

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday November 10, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

Chair – Larry Manalo Jr.  
 Vice-Chair – David DeGroot  
 Applied Behavioral Sciences – Christine Bisson  
 Business – Anne Cremarosa  
 Counseling – Lydia Maxwell  
 English – Denize Cain  
 Fine Arts – Tim Webb  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Mary Pat Nelson

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

### NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres  
 VP, Academic Affairs – George Railey  
 Admissions & Records – Janet Hooghuis and Betsy Wilcox  
 Articulation – David DeGroot  
 Community Education – Vacant

### OTHER

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

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing  
 Associate Dean/PCPA Director – Mark Booher

### LEGEND

I = Initiator  
 R = A&P Department Representative  
 Lec = Lecture Units  
 Lab = Laboratory Units  
 CO = Chancellor's Office

**Mission of the College:** Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

**Duties of the Committee:** The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

**Approval of Minutes** Oct 27, 2016.

**Approval of the Agenda**

**Consent Items:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Drop	FT 320	Command 1A (Lec 2) Repeat: 99	I: D Dickson
Drop	FT 324	Instructor Training 1A	Rationale: Course is no longer being offered Check: Course Impact Report.
Drop	FT 337	Fire Command 2E	

**Consent Items: Course Review**

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Course Review	BASK 7002A	CBET: Community Based English Tutoring Contact Hours: 90.00-102.00 Repeat: 99	I: Elaine Healy Comment: OK
Course Review	DANC 101	Dance Appreciation (Lec 3)	I: D McMahan R: T Webb
Course Review Major Modification	DISA 7002A	Vocational Skills Training Contact Hours: 225.00-255.00 Repeat: 99	I: Elaine Healy

Course Review	DRMA 189	Independent Projects in Drama (Lab 1-3)	I: Michael Dempsey R: T Webb
Course Review	EL 105	PC Preventive Maintenance and Upgrading (Lec 2/ Lab 1)	I: Kevin Keinert R: G Marquez
Course Review	EL 118	Fund of DC and AC Circuits Analysis (Lec 3) P: MATH 311 C: EL 119	I: Kevin Keinert R: G Marquez
Course Review	EL 119	Fundamentals of DC and AC Circuits Analysis Lab (Lab 2) C: EL 118	I: Kevin Keinert R: G Marquez
Course Review	EL 122	Electronic Devices and Circuits (Lec 3) P: EL 118 and EL 119 A: EL 123 or concurrent enrollment	I: Kevin Keinert R: G Marquez
Course Review	EL 123	Electronic Devices and Circuits Laboratory (Lab 2) P: EL118 and EL 119, and EL 122 or concurrent enrollment	I: Kevin Keinert R: G Marquez
Course Review	EL 126	Digital Devices and Circuits Lab (Lec 2) P: EL 118 CR C and EL 119 CR C A: EL 125 completion of or concurrent enrollment in	I: Kevin Keinert
Course Review	EL 136	Electronics Measurement and Instrumentation Laboratory (Lec 2) P: EL 122 and EL 123 and EL 125 and EL 126 C: EL 135	I: Kevin Keinert
Course Review	EL 139	Electrical Power, Motors, and Controls (Lec 2/Lab 1) P: EL 122 and EL 125 or COM SC 141 Not open to CEL 139 or ET 139.	CROSS-LISTED. I: Kevin Keinert
Course Review	EL 146	Electronic Product Design, Fabrication and Documentation (Lec 1/Lab 1) P: EL 122 or EL 125	I: Kevin Keinert
Course Review	EL 162	Fluid Power and Control (Lec 2) Not open to CEL 162 or ET 162	CROSS-LISTED I: Kevin Keinert
Course Review	EL 189	Independent Projects (Lab 1-3)	I: Kevin Keinert
Course Review	EL 320	A+ Certification (Lec 2/Lab 0.5) A: EL 105 CS 105 NOT open to CS 320.	I: Kevin Keinert
Course Review	EL 333	Introduction to Network Security (Lec 1/Lab 1) P: EL106	I: Kevin Keinert
Course Review	ENTR 102	Entrepreneurship Projects (Lec 3) P: Eligibility for ENGL 513	I: A Cremarosa
Course Review	ENTR 103	New Venture Laboratory (Lec 3) A: ENGL 513 eligibility for, CBIS 101, BUS 101	I: A Cremarosa
Course Review	FILM 109	Contemporary Asian Cinema (Lec 2.5/Lab 0.5) A: ENGL 101	I: T Webb
Course Review	FILM 125	Computer Video Editing (Lec 2/Lab 1) Not open to MMAC 125	CROSS-LISTED I: T Webb
Course Review	FILM 189	Independent Projects in Film (Lab 1-3)	I: T Webb
Course Review	FILM 199	Special Topics in Film	I: T Webb
Course Review	FILM 380	Film Production Lab (Lab 1) C: FILM 110 or FILM 111 or FILM 112 or FILM 113 or FILM 116 or FILM 117 or FILM 118 or FILM 120 or FILM 123 or FILM 125 or Film 179 OE	I: T Webb

