necessary.
Major Modification	MUS 123	Class Vocal Techniques (Lec 1/Lab 1) Prerequisite: MUS 129 The modifications include changes in the grading method from P/NP to letter grade and P/NP, addition of prerequisite MUS 129, content, course objectives, assignments, methods of evaluation, and textbook.	
Major Modification	MUS 125	Beginning Guitar (Lec 0.5/Lab 0.5) The modifications include change to semester offering to fall, textbook, assignments, and evaluation.	
Major Modification	MUS 126	Intermediate Guitar (Lec 0.5/Lab 0.5) Prerequisite: MUS 125 Modifications include addition of prerequisite course and changes in the	

		methods of instruction, assignments, evaluation, and text.	
Major Modification	MUS 127	Vocal Repertoire (Lec 1/Lab 1) Prerequisite: MUS 124 Modifications include conversion of MUS 124 from advisory to prerequisite, change from letter grade only to letter grade/P/NP, and modifications to assignments, methods of evaluation, and text.	
Major Modification	MUS 129	Introduction to Singing (Lec 1/ Lab 1) Modifications include removal of repeatability , minor changes in methods of instruction, assignments, and evaluation, and textbook. It also included information on transfer.	Demand: MUS 129 Introduction to Singing is being developed in response to the state's new rules on repeatability. In order to allow four experiences (four semesters) of voice class which correspond exactly to the allowed experiences in the CSU and UC systems, our three voice classes are being expanded to include this new fourth class. MUS 129 will be the entry-level voice class that prepares the student to move to MUS 123 Class Vocal Techniques.
Major Modification	NESL 7060	ESL Instructional Lab Credit Hours: 8-240 hours.(Weekly 1-15 hours) Modifications include changes in the catalog description, semester offering to as need, fall, spring, and summer, content, objectives, methods of instruction, evaluation, and texts.	
Major Modification DL Update	PHIL 101	Survey of Philosophy (Lec 3) DL: Yes	Update textbook. 2008.
Major Modification DL Update	PHIL 102	Existence of Reality (Lec 3) DL: Yes	Update Textbook: 2011. Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC 3B Humanities
Major Modification DL Update	PHIL 114	Critical Thinking (Lec 3) Prerequisite: ENGL 101 DL: Yes	Text: 2010 Previous GE approval: AHC GE Category 4B Communication and Analytical Thinking CSU GE Area A3 Critical Thinking IGETC Area 1B Critical Thinking
Major Modification DL Update	PHIL 121	Religions of the World (Lec 3) DL: Yes	Text: 2010. Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities
These New NC Courses are going to be part of the Noncredit Certificate: Operating Childcare Business			
New NC Course	VESL 7300	Family Childcare Business Credit Hours: 9-15 Hours	
Justification: This course is designed to meet the provisions of the Adult Ed Block Grant by expanding employment opportunities and meeting the community needs of creating more licensed childcare spaces in Northern Santa Barbara County. The demand was determined by input from community partners such as WALI and Children's Resource and Referral.			

