

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday November 30, 2017 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.  
X Vice-Chair – David DeGroot  
X Applied Behavioral Sciences – C. Bisson  
Business – Brent Darwin  
Counseling – Lydia Maxwell  
X English – Kate Adams  
X Fine Arts – Tim Webb  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez  
X Academic/Student Affairs – Kathy Headtke  
X Languages & Communication – Andrea Sanders  
X Life and Physical Sciences – Rob Lennihan  
X Mathematics Sciences – Derek Mitchem  
X Public Safety – Kristy Treur  
X Social & Behavioral Sciences – Tom VanderMolen  
Student Representative – Vacant

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
X Dean, Academic Affairs – Richard Mahon  
X 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

### Guests

Thesa Roepke  
Ginger Benke

**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: Nov 2, 2017 and Nov 16, 2017

A motion to approve the minutes of Nov 2, 2017 as posted. (M/S/P: D. Mitchem/R. Lennihan. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, G. Marquez, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: K. Headtke).

A motion to approve the minutes of Nov 16, 2017 as posted. (M/S/P: D. Mitchem/R. Lennihan. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, G. Marquez, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: K. Headtke).

### Approval of the Agenda:

The agenda was rearranged to accommodate the guests, Thesa Roepke and Ginger Benke.

A motion to approve the agenda as amended. (M/S/P: D. Mitchem/R. Lennihan. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).

### Chair Comments:

- Program Vitality
  - Based on the responses from academic senate and VP Academic Affairs, both Culinary Arts and management: Dietetic Service Supervisor and Fashion Studies: Associate in Science degree, both programs would be subject to Program Vitality Board Policy and Administrative Procedures (BP/AP 4021 Program Vitality).
- Calendar
  - A tentative calendar was presented with a committee planning retreat and "possible bootcamp" on January 17, 2018.
- Proposal Instructions

- Roles and Responsibilities of AP&P Representatives.  
The roles and responsibilities of the AP&P members were reviewed. The discussion included a review of the course and program process. The current process lacks adequate understanding of the course offering date. Current practice is: AP&P Committee → Senate → Board of Trustees → CCC Chancellor's Office → Catalog. The courses and/or programs can only be offered upon inclusion in the college catalog. The catalog is finalized in Spring (approximately April-May). Thus, fall CCC Chancellor's Office approval would be offered upon appearance in the catalog the following year (Fall 2017 would be offered in Fall 2018). The spring CCC Chancellor's Office approval would be offered upon appearance in the catalog the following year (Spring 2018 would be offered in Fall 2019). It should be noted that course and/or program offerings are based on appearance in the college catalog. The committee identified the need to notify the faculty regarding the status of the courses and programs from the time they were proposed to final appearance in the college catalog.

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Textbook Change	MA 355	MA Pharmacology (Lec 2/Lab 2) LOE: Admittance to MA Program Successful completion of first semester MA courses	
Committee Action	A motion to approve the consent agenda item. (M/S/P: A. Sanders/M. P. Nelson. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, A. Sanders, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).		

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)
Major Modification	ARCH 321	International Building Code (NEW) (Lec 3)  Rationale: The International Building Code (IBC) has replaced the Uniform Building Code as the official building code in California. We therefore are revising the content to reflect this change. (Summary Report Spring 2008).  Modifications include course title from Uniform Building Code to International Building Code, grading method from P/NP to letter grade or P/NP, course objectives, SLO, evaluation, and text.
<b>Discipline-specific Course Review:</b> Dental Assisting: These courses were reviewed and updated as part of the regular course review cycle. There were revisions in various parts of the course outlines.		
Course Review	DA 314	Introduction to Bio-Dental Science (Lec 3). LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101 Modifications include SLO, methods of instruction, evaluation, and text.
Course Review Major Modification	DA 318	Basic Dental Assisting Skills (Lab 3) LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101 Modifications include content and SLO.
Course Review Major Modification	DA 319	DA Administrative Skills (Lec 3) LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101 Modifications include catalog description, content, SLO, course objectives, outside assignments, and evaluation.