		Repeat: 3.	
Course Review	FILM 381	Film Post Production Lab (Lab 1) C: FILM 114 or FILM 125 or FILM 126 or FILM 127 OE	I: T Webb
Course Review	FILM 386	Film Festival Production Lab Repeat: 3	I: T Webb
Course Review	FT 343	Pump Theory (Lec 0.5) P: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Fire Officer (level I and II) certification or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	I: D Dickson
Course Review	FT 360	Rescue Systems I (Lec 1.5) Repeat: 99 P: The student must be currently affiliated with a Fire Department. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	I: D Dickson
Course Review Major Modification	HOEC 7007	Cultural Aspects of Food Contact Hours: 8.00-12.00 Repeat: 99	I: E Healy
Course Review Major Modification	HOEC 7151A	Quilting Contact Hours: 45.00-51.00 Repeat: 99	
Course Review Major Modification	HOEC 7162A	Creative Oriental Bunka Art Contact Hours: 45.00-51.00 Repeat: 99	
Course Review Major Modification	HOEC 7201A	Home Construction and Décor Contact Hours: 32.00-34.00 Repeat: 99	
Course Review Major Modification	HOEC 7202A	Decorative Painting: Interiors Contact Hours: 45.00-51.00 Repeat: 99	
Course Review Major Modification	LE 318	Traffic Collision Investigation P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	I: Larry Ralston
Course Review Major Modification	LE 341	Emergency Vehicle Operations/Non-Law Enforcement (Lec 1) Repeat: 99 P: Must possess and show proof of a valid driver's license, be enrolled in public safety academy or employed by public safety agency or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing	I: Deborah Annibali

		authorities will also grant equivalency for licensure or employment purposes.	
Course Review Major Modification	LE 355	Leadership Development (Lec 2.5) Repeat: 99 P: POST certified basic law enforcement academy or STC certified law enforcement agency or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	I: Larry Ralston
Course Review Major Modification	LE 371	Arrest and Control Instructor Certification Course Repeat: 99 P: POST and STC certified basic law enforcement academy or equivalent as determined by Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.	I: Larry Ralston
Course Review Major Modification	OLDR 7213A	Painting in Oils and Acrylics Contact Hours: 45.00-51.00 Repeat: 99	I: E Healy
Course Review Major Modification	PARN 7011B	Mommy/Daddy & Me: Toddlers Contact Hours: 18.00-24.00 Repeat: 99	
Course Review	RE 302	Legal Aspects of Real Estate (Lec 3)	I: M Comstock
Course Review	RE 303	Real Estate Practices (Lec 3)	I: M Comstock
Course Review	VOCE 7035A	Jewelry Making & Repair Contact Hours: 45.00-51.00 Repeat: 99	I: S R Gelpi
Course Review	VOCE 7604B	Basic Landscaping 1 Contact Hours: 45.00-51.00 Repeat: 99	I: S R Gelpi Check hours. No units required.
Course Review	WFTO 310	Basic Fire Suppression Orientation S-110 (Lec 0.5) P: Experienced personnel must meet training and experience requirements for the position as established by the NWCG wildland fire qualifications subsystem guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFT 302	I: D Dickson
Course Review	WFTO 329	Fire Business Management Principles S-260 (Lec 1) P: Experienced personnel must meet training and experience requirements for the position as established by the NWCG wildland fire qualifications subsystem guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFTO 315 and WFTO 321 and WFTO 330	I: D. Dickson
Course Review	WFTO 330	Basic Air Operations S-270 (Lec 1) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or	I: D Dickson