<p>Alignment with the College Mission: This course will provide students with basic skills to obtain immediate employment upon completion. Students who complete the program will be eligible to receive a family childcare license to operate their own business. Student will further be able to continue to take classes that will prepare them to transfer into the credit ECS program.</p>			
New NC Course	VOCE 7301	Child Health and Safety Credit Hours: 18-30 Hours	As above
New NC Course	VOCE 7302	Developmental Needs of a Child Credit Hours: 15-25 Hours	As above
New NC Course There is course duplication.	VOCE 7303	Infant and Toddler Care Credit Hours: 12-20 Hours	As above.
	VESL 7303	Caring for Infants and Toddlers Module 4	Error. The course used the credit course template.
New NC Course	VESL 7304	Ethics and Business Contracts Module 5 Credit Hours: 12-20 Hours	As above Comment: Should the course be VOCE?
<p>These New NC Courses are going to be part of the Noncredit Certificate: Child Development</p>			
New NC Course There is course duplication.	VESL 7310	History of Child Development Module 1 Credit Hours: 36-48 Hours	
	VESL 7310	History of Child Development	Error. The course used the credit template.
<p>Justification: This course serves to accelerate student transition to credit level classes in Early Childhood Studies. Resource and Referral agency requested the college create these types of courses to meet demand. The need for vocational training courses was ranked high on student surveys during the AB 86 Adult Planning Grant.</p>			
<p>Alignment with the College Mission: It provides a basic skill and an accelerated pathway to a vocational need.</p>			
New NC Course	VESL 7311	Guidance and Interaction Module 2 Credit Hours: 18-30 Hours	As above
New NC Course	VESL 7312	The Importance of Play Module 3 Credit Hours: 18-30 Hours	As above
New NC Course	VESL 7313	Observation Made Easy Module 4 Credit Hours: 36-48 Hours	As above
New NC Course	VESL 7314	Assessment & Delivery Systems Module 5 Credit Hour: 15-25 Hours	As above

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	EMS 134	Internship Seminar (Lec 1) Part of course review: The modifications include course offering to "A", grading method from letter grade only to P/NP, methods of instruction, and methods of evaluation.	Comments: <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.
Course Review	EMS 149	Cooperative Work Experience: Occupational (Lec 1-8) LOE: To participate in Cooperative Work Experience: (1) students must be working at a job within their major; (2)	NOTE: <ul style="list-style-type: none"> The student can earn up to 8 units of credit per semester not to exceed 16 units total. Any units earned in any other CWE course

		<p>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>Part of course review: 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>	<p>will be included in the 16-unit maximum.</p> <ul style="list-style-type: none"> • There are CWE units for unpaid and paid placement.
Course Review	EMS 313	<p>Intermediate Incident Command System for Expanding Incidents for Operational First Responders ICS-30 (Lec 1.5) Advisory: WFT 302 Cross-list: WFT 303</p> <p>Part of course review: The modifications include “A” offering, grading method change from letter grade or P/NP to P/NP, and a new advisory of WFT 302.</p>	
Course Review	EMS 314	<p>Advanced Incident Command System for Command and General Staff, Complex Incidents, and MACS for Opera (Lec 1) Cross-list: WFT 304</p> <p>Part of course review: The modifications include: The course grading method was changed from letter grade to P/NP.</p>	
Course Review	EMS 315	<p>Ambulance Strike Team Provider (Lec 1)</p> <p>EMS 359 The course is not open to students who have taken this course.</p> <p>Part of course review: The modifications include course offering to “A”, text, and update on the DL elements.</p>	<p>Comment:</p> <ul style="list-style-type: none"> • EMS 359 – Historical – the original course was a workshop and revised to provide more hours and experience for the student
Course Review DL Update	EMS 316	<p>Ambulance Strike Team Leader (Lec 1)</p> <p>Prerequisite: Completion of application process</p> <p>Corequisite: WFT 301 and WFT 302 Advisory: WFT 303 and ENVT 156</p> <p>EMS 359 The course is not open to students who have taken this course.</p> <p>Part of course review: The modifications include: course offering to “A”, conversion of prerequisites to corequisites, addition of a new prerequisite, completion of application process, and methods of evaluation.</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Review currency of text and materials. • Consider: Completion of application process as LOE instead of prerequisite. • EMS 359 – Historical – the original course was a workshop and revised to provide more hours and experience for the student.
Course Review	EMS 333	<p>Paramedic Theory (Lec 12/Lab 4) Prerequisite: Current California EMT-1 (Basic) certification and EMS 303 and</p>	<p>Comment:</p>