Major Modification	DA 329	Dental Assisting Practicum  Rationale: The course units are adjusted from 5 units to 4 units to allow students of the first semester of the DA program to reduce the number of units in the semester as well as participate in community volunteer events related to dental assisting.  Modification includes unit change from 5 units to 4 units.
Program Modification		Dental Assisting Certificate of Achievement Total: 32.5 units DA 329 – FROM 5 units to 4 units DA 320 – new course added 1 unit.
Program Modification		Dental Assisting Associate in Science Total: 32.5 units DA 329 – FROM 5 units to 4 units DA 320 – new course added 1 unit.
<p><b>New Noncredit Courses</b></p> <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 the community.</p> <p>Demand: The demand was determined by input from community partners such as WALI and Children's Resource and Referral.</p> <p>The need for vocational training courses was ranked high on student surveys during the AB 86 Adult Planning Grant.</p>		
VOCE 7300	<p>Family Childcare Business Credit Hour: 9-15</p> <p><b>Mission Alignment:</b> 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> <p>Plan: The course is part of the Certificate of Completion: Operating a Childcare Business.</p>	<p>Recommendations: Check the assignments, if not already done.</p>
VESL 7301	Basic Health, Safety, and Nutrition Hours: 18-30 Hours	
VESL 7302	Developmental Needs of Children Hours: 20-102 Hours	
VOCE 7304	Ethics and Business Contracts Hours: 48-54 Hours and/or 15-25 Hours	
VOCE 7310	<p>History of Child Development Hours: 36-48</p> <p>Mission Alignment: This course will provide students with basic skills and contextual</p>	<p>Recommendation: The corrected hours: 36-48 Hours. Correct typos in Catalog Description.</p>

	knowledge to bridge into the credit Early Childhood Studies program. Comment: Clarify Credit Hours calculation.	
VOCE 7311	Guidance and Interaction Credit Hours: 48-54 and/or 18-30 Hours	Recommendations: Review the comments and make appropriate changes.
VOCE 7312	The Importance of Play Credit Hours: 32-36 Hours	As above
VOCE 7313	Observation Made Easy Credit Hours: 48-54 Hours and/or 36-48 Hours	As above
VOCE 7314	Assessment and Delivery Systems Credit Hours: 48-54 Hours and/or 15-25 Hours	As above

**Noncredit Course Modifications.** These courses were reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, credit hours, course objectives student learning outcomes, catalog description, methods of evaluation.

VOCE 7100	Computers and You: Level 1 Credit Hours: 32-36 Hours LOE: TEENY  Rationale: Bring course up-to-date with current technology tools.	Modifications include catalog description changes, semester offering, SLO, objectives, methods of instruction, and methods of evaluation
VOCE 7101	Computers and You: Level 2 Credit Hour: 32-36 LOE: TEEN Y	These courses are in the Certificate of Completion Beginning Computer Skills Career Development
VOCE 7105	Intro to Microsoft Word Credit Hour: 32-36 LOE: TEEN Y	These courses are in the Certificate of Completion Microsoft Office Basics Career Development
VOCE 7107	Intro to Microsoft Excel Credit Hour: 32-36 LOE: TEEN Y	
VOCE 7108	Computer Skills Lab Credit Hours: 48	The course is a part of Certificate of Completion Beginning Computer Skills Career Development <u>and</u> Certificate of Completion Microsoft Office Basics Career Development

**Discipline-specific Course Reviews:** These courses were reviewed. The modifications mainly included grading method change from letter grade or P/NP to P/NP. Prerequisites have been removed and assigned as advisories per agency mandate.

	WFTL 311	Check-in Recorder/Status Recorder J-248 (Lec 0.5) Advisory: WFT 302
	WFTL 312	Ordering Manager J-252 (Lec 0.5) Advisory: WFTO 329
	WFTL 313	Receiving and Distribution Manager J-253 (Lec 0.5) Advisory: WFTO 329
	WFTL 314	Base/Camp Manager J-254 (Lec 2) Advisory: WFTO 329
	WFTL 315	Equipment Manager J-255 (Lec 1.5) Advisory: WFTO 329
	WFTL 316	Tool and Equipment Specialist J-256 (Lec 0.5) Advisory: WFTO 310
	WFTL 317	Incident Communications manager J-257 (Lec 1.5)