		equivalent and/or be experienced wildland firefighter qualified. A: WFTO 315	
Course Review	WFTO 331	Helispot Manager J-272 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be experienced wildland firefighter qualified. A: WFTO 315, WFTO 320, and WFTO 330	I: D Dickson
Course Review	WFTO 334	Leadership and Organizational Development S-301 (Lec 1.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be experienced wildland firefighter qualified. A: WFTO 314, WFTO 315, and WFTO 329	I: D Dickson
Course Review	WFTO 335	Task Force/Strike Team Leader S-330 (Lec 1.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be experienced wildland firefighter qualified. A: WFTO 336 and WFTO 344	I: D Dickson
Course Review	WFTO 336	Fire Suppression Tactics S-336 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be experienced wildland firefighter qualified. A: WFTO 315, WFTO 325, WFTO 330, and WFTO 344	I: D Dickson
Course Review	WFTO 338	Intermediate Aviation Operations S-370 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and must be Strike Leader, Division/Group Supervisor qualified. A: WFTO 329 and WFTO 330	I: D. Dickson
Course Review	WFTO 339	Helibase Manager S-371 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 and be advanced firefighter/squad boss, helicopter manager qualified. A: WFTO 320 and WFTO 330	I: D Dickson
Course Review	WFTO 340	Helicopter Coordinator J-374 (Lec 1.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be experienced wildland firefighter qualified.	I: D Dickson

		A: WFTO 330 and WFTO 336	
Course Review	WFTO 341	Air Support Group Supervisor S-375 (Lec 1.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Helibas3 Manager 1 qualified. A: WFT 303 and WFTO 334 and WFTO 339	I: D. Dickson
Course Review	WFTO 342	Air Tanker Coordinator S-376 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be experienced wildland pilot. Agency Air Officer qualified. A: WFTO 329, WFTO 330, and WFTO 338	
Course Review	WFTO 343	Air Tactical Group Supervisor S-378 (Lec 2.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and Division/Group Supervisor qualified. A: WFTO 330 and WFTO 340	I: D Dickson
Course Review	WFTO 344	Introduction to Wildland Fire Behavior Calculations S-390 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Task Force/Strike team Leader qualified. A: WFTO 332	I: D Dickson
Course Review Incorrect Proposal Type	WFTO 345	Incident Commander S-400 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Task Force/Strike Team Leader, Division/Group Supervisor qualified. A: WFT 304 and WFT 329	D. Dickson
Course Review	WFTO 346	Liaison Officer S-402 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Task Force/Strike Team Leader, Division/Group Supervisor qualified. A: WFT 304 and WFTO 337	D. Dickson
Course Review	WFTO 347	Safety Officer S-404 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Task Force/Strike Team Leader, Division/Group Supervisor qualified. A: WFT 304 and WFTO 337	D. Dickson
Course Review	WFTO 348	Standards for Survival PMS 416 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as	D. Dickson

		established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 302	
Course Review	WFTO 350	Command and General Staff S-420 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Task Force/Strike Team Leader, Division/Group Supervisor qualified. A: WFT 304 and WFTO 337	D. Dickson
Course Review	WFTO 351	Look Up, Look Down, Look Around PMS 427 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFTO 311	D. Dickson
Course Review	WFTO 352	Learn to Behave Psm-428 (Lec 1) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 302 and WFTO 344	D. Dickson
Course Review	WFTO 354	Operations Section Chief S-430 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 304 and WFTO 337	D. Dickson
Course Review	WFTO 358	Facilitative Instructor PMS 925 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 302	D. Dickson
Course Review	WFTO 363	Followership to Leadership L-280 (Lec 1) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFTO 311	D. Dickson
Course Review	WFTO 364	Incident Leadership L-381 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFTO 363	D. Dickson

