

Academic Policy & Planning Committee Meeting Minutes

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

Department Representatives (Voting Members)

- ✓ Chairperson Larry Manalo Jr.
- ✓ 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
- Vice-Chairperson: Dave DeGroot
- Note taker: 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

- Julia Raybould-Rogers
- Julie Knight

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

A motion was made to recommend for adoption, prerequisites, corequisites, and advisories reviewed on October 19, 2017 (second reading proposals). (M/S/P Mitchem/Sanders Yes: C. Bisson, B Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.

A motion was made to recommend for adoption, the DL conversion for FILM 119 reviewed on October 19, 2017 (second reading proposals). M/S/P Mitchem / Sanders. Yes: C. Bisson, B Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.

A motion was made to approve the minutes of October 19, 2017. (D. Mitchem/R. Lennihan). Yes: C. Bisson, B. Darwin, S. Bates, K. Adams, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: L. Maxwell.

Approval of the Agenda:

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

Information Item: Noncredit Courses and Grading

New grading symbols have been created for noncredit courses. A proposal has been submitted to Academic Senate requesting the SP grade (satisfactory progress) for basic skills, noncredit ESL, vocational short term, and CDCP courses as a method for tracking student success in noncredit.

The discussion included following up with senate to hold off on voting for the noncredit grades.

Information Item: AB 705

Complete transfer level math and English in one year, cannot require students to lengthen the time at CCC's in order for them to complete math and English. College purview for anything below transfer level English, data must validate that students need more time to complete if that is the case. Senate president will share info from plenary

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale
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)	
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)	
Committee Action:	A motion was made to recommend consent agenda items for adoption on December 12, 2017 report summary to the board. (D. Mitchem/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: K. Adams..		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
Major Modification	ANTH 101	Introduction to Biological Anthropology (Lec 3) DL: Yes AHC GE Cat 1 Natural Sciences CSU GE Area B2 Life Sciences IGETC Area 5B Biological Sciences	The modifications include updates on DL, methods of evaluation, and textbook: 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	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	<p>Rationale: 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. Meets strategic goals GSLS 2, 4, 5, and 6.</p> <p>Recommendations: remove the double course prefix so that it reads BASK 7015.</p>
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	<p>Rationale: This course was adopted in spring 2016. A GE status will help to maintain this course as a viable offering.</p> <p>NEW GE Request AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC Area 3B Humanities</p>
New Program	Graphics	Applied Design/Media Graphics Certificate of Achievement Total: 35 units (Core: 26 + Selected: 9)	<p>Rationale: 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> <p>Recommendations: the CurriQunet proposal is incomplete, the dean's page needs to be completed by the academic dean, including entering the Top and Sam codes, the proposal indicates that it can prepare students for transfer – transfer documentation is needed, labor market report should also be attached as supporting documentation, the complete proposal package is now required to be forwarded to the board for consideration, the proposal will also require regional consortium recommendation.</p>
New Course New GE Request	GRPH 129	Digital Tools for Visual Media (Lec 2/Lab 1)	Rationale: This new course is being proposed in anticipation of the the ADT in Graphic Design. GRPH 129 will be a required course in that program. Also, the course 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. Attached: CSU GE Area C1 Arts
Major Modification DL Update	HIST/HUM 104	Western Civilizations to 1650 (Lec 3) Cross-list: HUM104 DL: Yes AHC GE Cat 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities	The course is being reviewed as part of course review. Both CORs 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: the course is being reviewed as part of course review. The modifications include changes in outside assignments and methods of evaluation Recommendations: 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.	Rationale: the course is being reviewed as part of course review. 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	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 recommend The modifications include changes in the student learning outcomes, course objectives, methods of instruction, assignments, methods of evaluation, and text and materials. Film 127 proposal is needed. 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 minor changes in methods of instruction, assignments, and evaluation, and textbook. It also included information on transfer
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	The modifications are a result of course review. Recommendations: Update textbook. 2008.
Major Modification DL Update	PHIL 102	Existence of Reality (Lec 3) DL: Yes Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC 3B Humanities	The modifications are a result of course review. Recommendations: Update textbook. 2011.
Major Modification DL Update	PHIL 114	Critical Thinking (Lec 3) Prerequisite: ENGL 101 DL: Yes Previous GE approval: AHC GE Category 4B Communication and Analytical Thinking CSU GE Area A3 Critical Thinking IGETC Area 1B Critical Thinking	The modifications are a result of course review. Recommendations: Update textbook. 2010.
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	The modifications are a result of course review
New NC Courses	These noncredit courses are 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 courses are developed for new noncredit certificates.		