		<p>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</p> <p>Part of course review: The modifications include offering to “A”, increase in units from 10 to 16 units, grading method change from letter grade only to P/NP, and textbook.</p>	<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? <p>Justification: Updating course outline of record per course review. Although Cuesta is now teaching this course, in case they stop teaching it we need to keep it on the books.</p>
Course Review	EMS 337	<p>Wilderness EMS Aircraft Search Technology and Techniques (Lec 1.5/Lab 0.5)</p> <p>Part of course review: The modifications include offering to “A”, grading method change from letter grade or P/NP-to-P/NP, and textbook.</p>	<p>Comment:</p> <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.
Course Review	EMS 338	<p>Land Navigation (Lec 2)</p> <p>Cross-list: FT 338 and ENVT 338</p> <p>Part of course review: The modifications include offering to “A”, increase in units from 1.5 to 2 units, grading method change from letter grade or P/NP to P/NP, and textbook.</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Consider a different text: Fergusson is still available (1997). • Other: Letham, L. 2008. GPS made easy. 5th edition.
Course Review	EMS 343	<p>Paramedic Clinical Laboratory (Lec 7/Lab 0.5)</p> <p>Prerequisite: EMS 333</p> <p>LOE: Current CPR certification of health care provider or professional rescuer</p> <p>Part of course review: The modifications include offering to “A”, grading method change from letter grade only to P/NP, LOE, and textbook.</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Bledsoe, B.E., Porter, R.S., and Cherry, R.A. Paramedic Care Principles & Practices. 5th ed. 2017. • Justification: Updated course outline of record per course review. This course is being offered by Cuesta, but if they ever stop, we need to keep it on the books.
Course Review	EMS 347	<p>Wilderness EMS Urban, Rural, & Wilderness Search and rescue Management (Lec 2/Lab 0.5)</p> <p>Part of course review: The modifications include offering to “A”, 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.</p>	<p>Comment:</p> <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 • Outdoor Emergency Care. 2nd Edition. 1993. National Ski Patrol. Bowman, Warren, M.D.
Course Review	EMS 350	<p>Wilderness EMS: Essentials of Search and Rescue (Lec 3.5)</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Verify currency and availability of the resources.

		Part of course review: 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"> Note: The course is based on National Association of Search and Rescue.
Course Review	EMS 353	Paramedic Field Internship (Lab 10) Prerequisite: EMS 343 LOE: Current CPR certification for health care provider or professional rescuer Part of course review: The modifications include offering to “A”, grading method change from letter grade only to P/NP, LOE, and assignments.	Justification: Updated course outline of record per course review. Cuesta is offering the course, but in case they stop offering we need to keep it on the books.
Course Review	EMS 360	Wilderness EMS – Man Tracking 1 (Lec 0.5) Part of course review: The modifications include offering to “A”, grading method change from letter grade or P/NP to P/NP, and assignments.	Comment: <ul style="list-style-type: none"> Stand-alone 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".
Course Review	EMS 362	Wilderness EMS – Man Tracking 2 (Lec 0.5) Prerequisite: EMS 360 Part of course review: The modifications include offering to “A”, course hours, grading method change from letter grade or P/NP-to-P/NP, prerequisite, assignment, and methods of evaluation.	Comment: <ul style="list-style-type: none"> Consider Fundamentals of Search and Rescue, Third Edition. 1996. Emergency Response Institute. Cooper, LaValla, and Stoffel.
Course Review	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. Part of course review: The modifications include offering to “A”, grading method change from letter grade or P/NP-to-P/NP, prerequisite, assignment, and methods of evaluation.	
Course Review	EMS 388	Wilderness EMS – Searching with Canine (K-9) Teams Part of course review: The modifications include offering to “A”, grading method change from letter grade or P/NP-to-P/NP, assignment, and methods of evaluation.	Comment: <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 Stoffel. 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. Rebmman, David, Sorg.