		Advisory: WFTO 329
	WFTL 318	Communications Equipment/ Procedures S-258 (Lec 2) Advisory: WFTL 317
	WFTL 319	Security Manager J-259 (Lec 0.5) Advisory: WFTO 329
	WFTL 322	Equipment Time Recorder J-262 (Lec 1) Advisory: WFTO 329
	WFTL 323	Claims Manager J-263 (Lec 1) Advisory: WFTO 329
	WFTL 324	Compensation for Injury Manager J-264 (Lec 1) Advisory: WFTO 329
	WFTL 325	Commissary Manager J-266 (Lec 1) Advisory: WFTO 329
	WFTL 326	Documentation Unit Leader J-342 (Lec 1) Advisory: WFTO 329
	WFTL 327	Situation Unit Leader J-346 (Lec 1) Advisory: WFTO 315 and WFTO 329
	WFTL 328	Demobilization Unit Leader J-347 (Lec 1) Advisory: WFTO 329
	WFTL 329	Resources Unit Leader J-348 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
	WFTL 330	Facilities Unit Leader J-354 (Lec 2) Advisory: WFTO 329 and WFTO 334
	WFTL 331	Ground Support Unit Leader J-355 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
	WFTL 332	Supply Unit Leader J-356 (Lec 2) Advisory: WFTO 329 and WFTO 334
	WFTL 333	Food Unit Leader J-357 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
	WFTL 334	Communications Unit Leader J-358 (Lec 4) Advisory: WFTO 329 and WFTO 334 and WFTL 318
	WFTL 335	Medical Unit Leader J-359 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
	WFTL 336	Cost Unit Leader J-362 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
	WFTL 337	Compensation/Claims Unit Leader J-263 (Lec 1) Advisory: WFTO 329 and WFTO 334
	WFTL 338	Time Unit Leader J-365 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
	WFTL 339	Procurement Unit Leader J-368 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
	WFTL 340	Planning Section Chief J-440 (Lec 1.5) Advisory: WFT 304 and WFTO 329 and WFTO 334
	WFTL 341	Logistics Section Chief J-450 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334
	WFTL 342	Finance Section Chief S-460 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334
Committee Action	A motion was made to accept the above courses for first reading. (M/S/P: A. Sanders/D. Mitchem. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, A. Sanders, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).	

**Second Reading:**

<b>Proposal Type</b>	<b>Prefix &amp; Number</b>	<b>Course/Program Title (units)</b>	
New Course Proposal	DA 320	DA 320 DA Practicum in the Community (Lab 1) Prerequisite Admittance to the Dental Assisting program	
<p>Justification: The course provides extended opportunities for the dental assisting students to participate in community and public health settings. The current course, DA 329 poses barriers for students to complete the requirements of the Dental Board due to time restraints. The new course would alleviate the time constraints and offer opportunities to participate, volunteer, and fully engage in various dental public clinics to prevent tooth decay and promote dental care and health among children in underserved communities.</p> <p>The course will be part of the dental assisting program, which continues to have a full enrollment. The course is part of the 240-hours clinical practicum requirement. The course was part of another DA course, DA 329 Dental Assisting Practicum.</p>			
Course Review	DA 325	<p>Clinical Dental Procedures (Lec 2/Lab 1) LOE: Admittance to Dental Assisting program Rationale: The course is being reviewed as part of a regularly scheduled course review cycle and it is to reconcile course outline with the course offering. In addition, the SLOs have been modified.</p> <p>Modifications include course objectives and student learning outcomes, assignments, and methods of evaluation.</p>	
<p>Major Modifications/Course Review for ECS 101, ECS 102, and ECS 104. The course modifications serve the purpose of implementing the required revisions to the California Community Colleges ECE Curriculum Alignment Project (CAP, 2015) and because of course review. The modifications include changes in the course objectives, student learning outcomes, assignments, methods of evaluation and textbook.</p>			
Major Modification DL update.	ECS 101	Child, Family, and Community (Lec 3) Advisory: ENGL 513 DL: Yes	
Major Modification	ECS 102	Child Health, Safety, & Nutrition (Lec 3) Advisory: ENGL 514	
Major Modification	ECS 104	Principles and Practices of Teaching Young Children (Lec 3) Advisory: ENGL 513	
Agency Mandate / Major Modification	ECS 115	<p>Care and Education for Infants and Toddlers (Lec 3) Advisory: ECS 151 and ENGL 513</p> <p>Modifications include catalog description, course title from Child Growth and Development to Infant and Toddler Development, new requisites, student learning outcomes, course objectives, and text.</p>	Attached Files: CA Community Colleges ECE/CD CAP Expansion and SOI CAP Expansion.
Course Review DL Update	ECS 122	<p>Positive Child Guidance (Lec 3) Advisory: ENGL 513</p> <p>Modifications include changes in the course objectives and student learning outcomes, assignments, methods of evaluation, textbook, and DL update.</p>	