	VESL 7300	Family Childcare Business Credit Hours: 9-15 Hours	
	VOCE 7301	Child Health and Safety Credit Hours: 18-30 Hours	
	VOCE 7302	Developmental Needs of a Child Credit Hours: 15-25 Hours	
	VOCE 7303	Infant and Toddler Care Credit Hours: 12-20 Hours	
	VESL 7303	Caring for Infants and Toddlers Module 4	Error. The course used the credit course template.
	VESL 7304	Ethics and Business Contracts Module 5 Credit Hours: 12-20 Hours	
	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.
	VESL 7311	Guidance and Interaction Module 2 Credit Hours: 18-30 Hours	
	VESL 7312	The Importance of Play Module 3 Credit Hours: 18-30 Hours	
	VESL 7313	Observation Made Easy Module 4 Credit Hours: 36-48 Hours	
	VESL 7314	Assessment & Delivery Systems Module 5 Credit Hour: 15-25 Hours	
Committee action	A motion was made to recommend first readings for consideration. (D. Mitchem/ L. Maxwell). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0.		

Second Readings:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale
Course Review	EMS 134	Internship Seminar (Lec 1)	The modifications are a result of course review and include course offering to "A", grading method from letter grade only to P/NP, methods of instruction, and methods of evaluation.
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) 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.	The modifications are a result of course review and 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.
Course Review	EMS 313	Intermediate Incident Command System for Expanding Incidents for	The modifications are a result of course review and include "A" offering, grading method change

		Operational First Responders ICS-30 (Lec 1.5) Advisory: WFT 302 Cross-list: WFT 303	from letter grade or P/NP to P/NP, and a new advisory of WFT 302.
Course Review	EMS 314	Advanced Incident Command System for Command and General Staff, Complex Incidents, and MACS for Opera (Lec 1) Cross-list: WFT 304	The modifications are a result of course review and include: The course grading method was changed from letter grade to P/NP.
Course Review	EMS 315	Ambulance Strike Team Provider (Lec 1)	The modifications are a result of course review and include course offering to "A", text, and update on the DL elements.
Course Review DL Update	EMS 316	Ambulance Strike Team Leader (Lec 1) Limitation on enrollment: Completion of application process Corequisite: WFT 301 and WFT 302 Advisory: WFT 303 and ENVT 156	The modifications are a result of course review and include: course offering to "A", conversion of prerequisites to corequisites, addition of a new prerequisite, completion of application process, and methods of evaluation.
Course Review	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 are a result of course review and include offering to "A", increase in units from 10 to 16 units, grading method change from letter grade only to P/NP, and textbook
Course Review	EMS 337	Wilderness EMS Aircraft Search Technology and Techniques (Lec 1.5/Lab 0.5)	The modifications are a result of course review and include offering to "A", grading method change from letter grade or P/NP-to-P/NP, and textbook
Course Review	EMS 338	Land Navigation (Lec 2) Cross-list: FT 338 and ENVT 338	The modifications are a result of course review and 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
Course Review	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 are a result of course review and include offering to "A", grading method change from letter grade only to P/NP, , and textbook .