Course Review DL Update <u>CONTENT REVIEW NOT COMPLETED</u>	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 Part of course review: 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.
Course Review	EMS 407	Wilderness EMS – First Responder and Survival Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 307 Part of course review: The modifications include course title change from Wilderness EMS – First Aid Refresher to Wilderness EMS – First Responder and Survival Refresher, offering change to “A”, grading method change from letter grade or P/NP to P/NP, assignments, and methods of evaluation.	Comments: <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).
Course Review	EMS 409	Prehospital Trauma Life Support (PHTLS) Refresher (Lec 0.5) Repeat: 99 Prerequisite: Current PHTLS Certification	Part of course review: The modifications include offering to “A”, repeatability for recertification, grading method change from letter grade or P/NP to P/NP, assignments, and methods of evaluation.
Course Review	EMS 414	Advanced Cardiac Life Support (ACLS) Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 321 or current AHA ACLS certification	Part of course review: The modifications include offering to “A”, repeatability for recertification, grading method change from letter grade or P/NP-to-P/NP, assignments, text, and methods of evaluation.
Course Review	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 Part of course review: The modifications include offering to “A”, repeatability for recertification, grading method change from letter grade or P/NP-to-P/NP, prerequisites, assignments, text, and methods of evaluation.	Comment: <ul style="list-style-type: none"> Verify currency and availability of listed text and materials. Regarding the listed material: 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
Course Review	EMS 461	Medical First Responder Update (Lec 0.5) Repeat: 99 Prerequisite: WFT 302 Part of course review: The modifications include offering to “A”, grading method change from letter grade or P/NP-to-P/NP, and textbook.	Comment: <ul style="list-style-type: none"> Materials: Prehospital Emergency Care. 11th edition. Mistovich and Karren. 2018.

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	I: Julia Raybould-Rodgers R: K. Adams Comment: <ul style="list-style-type: none"> Enhance the catalog description. Consider including the student outcome language.
<p>Justification: This course is being created from English 179B, an experimental course first taught in spring 201 with English 101 as a co-requisite course. This course will help students fulfill their GE English requirements effectively through acceleration.</p> <p>Demand: 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. English 179B is also being offered in spring fall 2017 and two sections are filled. 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 English 101 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.</p>			
Major Modification GE Request	FILM 104	Documentary Studies 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. The course will not generate enough students to make without GE. Demand: Through informal discussions with students and discussions with our advisory committee. In addition, Film/Video faculty have recognized this curriculum as individually important to the career and academic matriculation of our students.	Attachments: <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?
New Course New DL offering	FILM 119	Great Directors of the Cinema (Lec 2.5/Lab 0.5)	I: Tim Webb R: T. Webb Comments: Are there any student statistics related to the course? How about AHC GE and MCGS?
<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>Demand: 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>GE files have been attached in "Files Section". There is no duplication of curriculum in this course. 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. CSU GE Area C2: Humanities - Course Objectives 1-4. IGETC Area 3B: Humanities – Course Objectives 1-4.</p>			
Content Review	FILM 121/ MUS 116	Sound Production Techniques (Lec 2/Lab 1)	
Major Modification DL Update	HIST/HUM 102	World Civilization Since 1500 (Lec 3) The changes include DL addendum update.	I: Gary Bierly R: T VanderMolen
Major Modification DL Update	HIST 119	History of California (Lec 3) DL: Yes The changes include DL addendum update.	I: Gary Bierly R: T VanderMolen Comments: <ul style="list-style-type: none"> Verify the currency and availability of text and materials.