Modification Noncredit Course	VOCE 7100	Computers and You: Level 1 Credit Hours: 32-36 LOE: TEEN Y	Course was reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, credit hours, course objectives student learning outcomes, catalog description, methods of evaluation. Certificate of Completion Beginning Computer Skills Career Development
<b>Committee Action</b>	<p>A motion to approve the above courses and programs. (M/S/P: C. Bisson/A. Sanders. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, A. Sanders, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).</p> <p>A motion to approve the prerequisites, corequisites, and advisories. (M/S/P: C. Bisson/A. Sanders. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, A. Sanders, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).</p>		

Proposal Type	Program Title (units)	Comments
Program Modification	Recreation Management - Associate in Science Total: 21. (Core units 15 + Selected units 6)	
	Recreation Management - Certificate of Achievement Total: 21. (Core units 15 + Selected units 6)	
<p>With REC 109 (Outdoor &amp; Adventure Recreation) having recently been approved as a new course offering, we are adding REC 109 to the selected units list of courses for this program.</p> <p>The Recreation Major Advisory Committee has recommended that a class in Outdoor and Adventure Recreation be added to the curriculum. This recommendation is based on the observation and opinions of the committee members who are professionals in the local recreation industry. They have noted the increase in students pursuing a concentration in Recreation and Adventure Tourism within the Recreation majors at Cal State universities.</p> <p>Also, BUS 102 (Marketing) is being added to the selected units list of courses. BUS 102 is currently included for this program in the 2016-17 catalog. BUS 102 was not initially included in the data entry process when the college first transitioned to CNET. This modification is a correction. These are the only two modifications being proposed.</p>		

**Agenda Item:** Program Vitality

Program Modification	Fashion Studies - Associate in Science Total: 18 units Modification: Increased total units from 17 to 18.	Rationale: Updated curriculum to industry standards and current textbooks and to include the modified courses (FASH).
Committee Action	A motion to approve the program modifications as proposed. The program would be further reviewed through the BP/AP 4021 Program Vitality. (M/S/P: C. Bisson/ K. Treur. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, M. P. Nelson, A. Sanders, G. Marquez, R. Lennihan, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain:0).	

## Agenda Item: Program Deactivation

Proposal Type	Program Title (units)	Comments
Deactivate Program	Culinary Arts and Management: Dietetic Service Supervision	Rationale: This program is being <b>discontinued</b> due to changes in federal regulation of long-term care facilities.
Committee Action	A motion to defer action on the above program pending implementation of BP/AP 4021 Program Vitality. (M/S/P: D. Mitchem/K. Adams. Yes: C. Bisson, K. Adams, T. Webb, S. Bates, A. Sanders, G. Marquez, K. Headtke, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: M P Nelson and R. Lennihan).	

### 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

#### Call for Future Agenda Items

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

#### Call to Adjourn.

#### Next Meetings:

AP&P Orientation and Retreat: Jan 17, 2018 (9-12 Noon and 1-4 PM)  
TRC: Feb 1, 2018 (2-4 PM)  
AP&P: Feb 8, 2018 (2-4 PM)

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



## DEACTIVATE PROGRAM

**Title:** CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION

**Award Type:** Certificate of Achievement

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N/A - Program is being discontinued.

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**The graduate of the Certificate of Achievement in CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION will:**

- Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
  - Demonstrate competency in safe, sanitary and efficient production and service operations.
  - Analyze and respond to differing business climates based on best accounting and forecasting practices.
  - Demonstrate competency in oral, written and electronic communications.
  - Supervise and train a diverse employee pool in best industry practices.
  - Follow all the governmental laws and regulations pertaining to food and beverage operations.
- 

### Program Requirements

**A total of 20 units is required for the certificate.**

#### Required core courses (20 units)

			<b>Units: 20</b>
CA120	Principles of Foods 1	4	
or			
FCS120	Principles of Foods 1	4	
CA124	Sanitation, Safety, and Equipment	3	
CA125	Supervision and Training Techniques	3	
CA126	Food Production Cost, Control and Management	3	
FCS109	Basic Nutrition for Health	3	
or			
FSN109	Basic Nutrition for Health	3	
FSN127	Supervised Field Experience - Food Services	2	
FSN128	Supervised Field Experience - Dietetics	2	
<b>Total Program Units</b>			<b>20</b>

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## PROGRAM MODIFICATION

**Title:** FASHION STUDIES

**Award Type:** Associate in Science

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The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.