Course Review	WFTO 399A	Dispatch Recorder D-110 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 101	D. Dickson
Course Review	WFTP 310	Prescribed Fire for Burn Bosses RX-90 (Lec 2.5/ Lab 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFTO 344	D. Dickson
Course Review	WFTP 311	Introduction to Wildfire Prevention P-1010 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter. A: WFT 302	D. Dickson
Course Review	WFTP 312	Inspecting Fire Prone Property P-110 (Lec 0.5) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter.	D. Dickson
Course Review	WFTP 313	California Basic Fire Prevention P-140 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFT 302	D. Dickson
Course Review	WFTP 314	Wildfire Origin and Cause Determination P-151 (units?) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified.	D. Dickson
Course Review	WFTP 315	Introduction to Public Information Officer S-203 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFT 302	D. Dickson
Course Review	WFTP 317	Intermediate Fire Prevention P-240 (Lec 2) P: Personnel must meet training and experience requirements for the position as	D. Dickson



		established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified.	
Course Review	WFTP 320	Wildland Fire Prevention Planning P-301 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFT 302	D Dickson
Course Review	WFTP 321	Wildland Fire Prevention Marketing P-303 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified.	D Dickson
Course Review	WFTP 322	Advanced Fire Prevention P-340 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified.	D Dickson
Course Review	WFTP 323	Introduction to Fire Effects RX-340 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFTO 313	D Dickson
Course Review	WFTP 324	Information Officer S-403 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFT 304	D Dickson
Course Review	WFTP 326	Smoke Management Techniques RX-450 (Lec 2) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and/or be an experienced wildland firefighter qualified. A: WFTP 322	D Dickson
Course Review	WLDT 306	Layout and Fabrication Interpretation (Lec 2/Lab 1) P: WLDT 106	
Course Review	WLDT 307	G.M.A.W. Welding (Lec 2/ Lab 1) P: WLDT 106	I: G Marquez
Course Review	WLDT 308	T.I.G. Welding (Lec 2/Lab 1) P: WLDT 106	I: G Marquez
Course Review	WLDT 315	Metal Fabrication (Lec 2/Lab 2)	I: G Marquez

		P: WLDT 107	
Course Review	WLDT 330	Welding Certification (Lec 2/Lab 1) P: WLDT 107 or WLDT 307 or WLDT 308	I: G Marquez
Course Review	WLDT 331	Adv Welding Certification Lab (Lec 1/Lab 1) P: WLDT 330	I: G Marquez

### First Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	BUS 106	Small Business Management (Lec 3) A: BUS 101 DL: Current Approval	I: Robert Bryant Rationale: Changes in accordance with recommendations from last program review.
Major Modification	BUS 111	Internet Marketing (Lec 3) DL: Current Approval	I: Robert Bryant R: A Cremarosa Rationale: Changes in accordance with recommendations from last program review.
New Course	VOCE 7200	Digital Photos & the Computer Contact Hours: 8.00-12.00 Repeat: 99	I: E Healy Rationale: This course meets student demand for an entry-level course that focuses on the process of uploading photos from a camera. This course will be part of a noncredit digital photography certificate program.
New Course	VOCE 7201	Digital Photography Level 1 Contact Hours: 24.00-32.00 Repeat: 99	Rationale: This course is a modification of an approved noncredit course, Digital Photography, Level 1. This modification updates the course outline, which had not been updated since 2010. Revisions made by Theresa Gingras and Michael Messina
New Course Major Modification Duplicated Proposal	VOCE 7202B	Digital Photography Level 2 Contact Hours: 24.00-32.00 Repeat: 99	New Course Proposal Rationale: This course is a modification of the currently approved noncredit course Digital Photography 2  Major Modification Rationale: This course has been updated, as it has not been updated since 2010. The course will become part of a noncredit vocational photography certificate. The SLOS, objectives, description, and outline have been updated.
New Course	VOCE 7203B	Digital Photography Level 3 Contact Hours: 24.00-32.00 Repeat: 99	Rationale: This course meets the need for course that focuses on more technical topics of photography than are covered in Levels 1 and Levels 2. This course will become part of a noncredit digital