			<ul style="list-style-type: none"> Textbook: Hall. West of the West. 2012.
Major Modification	HIST 120	History of the Mexican-American (Lec 3) Course Review: 2017.	Comments: <ul style="list-style-type: none"> Verify the currency and availability of text and materials. Previous GE AHC GE Cat 3 Humanities AHC MCGS CSU GE Area D3: Ethnic Studies CSU GE Area D6: History IGETC Area 4F: History
Major Modification	PHIL 105	Ethics (Lec 3) DL: Yes The modifications include DL update and textbook.	Current GE Approval. AHC GE Category 3: Humanities CSU GE Area C2 Humanities
Major Modification	PHIL 112	Logic (Lec 3) DL: Yes The modifications include DL update.	Current GE Approval. AHC GE 4B CSU GE Area A3: Critical Thinking IGETC GE Area 3B: Humanities
Course Review	WFT 301	Introduction to Incident Command System I-100 (Lec 0.5) Part of course review: The modifications include offering to “A” and grading method change from letter grade or P/NP-to-P/NP.	
Course Review	WFT 302	Basic Incident Command System I-200 Advisory: WFT 301 Part of course review: 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"> This is not a transferrable course. Verify currency and availability of Materials list.
Course Review	WFT 303	Intermediate Command System I-300 (Lec 1.5) Advisory: WFT 102 Part of course review: 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"> The course is not transferable. Verify currency and availability of Materials list. I hope and expect that significant changes to Wildland Fire are forthcoming that transcend these changes.
Course Review	WFT 304	Advanced Command System I-400 (Lec 1) Cross-list EMS 304 Part of course review: 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. The course is not transferable. I hope and expect that significant changes to Wildland Fire are forthcoming that transcend these changes.
Course Review	WFTO 332	Intermediate Wildland Fire Behavior S-290 (Lec 2) Advisory: WFTO 311, WFTO 313 Part of course review: 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.	
Course Review	WFTO 355	Training Specialist S-445 (Lec 1) Advisory: WFTO 335 and WFTO 327 and WFTO 328 and WFTL 329 Part of course review: 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.	
Course Review	WFTO 356	Air Operations Branch Director S-470 (Lec 2) Advisory: WFT 304 Part of course review: 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.	<ul style="list-style-type: none"> ▪ Rewrite SLO. It is not measurable.
Course Review	WFTO 357	Advanced Wildland Fire Behavior Calculations (Lec 2) Advisory: WFTO 344 Part of course review: 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.	
Course Review	WFTO 360	Hazardous Materials First Responder Update (Lec 0.5) Advisory: WFT 302 Part of course review: 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.	
Course Review	WFTO 362	Campbell Prediction System (Lec 1) Advisory: WFTO 312 and WFTO 332 Part of course review: 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.	

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.

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	ANTH 101	Introduction to Biological Anthropology (Lec 3) DL: Yes The modifications include updates on DL, methods of evaluation, and textbook.	<p>Previous Approval: AHC GE Cat 1 Natural Sciences CSU GE Area B2 Life Sciences IGETC Area 5B Biological Sciences</p> <p>Comment:</p> <ul style="list-style-type: none"> • Catalog Description includes “Students are encouraged to be concurrently enrolled in ANTH 110.” Does this constitute a corequisite or advisory?

			<ul style="list-style-type: none"> • What is the Disciplines Placement?
Course Review	EMS 313	<p>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 changes in the semester offering to “as needed”, grading method change from letter grade or P/NP to P/NP, changes in assignments, and textbook.</p>	<p>Comment:</p> <ul style="list-style-type: none"> • Align changes with the cross-listed course.
Course Review	EMS 415	<p>Pediatric Advanced Life Support Refresher (Lec 0.5) Prerequisite: EMS 322 or current AHA PALS certification Repeatable: 99 The modifications include changes in semester offering to as needed, grading method change from letter grade or P/NP to P/NP, changes in assignments, and textbook.</p>	
NEW Non-credit	ENGL BASK 7015	<p>Reading and Writing Lab Total Hours: 64</p>	I: Julie Knight

Justification for Need:

Beginning Summer 2017, Allan Hancock College has adopted a multiple measures procedure that will place more students in our English 101 rather than a developmental course. It is anticipated that these students may need individualized instruction in certain areas. Currently, we have English 306/307 to meet this demand. However, students are often reluctant to sign up for another English course when they are struggling with their current English course. English 306/307 includes tuition, hour requirements, and results in a P/NP grade. The new course would provide a no stakes opportunity for students to get the help they need to pass English 101 and other AHC courses. They can register for the class and use it if they need it. Access to the Writing Center will be easier, and there will be no penalty should they not make use of it.