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**The graduate of the Associate in Science in FASHION STUDIES will:**

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
  - Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
  - Analyze textile characteristics for sensory appeal and present project.
  - Apply clothing design principles to construct and present a fashion design.
  - Differentiate historic fashion concepts with current design trends and present portfolio.
- 

**Program Requirements**

**A major of 18 units is required for the associate in science degree.**

**Required core courses (15 units):**

		<b>Units: 15</b>
FASH101	Fashion Industry and Marketing	3
FASH102	Fashion Design Analysis	3
FASH110	Apparel Construction 1	3
FASH103	Textiles	3
FASH104	Historic Fashion/Costume	3

**Plus a minimum of 3 units selected from the following:**

		<b>Units: 3</b>
ART110	Design 1	3
ART120	Drawing 1	3
BUS101	Introduction to Business	3
BUS102	Marketing	3

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**Total Program Units**

**18**

## PROGRAM MODIFICATION

**Title:** RECREATION MANAGEMENT

**Award Type:** Associate in Science

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The Associate Science degree in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry-level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

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**The graduate of the Associate in Science in RECREATION MANAGEMENT will:**

- Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
  - Demonstrate and apply learned leadership skills in a team building classroom environment.
  - Apply and practice the skills of event planning for organizing community events.
  - Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.
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**Program Requirements**

**A major of 21 units is required for the associate of science degree.**

**Required core courses (15 units)**

		<b>Units: 15</b>
REC101	Intro to Recreation Management	3
REC103	Leadership in Recreation Services	3
REC105	Program Planning for Recreation	3
REC107	Recreational Sports Programming	3
CWE149	Cooperative Work Experience OCCUPATIONAL	3

**Plus a minimum of 6 units selected from the following:**

		<b>Units: 6</b>
ATH104	Care and Prevention of Athletic Injuries	3
EMS102	First Aid & Safety	3
HED100	Health and Wellness	3
SOC120	Race and Ethnic Relations	3
SPCH102	Small Group Communication	3
REC109	Outdoor & Adventure Recreation	3
BUS102	Marketing	3

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<b>Total Program Units</b>	<b>21</b>
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**Title:** DENTAL ASSISTING

**Award Type:** Certificate of Achievement

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Approved by the California Board of Dental Examiners, this program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in chairside general and specialty procedures, office management and x-ray techniques. Admittance to the dental assisting program requires the student to obtain program application forms and follow outlined procedures for enrollment. Applications and specific information are available at the Health Science Office, located in Building M Science Complex.

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**The graduate of the Certificate of Achievement in DENTAL ASSISTING will:**

- Perform all Registered Dental Assistant duties as specified by accreditation standards through directed lectures, demonstrations, guided practice, written assignments, exams and evaluation of skills to prepare for taking the Registered Dental Assisting State Board Exam and the Law and Ethics examination and gain employment as a Registered Dental Assistant.
- Practice assisting skills that demonstrate a working knowledge of infection control protocols.
- Demonstrate office management skills including computer skills technology to perform the following tasks; scheduling, inventory management, ordering supplies, treatment planning and patient charting.
- Complete requirements to obtain a certificate in pit and fissure sealants.
- Complete requirements to obtain a dental x-ray certificate.
- Complete requirements to obtain a coronal polishing certificate.
- Apply knowledge of basic dental assisting sciences in a professional setting.
- Explain the purpose of the state Dental Practice Act.
- Model professional conduct and appearance and demonstrate behavior of the dental workplace.
- Assist in diagnostic and operative procedures by demonstrating general chair side skills.

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**Program Requirements**

**A total of 32.5 units is required for the certificate.**

**1st Semester (Summer Semester)**

		<b>Units: 1</b>
DA310	Exploring Career Opportunities	1

**2nd Semester (Fall Semester)**

		<b>Units: 17</b>
DA314	Introduction to Bio-Dental Science	3
DA317	Dental Assisting Theory	7
DA318	Basic Dental Assisting Skills	3
DA319	DA Administrative Skills	3
DA320	DA Practicum in the Community	1

### 3rd Semester (Spring Semester)

		<b>Units: 14.5</b>
DA325	Clinical Dental Procedures	3
DA326	Dental Radiography	4
DA327	Dental Screening	0.5
DA328	Pit and Fissure Sealants	1
DA329	Dental Assisting Practicum	4
DA330	Coronal Polish	1
DA332	RDA Law and Ethics	0.5
DA348	RDA - Success Seminar	0.5