Course Review	EMS 347	Wilderness EMS Urban, Rural, & Wilderness Search and rescue Management (Lec 2/Lab 0.5)	The modifications are a result of course review and 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.
Course Review	EMS 350	Wilderness EMS: Essentials of Search and Rescue (Lec 3.5)	The modifications are a result of course review and include offering to "A" and grading method change from letter grade or P/NP to P/NP.
Course Review	EMS 353	Paramedic Field Internship (Lab 10) Prerequisite: EMS 343 LOE: Current CPR certification for health care provider or professional rescuer	The modifications are a result of course review and include offering to "A", grading method change from letter grade only to P/NP, LOE, and assignments.
Course Review	EMS 360	Wilderness EMS – Man Tracking 1 (Lec 0.5)	The modifications are a result of course review and include offering to "A", grading method change from letter grade or P/NP to P/NP, and assignments.
Course Review	EMS 362	Wilderness EMS – Man Tracking 2 (Lec 0.5) Prerequisite: EMS 360	The modifications are a result of course review and include offering to "A", course hours, grading method change from letter grade or P/NP-to-P/NP, prerequisite, assignment, and methods of evaluation.
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.	The modifications are a result of course review and 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	The modifications are a result of course review and include offering to "A", grading method change from letter grade or P/NP-to-P/NP, assignment, and methods of evaluation.
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 are a result of course review and include offering to "A", grading method change from letter grade only to P/NP, prerequisite, assignment, methods of evaluation, and DL update.
Course Review	EMS 407	Wilderness EMS – First Responder and Survival Refresher (Lec 0.5) Repeat: 99 Prerequisite: EMS 307	The modifications are a result of course review and 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
Course Review	EMS 409	Prehospital Trauma Life Support (PHTLS) Refresher (Lec 0.5) Repeat: 99 Prerequisite: Current PHTLS Certification	The modifications are a result of course review and 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	The modifications are a result of course review and 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	The modifications are a result of course review and 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.
Course Review	EMS 461	Medical First Responder Update (Lec 0.5) Repeat: 99 Prerequisite: WFT 302	The modifications are a result of course review and include offering to "A", grading method change from letter grade or P/NP-to-P/NP, and textbook
New Course	ENGL 112	Transfer Accelerated Reading and Writing (Lec 2) Prerequisite: ENGL 512 or READ 510 or placement in ENGL 513 or READ 310 Corequisite: ENGL 101	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. Students are required to attend 112 and 101,
Major Modification GE Request	FILM 104	Documentary Studies	The modifications are a result of course review. 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 GEAttachments: <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) CSU GE Area C2: Humanities - Course Objectives 1-4.	The modifications are a result of course review. Film studies courses in the Film and Video Program are routinely over-enrolled. This

		IGETC Area 3B: Humanities – Course Objectives 1-4.	proposal is part of an effort to expand film studies curriculum.
Course 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 modifications are a result of course review and include DL addendum update
Major Modification DL Update	HIST 119	History of California (Lec 3) DL: Yes	The modifications are a result of course review and include DL addendum update.
Major Modification	HIST 120	History of the Mexican-American (Lec 3) 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 AHC GE Category 3: Humanities CSU GE Area C2 Humanities	The modifications are a result of course review and include DL update and textbook
Major Modification	PHIL 112	Logic (Lec 3) DL: Yes AHC GE 4B CSU GE Area A3: Critical Thinking IGETC GE Area 3B: Humanities	The modifications are a result of course review and include DL update. Current GE Approval.
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.
Course Review	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. This is not a transferrable course.
Course Review	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. The course is not transferable.
Course Review	WFT 304	Advanced Command System I-400 (Lec 1) Cross-list EMS 304	The modifications include offering to “A” and grading method change from letter grade or P/NP-to-P/NP.
Course Review	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
Course Review	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.

Course Review	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. Rewrite SLO. It is not measurable.
Course Review	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.
Course Review	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.
Course Review	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.