I based the enrollment based on the high end of past semesters of English 306 enrollments.

The English department full-time faculty and Writing Center staff. The only concern mentioned was additional cost in toner. This could be offset with equity money if needed, but the need isn't anticipated as the course is meant to provide help with assignments, not free printing.

Alignment with the College Mission:

This course will meet both a basic skill and transfer need as it is designed to give students support in any basic skill they are lacking yet need to complete their transfer level courses. It will not be a formal part of any degree or certificate program. It is designed to help nurture and engage students and meets strategic goals GSLS 2, 4, 5, and 6.

Major Modification Request for AHC Gem CSUGE, and IGETC.	FILM 108	Film and Television in the 21 st Century (Lec 2.5/Lab 0.5) Advisory: ENGL 101	NEW GE Request AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC Area 3B Humanities
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Survey: 9:30 - 12:20 and Film 101 T/R 1-3. Each class has 25 students. When asked how many students would be interested in this course, the results were as follows: Film 110 - 8 students and Film 101 - 11 students.

New Program	Fine Arts	Applied Design/Media Graphics Certificate of Achievement Total: 35 units (Core: 26 + Selected: 9)	I: Nancy J Ward
<p>Justification: In preparation for Program Review, consultation with our Advisory Committee and conversations with Margaret Lau, the need is clear that a Certificate of Achievement would serve students who are interested in employment in the field of graphic design.</p>			
New Course New GE Request	GRPH 129	Digital Tools for Visual Media (Lec 2/Lab 1)	Attached: CSU GE Area C1 Arts
<p>Justification: This course teaches a foundational introduction to digital media that focuses on computer operations, software, media production techniques, and digital media file management. It is required for the ADT Graphic Design and will be an elective in both Applied Design/Media: Graphic Design and Multimedia A.S. degrees and certificates as it teaches students prerequisite industry standards and skills needed for success in further study of digital design and media production.</p> <p>I have been on the C-ID Faculty Discipline Review Group (FDRG) for the ADT in Graphics and been involved in drafting, reviewing and finalizing the TMC for Graphics. This course will be required in that degree.</p> <p>Alignment with the College Mission: This course aligns with the college mission "Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community."</p>			
Major Modification DL Update	HIST/HUM 104	Western Civilizations to 1650 (Lec 3) Cross-list: HUM104 DL: Yes	Previous Approval: AHC GE Cat 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities Both COR are aligned with each other.
Major Modification	LE 310	Introduction to Law Enforcement Academy (Pre-Academy) (Lec 1) Repeat: 1, if three years have passed since first taken. LOE: Admission by application. The modifications include changes in outside assignments and methods of evaluation.	Rationale: We do not need the student to apply by application to attend the pre-academy. It should be an open enrollment course. Also, add PELLETB testing into the course, mandated legislative testing for entry-level peace officer.
Major Modification	LE 440	Basic Driving Skills (Lec 0.5) LOE: Students must possess a valid driver's license and have no physical conditions that would prohibit them from safely operating a motor vehicle. The modifications include title change, semester offering to "as needed", and some changes in outside assignments, methods of evaluation, and text and materials.	Comment: Should the course be a laboratory course instead of a lecture course?
Major Modification	MMAC 127	Digital Video Post-Production (Lec 1.5/Lab 1.5) Advisories: MMAC 125 or FILM 125 Cross-list: FILM 127 The modifications include changes in the student learning outcomes, course objectives, methods of instruction, assignments, methods of evaluation, and text and materials.	Attachment: COR MMAC 127 Demand: This course has not been offered in several years because the previous COR referenced technology that is no longer relevant in the industry. Other similar CCC Multimedia courses were reviewed and faculty were consulted for