#### Recommended electives (for both 2nd and 3rd semesters):

DA380	Dental Assisting Skills Lab	0.5
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#### Total Program Units

**32.5**

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## Allan Hancock Joint Community College District Board Policy

### Chapter 4 – Academic Affairs

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#### I. BP 4021 PROGRAM VITALITY

Allan Hancock College is committed to programs and curriculum of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To this end, Allan Hancock College supports programs and classes that fulfill the goals of its mission as elaborated in the Educational Master Plan and Strategic Plan. Programs with low or declining enrollments, decreased demand for service, or clear obsolescence may be identified for discontinuance once the following criteria have been considered:

- effect on students
- balance of college curriculum
- educational and budget planning
- regional economic and training issues
- collective bargaining issues

In accordance with Title 5, Section §51022, College districts are required by regulation and statute to develop a process for the discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs. Additionally, Education Code §78106 stipulates that vocational and occupational programs shall meet certain requirements prior to termination.

The process for review of program vitality/feasibility is set forth in administrative procedure 4021.

References: Title 5 Section 51022, Education Code §78016

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**Adopted: 5/17/11 Revised: 4/21/15**  
*(Replaces Board Policy 7960)*

**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **II. AP 4021 PROGRAM VITALITY**

Program Vitality is a component of college planning that leads to increased quality of instruction and services and to better use of existing resources. Quantitative and qualitative data are used to assess a program's academic relevance and vitality with the specific goal of assessing a program's viability/feasibility. First and foremost, Program Vitality shall:

- Depend on the discipline expertise of the program faculty,
- Reference current program reviews,

- Depend on the values and goals established in the college planning process and existing in the published Educational Master Plan,
- Be based on a current, published list of criteria, and that such criteria be established through the shared governance process,
- Include input from Advisory Boards when appropriate,
- Consider the intended and unintended consequences of discontinuance,
- Consider viability, vitality, revitalization, suspension, or discontinuance,
- Result in a document that contains recommendations that will be presented to the college community through the shared governance process and be given sufficient time for final public comment.

## DEFINITIONS:

- **Evaluation Committee** – It is a committee formed in response to a program being listed as for discontinuance. This committee develops the Vitality Report.
- **Vitality Report** – It is a report that makes recommendations about continuance or discontinuance of a program(s) under this Policy to the Academic Senate.
- **Evaluation List** – It is a list of programs that are identified as under Discontinuance for purposes of this Policy. This list is developed by the Executive Team.
- **Executive Team** – It is composed of the VPAA, VPSS, academic deans, and others.

## A. INITIAL CONSIDERATIONS

1. This procedure will be used to review the continuance or discontinuance of instructional programs, including vocational programs.
2. Definition of Program: For purposes of this document, an educational program is defined as a discipline and as an organized sequence or grouping of courses or services leading to a defined objective such as a major, degree, certificate, license, the acquisition of selected knowledge or skills, or transfer to another institution of higher education.
3. A student services program is defined as an established entity that meets one or more of the following criteria: A defined service with assigned space, staff, and budget. Entities mandated by regulation.
4. Vocational or occupational programs shall be reviewed every two years. (California Education Code §78016). All other programs shall be subject to the program review process according to the college's program review schedule.
5. The Academic Senate, recognizing the district's policy to consult collegially with the Academic Senate in academic matters as set forth in Title 5 Section §53200(C) and Section §53203 and as stated in Board Policy 4020 and Board Policy 2510, must have a fundamental and integral role in any discussion of program continuance or discontinuance.

The Role of the Academic Policy and Planning Committee (AP&P) is to examine, research, and analyze the Vitality Report presented for program vitality review. Upon a thorough review of the Vitality Report, it will forward its recommendations to the Academic Senate.

The Role of the Academic Senate is to consider the recommendations of AP&P in relationship to the recommendations of the Vitality Report, and forward its recommendations for program continuance/discontinuance to the superintendent/president or designee, and to report to the Board of Trustees when applicable.

6. Conditions for Discontinuance. The following conditions may cause the VPAA and/or VPSS to recommend a program for discontinuance:

- a. Current Program review and analysis of trends
  - b. Changes in demand in the workforce and/or verifiable changes in program need
  - c. Changes in requirements from transfer institutions
  - d. Availability of human, physical, and/or financial resources
  - e. Legislative mandates
7. If the Board of Trustees formally declares a financial emergency, the superintendent/president and the Academic Senate may set new timelines by which the proposals for program modification or discontinuance submitted to AP&P will be acted upon and a final report of recommendations submitted by AP&P.