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)	Rationale
Major Modification	ANTH 101	Introduction to Biological Anthropology (Lec 3) DL: Yes Previous Approval: AHC GE Cat 1 Natural Sciences CSU GE Area B2 Life Sciences IGETC Area 5B Biological Sciences	The modifications are a result of course review and include updates on DL, methods of evaluation, and textbook.
Course Review	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 are a result of course review and 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
Course Review	EMS 415	Pediatric Advanced Life Support Refresher (Lec 0.5) Prerequisite: EMS 322 or current AHA PALS certification Repeatable: 99	The modifications are a result of course review and 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	BASK 7015	Reading and Writing Lab Total Hours: 64	More students are placing into 101, the course works similar to the math center. The writing center, through this class, is available to any student enrolled in an AHC course, open entry open exit, positive attendance,

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
New Course New GE Request	GRPH 129	Digital Tools for Visual Media (Lec 2/Lab 1)	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. Attached: CSU GE Area C1 Arts
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	The modifications are a result of course review. 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 are a result of course review and include changes in outside assignments and methods of evaluation.
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 are a result of course review and include title change, semester offering to "as needed", and some changes in outside assignments, methods of evaluation, and text and materials.
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 are a result of course review and include changes in the student learning outcomes, course objectives, methods of instruction, assignments, methods of evaluation, and text and materials. Attachment: COR MMAC 127
Major Modification	MUS 123	Class Vocal Techniques (Lec 1/Lab 1) Prerequisite: MUS 129	The modifications are a result of course review and 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 are a result of course review and 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	The modifications are a result of course review and 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	The modifications are a result of course review and 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	The modifications are a result of course review and include removal of repeatability, minor changes in methods of instruction, assignments, and evaluation, and textbook.
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	The modifications are a result of course review and include DL updates and texts..
Major Modification DL Update	PHIL 102	Existence of Reality (Lec 3) DL: Yes Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC 3B Humanities	The modifications are a result of course review and include DL updates and texts..
Major Modification DL Update	PHIL 114	Critical Thinking (Lec 3) Prerequisite: ENGL 101 DL: Yes AHC GE Category 4B Communication and Analytical Thinking CSU GE Area A3 Critical Thinking IGETC Area 1B Critical Thinking	The modifications are a result of course review and include DL update.
Major Modification DL Update	PHIL 121	Religions of the World (Lec 3) DL: Yes Previous GE approval: AHC GE Category 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities	The modifications are a result of course review and include DL update.
New Noncredit Courses	VESL 7300	Family Childcare Business Credit Hours: 9-15 Hours	
	VOCE 7301	Child Health and Safety Credit Hours: 18-30 Hours	
	VOCE 7302	Developmental Needs of a Child Credit Hours: 15-25 Hours	
	VOCE 7303	Infant and Toddler Care Credit Hours: 12-20 Hours	
	VESL 7303	Caring for Infants and Toddlers Module 4	The course used the credit course template.
	VESL 7304	Ethics and Business Contracts Module 5	

		Credit Hours: 12-20 Hours	
	VESL 7310	History of Child Development Module 1 Credit Hours: 36-48 Hours	
	VESL 7310	History of Child Development	The course used the credit template.
	VESL 7311	Guidance and Interaction Module 2 Credit Hours: 18-30 Hours	
	VESL 7312	The Importance of Play Module 3 Credit Hours: 18-30 Hours	
	VESL 7313	Observation Made Easy Module 4 Credit Hours: 36-48 Hours	
	VESL 7314	Assessment & Delivery Systems Module 5 Credit Hour: 15-25 Hours	
Committee actions	A motion was made to recommend 2 nd readings for adoption on the December 12, 2017 board report. (S. Bates / R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain:0.		
	A motion was made to recommend prerequisites, corequisites, advisories, and limitation on enrollment for adoption. (D. Mitchem/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain:0.		
	A motion was made to recommend DL updates for adoption. (L. Maxwell / D. Mitchem). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain:0.		
	A motion was made to recommend GE course proposals for adoption. (D. Mitchem/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain:0.		

Reports - none

Call to Adjourn – the meeting was adjourned at 4:00 pm

Call for Future Agenda Items

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

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