			recommendations for these revisions. PLEASE NOTE: Revisions to Course Content are listed in the attachment - access this dialog box in META was not available to make the changes necessary.
Major Modification	MUS 123	Class Vocal Techniques (Lec 1/Lab 1) Prerequisite: MUS 129 The modifications include changes in the grading method from P/NP to letter grade and P/NP, addition of prerequisite MUS 129, content, course objectives, assignments, methods of evaluation, and textbook.	
Major Modification	MUS 125	Beginning Guitar (Lec 0.5/Lab 0.5) The modifications include change to semester offering to fall, textbook, assignments, and evaluation.	
Major Modification	MUS 126	Intermediate Guitar (Lec 0.5/Lab 0.5) Prerequisite: MUS 125 Modifications include addition of prerequisite course and changes in the methods of instruction, assignments, evaluation, and text.	
Major Modification	MUS 127	Vocal Repertoire (Lec 1/Lab 1) Prerequisite: MUS 124 Modifications include conversion of MUS 124 from advisory to prerequisite, change from letter grade only to letter grade/P/NP, and modifications to assignments, methods of evaluation, and text.	
Major Modification	MUS 129	Introduction to Singing Modifications include removal of repeatability, minor changes in methods of instruction, assignments, and evaluation, and textbook. It also included information on transfer.	Demand: MUS 129 Introduction to Singing is being developed in response to the state's new rules on repeatability. In order to allow four experiences (four semesters) of voice class which correspond exactly to the allowed experiences in the CSU and UC systems, our three voice classes are being expanded to include this new fourth class. MUS 129 will be the entry-level voice class that prepares the student to move to MUS 123 Class Vocal Techniques.
Major Modification	NESL 7060	ESL Instructional Lab Hours: 1-15 hours/week Total: 8-240 hours. Modifications include changes in the catalog description, semester offering to as need, fall, spring, and summer, content, objectives, methods of instruction, evaluation, and texts.	
Major Modification DL Update	PHIL 101	Survey of Philosophy (Lec 3) DL: Yes	Update textbook. 2008.
Major Modification DL Update	PHIL 102	Existence of Reality (Lec 3) DL: Yes	Update Textbook: 2011. Previous GE approval:

			AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC 3B Humanities
Major Modification DL Update	PHIL 114	Critical Thinking (Lec 3) Prerequisite: ENGL 101 DL: Yes	Text: 2010 Previous GE approval: AHC GE Category 4B Communication and Analytical Thinking CSU GE Area A3 Critical Thinking IGETC Area 1B Critical Thinking
Major Modification DL Update	PHIL 121	Religions of the World (Lec 3) DL: Yes	Text: 2010. Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities
These New NC Courses are going to be part of the Noncredit Certificate: Operating Childcare Business			
New NC Course	VESL 7300	Family Childcare Business Credit Hours: 9-15 Hours	
<p>Justification: This course is designed to meet the provisions of the Adult Ed Block Grant by expanding employment opportunities and meeting the community needs of creating more licensed childcare spaces in Northern Santa Barbara County.</p> <p>The demand was determined by input from community partners such as WALI and Children's Resource and Referral.</p> <p>Alignment with the College Mission: This course will provide students with basic skills to obtain immediate employment upon completion. Students who complete the program will be eligible to receive a family childcare license to operate their own business. Student will further be able to continue to take classes that will prepare them to transfer into the credit ECS program.</p>			
New NC Course	VOCE 7301	Child Health and Safety Credit Hours: 18-30 Hours	As above
New NC Course	VOCE 7302	Developmental Needs of a Child Credit Hours: 15-25 Hours	As above
New NC Course There is course duplication.	VOCE 7303	Infant and Toddler Care Credit Hours: 12-20 Hours	As above.
	VESL 7303	Caring for Infants and Toddlers Module 4	Error. The course used the credit course template.
New NC Course	VESL 7304	Ethics and Business Contracts Module 5 Credit Hours: 12-20 Hours	As above Comment: Should the course be VOCE?
These New NC Courses are going to be part of the Noncredit Certificate: Child Development			
New NC Course There is course duplication.	VESL 7310	History of Child Development Module 1 Credit Hours: 36-48 Hours	
	VESL 7310	History of Child Development	Error. The course used the credit template.
<p>Justification: This course serves to accelerate student transition to credit level classes in Early Childhood Studies. Resource and Referral agency requested the college create these types of courses to meet demand. The need for vocational training courses was ranked high on student surveys during the AB 86 Adult Planning Grant.</p> <p>Alignment with the College Mission: It provides a basic skill and an accelerated pathway to a vocational need.</p>			
New NC Course	VESL 7311	Guidance and Interaction Module 2 Credit Hours: 18-30 Hours	As above
New NC Course	VESL 7312	The Importance of Play Module 3 Credit Hours: 18-30 Hours	As above
New NC Course	VESL 7313	Observation Made Easy Module 4 Credit Hours: 36-48 Hours	As above