## B. SUMMARY OF THE PROCESS

During the fall semester:

1. The appropriate administrative officers shall develop a list of programs to be reviewed, based on the condition(s) described above in section 6. The formal list, accompanied by a study that includes qualitative and quantitative factors taking into account program reviews and Institutional research, will be delivered to the Academic Senate by the beginning of the fall semester. Individual departments/disciplines may also make proposals for the discontinuance of programs to the vice president, academic affairs and/or student services and the appropriate deans also by the beginning of the fall semester. This list should be sent to the Academic Senate no later than the 4<sup>th</sup> week of the fall semester.
2. An evaluation committee shall be formed and conduct a program study addressing the status of the assigned program. The program study shall also include sufficient evidence supporting one or more of the conditions and be completed before the end of the fall semester. The evaluation committee's program study shall culminate in a "Vitality Report".
3. The evaluation committee will submit the completed Vitality Report to the appropriate vice president and Academic Senate. The Academic Senate shall notify AP&P and provide it with the proposed list of affected programs and copies of the evaluation committee reports. AP&P shall set a timeline for completion of the review and recommendation process that is reasonable under the circumstances. In no case should this period be longer than 120 days, exclusive of summer and winter break.
4. In the spring, AP&P will review the evaluation reports and provide recommendations to the Senate.

## STEPS OF THE PROCESS

### A. EVALUATION COMMITTEE

1. As soon as possible following the delivery of the list of affected programs, an Evaluation Committee shall be initiated by the Academic Senate to continue the process. The chairman of the Committee will be elected by the Senate or the Senate Executive Committee. The Chairman cannot be a member of the affected discipline nor a member of AP&P.
2. The Evaluation Committee shall include representatives from the following constituencies:
  - a. Faculty members, appointed by the Academic Senate



- 1) One discipline expert from the affected program, and one faculty member from a related program or discipline. Neither of these faculty will be a member of AP&P, when possible.
  - 2) One counselor not closely related to the program under review.
- b. One student appointed by the Associated Student Body Government (ASBG).
  - c. Administration – dean of the affected program.
  - d. One classified staff member from the affected program, and one classified staff member from a related program or discipline appointed by CSEA.
  - e. One advisory committee member for CTE programs.
  - f. A representative from Institutional Research.
3. For each affected program, an Evaluation Committee shall conduct a program Evaluation study. Both qualitative and quantitative factors, that were presented as rationales for review by the Executive Team shall be discussed in order to have a fair and complete review leading to the eventual decision to (1) continue, (2) continue with qualification, or (3) discontinue a program.
    - a. Qualitative factors are based on the mission, values, and goals of the institution and access and equity for students. These factors include but are not limited to:
      - 1) Quality of the program and how it is perceived by students, faculty, articulating universities, local business and industry and the community
      - 2) Ability of students to complete their educational goals of remediation, obtaining a certificate or degree, or transferring
      - 3) Balance of college curriculum
      - 4) Effect on students as a result of modifying or discontinuing the program
      - 5) Comprehensiveness of the college experience
      - 6) Uniqueness of the program
      - 7) Importance of the program in its relationship to other programs
      - 8) Replication of programs in the surrounding area and their efficacy
      - 9) Potential for a disproportionate impact on diversity at Allan Hancock College
      - 10) Necessity of the program in order to maintain the mission of the College
      - 11) Source of funding for the program (outside vs. general funds)
      - 12) Impact on other programs, including transfer, if the program is modified or closed. If there are any, these must be identified.
      - 13) Requirements by federal/state/accreditation or other areas (e.g. Title IX) for the program. If there are any, these must be identified.
      - 14) Impact on articulated programs.
      - 15) Other
    - b. Quantitative factors are based primarily on Institutional Research data and the Program Review where applicable. Factors that may be considered include but are not limited to:

- 1) Program Results showing:
  - a) A sustained downward trend in FTES generated, load, enrollment, number and composition of sections offered, percent fill, FTES composition, retention, and persistence
  - b) Sustained increase in expense or annual cost/FTES
- 2) Changes in demands in the workforce, transfer rates, job-outs, completers and graduates, and non-completers
- 3) Projected demand for the program in the future
- 4) Changes in class offerings
- 5) Frequency of course section offerings
- 6) Availability of human resources
- 7) FTES generated/FTEF
- 8) Enrollment trends
- 9) Operating cost per FTES
- 10) Capital outlay costs/year