			photography certificate program.
New Course	VOCE 7205	Photography for Online Sales Contact Hours: 8.00-12.00 Repeat: 99	Rationale: This course meets noncredit student requests for a short-term course to teach the basics of product photography.
New Course	VOCE 7206	Food Photography Contact Hours: 8.00-12.00 Repeat: 99	Rationale: This course responds to student request for a short-term photography course focused on food photography.
New Course	WKPR 7005	Professional Workplace Skills Contact Hours: 36-48 Repeat: 99	E Healy  Rationale: This course will be part of a workplace readiness certificate designed to meet the demands of local employers who requested courses to prepare the workforce with the professional skills needed to be successful employees. Demand: The demand for this course was determined by a survey of local employers and employer round table meeting during the planning phase of the Adult Education Block Grant (AEBG). Format: Objectives and SLO
New Course	WKPR 7006	Practical Workplace Skills Contact Hours: 36-48 Repeat: 99	E Healy  Rationale: This course will be part of a workplace readiness certificate designed to meet the demands of local employers who requested courses to prepare the local workforce with the practical workplace skills needed to be successful employees. Demand: The demand for this course was determined by a survey of local employers and employer round table meeting during the planning phase of the Adult Education Block Grant (AEBG).
New Course	WKPR 7007	Technical Workplace Skills Contact Hours: 36-48 Repeat: 99	E Healy  Rationale: This course will be part of a workplace readiness certificate designed to meet the demands of local employers who requested courses to prepare the workforce with the professional skills needed to be successful employees.

			Demand: The demand for this course was determined by a survey of local employers and employer round table meeting during the planning phase of the Adult Education Block Grant (AEBG).
Program Modification		Administration of Justice Associate in Science for Transfer Total units: 60	I: A Avila Rationale: Developed in response to Chancellor's requirement to offer transfer degrees in any programs that offer associate degrees.
New Program Program Modification (?)		Advanced ESL Certificate of Completion Non-Credit: 0 units	I: Andria Keiser
Program Modification		Basic ESL Certificate of Completion Non-credit: 0 units	I: Andria Keiser
Minor Program Modification		Sports Medicine Associate in Science Total Units: 33-38	I: S Bates Rationale: The only language modification in this proposal is to clarify the program's description and information regarding general education requirements. The last sentence of the original narrative and the college catalog indicate, "General education requirements are met by following the CSU or IGETC pattern." The modification is to replace this sentence with: "For students who plan on transferring to a CSU CAATE institution, it is advised to follow the CSU GE pattern. For students who plan on transferring to a UC institution, it is advised to follow the IGETC pattern. Those students who complete local AHC GE and neither the CSU nor IGETC pattern may need additional coursework, should they subsequently decide to transfer to a four-year institution." The attached file identifies GE modifications/updates for this proposal. 2. This proposal also is updated to reflect recent changes to MATH 181 ... from 5 to 4 units.

**Second Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Conversion	ENGL 512	Writing Skills 2 (Lec 4/Lab 0.5) P: A recommended placement based on the START process or ENGL 511	I: Jennifer Jozwiak R: D Caine