New NC Course	VESL 7314	Assessment & Delivery Systems Module 5 Credit Hour: 15-25 Hours	As above
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Reports

- a. AP&P Representatives
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurricUNET & Support

Call for Future Agenda Items

Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up

Call to Adjourn.

Next Meetings:

TRC Meeting: Nov 9, 2017 (2:00 PM – 4:00 PM)
AP&P Committee Meeting: Nov 16, 2017 (2:00 PM – 4:00 PM)
Next Summary Report: Nov 30, 2017.

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

Title: Applied Design/Media: Graphics

Award Type: Certificate of Achievement

The Applied Design/Media: Graphics Program is designed to prepare students for entry-level employment, entrepreneurship, and transfer to a four-year university graphics program. A variety of design career options are available including illustration, graphic design, design for print and digital publishing, web design and 3D modeling. Introductory courses will provide individuals with hands on experience using a number of visual mechanics techniques and software applications. Core courses will teach students an understanding of visual communications and provide a strong foundation of digital imagery concepts and skills. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Certificate of Achievement in Applied Design/Media: Graphics will:

- Apply methods of critical thinking through research, analysis, conceptualization and prototyping in the development of effective design solutions for a selection of visual communication problems.
- Create and develop visual form in response to graphic communication problems using the principles of visual organization and composition, information hierarchy, symbolic representation, typography, aesthetics, and the construction of meaningful images.
- Demonstrate proficiency in specific technologies to digitally create, capture and manipulate imagery and design components in the development of professional quality graphics for print and/or digital publishing.
- Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.
- Produce a digital portfolio that showcases individual graphic design competencies.

Program Requirements

For the certificate, 35 units are required.

Required Core Courses (26 units)

GRPH108 Design 1 On The Computer

3

or		
ART110	Design 1	3
GRPH110	Introduction to Graphic Design	3
GRPH111	Digital Imagery Lab	1
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
GRPH114	Digital Illustration Lab	1
GRPH115	Digital Design and Publishing	3
GRPH116	Digital Portfolio	3
GRPH117	Typography	3
MMAC101	Introduction to Multimedia Processes	2
MMAC102	Introduction to Multimedia Lab	1

Plus a minimum of 9 units selected from the following:

ART106	Art of the 20th Century	3
ART112	Design Color Theory	3
ART120	Drawing 1	3
GRPH118	Introduction to Web Graphics	3
FILM101	Film as Art and Communication	3
GRPH127	History of Graphic Design	3
GRPH120	Advanced Design for Publishing	3
GRPH130	3D Modeling For Production	3
GRPH189	Independent Projects	1 - 3
MMAC114	Dynamic Internet Design	3
MMAC126	Introduction to Motion Graphics	3

Total Program Units		35
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