## ***B. EVALUATION COMMITTEE REPORT***

1. At the end of the fall semester, the Evaluation Committee shall present a Vitality Report with outcome recommendations to the Vice President Academic Affairs, Vice President Student Services, and Academic Senate. The Academic Senate shall submit the report to AP&P.
  - a. The vitality report shall:
    - 1) Address the factors, quantitative and qualitative, that led to the program being listed.
    - 2) Outline the major points of support from the available information.
    - 3) State the recommendations of the Evaluation Committee and include all appropriate data and evidence that supports the committee's recommendations.
    - 4) Include diverging conclusions in a minority report from the members of the Committee, should they wish to do so, who are not in agreement with the report's primary recommendation.
  - b. The vitality report recommendations should include some or all of the following:
    - 1) A critical examination and consideration of all information acquired to ensure all members of the subcommittee are knowledgeable of the data's substance and significance.
    - 2) Preparation of the information.
    - 3) Prioritization of the report's conclusions based upon the information provided in the report, and particularly referencing the consequences of the conclusions.
    - 4) Establishment of a consensus within the Evaluation Committee as to the conclusions and recommendations to be presented.
    - 5) Absent consensus, presentation of a majority and minority report. 6) Sources of data for all factors shall be referenced and cited.
  - c. Possible Outcomes of Program Evaluation: There are three potential outcomes of the Vitality Report. A program may be recommended to (1) continue, (2) to continue with qualification, or (3) to be discontinued.

- 1) **Recommendation to Continue:** A program may be recommended to continue when, after full consideration it is decided that it is the best interest of the college, its students, and the larger community to do so.
- 2) **Recommendation to Continue with Qualification:** A program may be recommended to continue with qualifications. These qualifications may include specific interventions designed to improve the viability and responsiveness of the program.
  - a. A specific timeline should be provided during which the various interventions will occur.
  - b. Expected outcomes for each intervention should be outlined in advance.
  - c. Since the qualification(s) may include modifications to courses and/or the program, AP&P timelines should be considered.
  - d. After the specific qualification period is completed, the program will be reviewed again according to the provisions in this policy.
- 3) **Recommendation to Discontinue:** A recommendation to discontinue a program will occur when, after a full evaluation study, it is concluded that it is no longer in the best interest of the college, its students, and the larger community to continue the program. Any recommendation for program discontinuance will include the criteria used to arrive at the recommendation. The recommendation shall include a detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, staff and the community.

The recommendation must provide either a way for currently enrolled students to continue their programs of study or a plan for them to meet their educational objectives through alternative means.

The recommendation shall also consider the requirements of collective bargaining for full-time faculty and CSEA staff, including application of policies for reduction in force and opportunities for retaining.

### ***C. THE ACADEMIC SENATE AND ACADEMIC POLICY AND PLANNING COMMITTEE***

Following submission of the Evaluation Committee vitality report to AP&P, by the end of the fall semester, and after full review and discussion during the spring, AP&P shall submit its recommendations including dissenting reports, and working timeline, to the Academic Senate. If Senate disagrees with AP&P's recommendations, then after Senate vote, the Senate Executive Committee, in conjunction with AP&P, shall prepare its recommendations in writing including the reasons for its recommendations, any applicable modifications, interventions, timelines and mechanisms for phase-out. Senate shall forward its recommendations to the superintendent/president with a copy to AP&P no later than 60 days.

### ***D. ACTION BY THE GOVERNING BOARD***

The superintendent/president shall forward the recommendation from the Academic Senate along with his/her recommendation to the board for action. The board shall consider and take action upon the recommendation(s).

### **REFERENCES**

- California Community Colleges Chancellor's Office Inventory of Approved and Projected Programs

- Florida Community College memo Process for Evaluating Academic Programs at Risk. March 2003
- Program Discontinuance: A Faculty Perspective. ASCCC, adopted Spring 1998
- Skyline College working draft Program Improvement and Discontinuance Process. April 2003
- Solano County Community College District Policy 6100 Program and Curriculum Development. Adopted November 1986, revised December 2001
- Title 5 Sections 51022, 53200, 53203 and 55130
- West Valley College Academic Senate paper WVCAS Policy and Process for Program Discontinuance. December 2002

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**Approved: 5/17/11      Revised: 3/17/15**

*(Replaces Administrative Procedure 7960.01)*