		A: READ 510 DL Course	Rationale: The addition of distance learning as an alternative mode of instruction serves a targeted population of students.
New Course	FT 333A	Company Officer 2A – Human Resource Management (Lec 2)	I K Treur R K Treur
New Course	FT 333B	Company Officer 2B – General Administrative Functions (Lec 1)	I: Doug Dickson R: K Treur
New Course	FT 333C	Company Officer 2C – Fire Inspections and Investigations (Lec 2) A: Meet educational requirements for Fire Fighter II or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment.	I: K Treur R: K Treur Rationale: This course meets one of the six courses required by California State Fire Training (SFT) for the "Company Officer" professional certification. The Company Officer professional certification is met by the successful completion of a series of six (6) SFT required courses; Company Officer 2A, 2B, 2C, 2D, 2E and Instructor 1. Effective 1-01-2017 the SFT "Company Officer" curriculum and certification requirements replace the "Fire Officer" certification series of nine (9) courses. The Fire Technology courses meeting the soon to be retired (12-31-2016) "Fire Officer" certification are; FT320 thru FT327, and FT 332. (See attached SFT Company Officer Certification Implementation Plan).
New Course	FT 333D	Company Officer 2D – All Risk Command Operations (Lec 2) A: Meet educational requirements for; Fire Fighter II, ICS-200.B: Incident Command System for Single Resources and Initial Action Incidents, and Hazardous Materials Incident Commander (CSTI) or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment. and	
New Course	FT 333E	Company Officer 2E – Wildland Incident Operations (Lec 2) A: Meet educational requirements for; Fire Fighter II, Company Officer All-Risk Command and S-290 Intermediate Fire Behavior or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment.	
New Course	FT 333F	Instructor I – Instructional Methodology (Lec 2)	
C-ID Modification	HIST 101	World Civilizations to 1600  Attachment: C-ID HIST 150 C-ID HIST 101 Recommendations	I: Gary Bierly R: T VanderMolen Rationale: Address C-ID recommendations, specifically course content.
Major Modification	LE 368	Law Enforcement Agency Emergency Vehicle Operations Course Training P: Students must be employed as CA Peace Officer or Recruit/Cadet enrolled in a State of California Commission on Peace Officers Standards and Training (POST) certified Law Enforcement Academy, and must possess a valid driver's license to operate a motor vehicle within the State of California.	I: Ken George R: K Treur Rationale: Add Chancellor's Office prerequisite wording required for all Public Safety courses.

**Sunset Proposals.** The courses are listed based on the order by which the courses were scanned.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
<b>Second Appearance</b>			
Should not be on Sunset	DANC 138	Intermediate Hip Hop Dance	I: D McMahon Last offered successfully: Spring 2016
Should not be on Sunset	DANC 153	Intermediate Tap	I: D McMahon Last offered successfully: Spring 2016. DANC 153 is currently in the Spring 2017 schedule. Dance has offered Tap one every semester and now have sufficient students to fill the DANC 153 in the Spring 2017.
Retain	DANC 154	Pointe and Partnering Clinic	I: D McMahon Currently, Dance program is under course review and wants to retain the course and change the title from "Pointe and Partnering" to "Partnering".
Should not be on Sunset	DANC 162	Clinic in Jazz	I: D McMahon Last offered successfully: Summer 2016.
Should not be on Sunset	DANC 164	Clinic in Modern Dance	I: D McMahon Last offered successfully: Summer 2016.
Retain	DANC 167	Clinic in Intermediate Tap	DANC 153 – Intermediate Tap is going to be offered in Spring 2017. It is now appropriate to offer DANC 167 Clinic in Intermediate Tap in Summer 2017.
Should not be on Sunset Retain	DANC 168	Clinic in Stretch	I: D McMahon Last offered successfully: Summer 2015.
Retain	DANC 172	Beginning Ballroom Dance	I: D McMahon With the loss of our full-time instructor, Larissa Nazarenko, there has been no instructor qualified to teach this class. Dance is in the process of hiring a new full-time instructor who will have these qualifications.
Retain	DANC 174	Intermediate Ballroom	
Retain	DANC 178	Intermediate Social Dance	
Retain	ENGL 108	Literary Arts Journal 2	Last semester offered: Spring 2008. Last semester successfully taught: Spring 2008

			The course will be offered Spring 2018 online.
Retain	ENGL 107	Literary Arts Journal 1	Last semester offered: Fall 2016. Last semester successfully taught: Fall 2007. The course will be offered Fall 2017 online.
Retain	ENGL 132	Literature & Film	Last semester offered: Fall 2009. Last semester successfully taught: Fall 2009. The course will be offered Fall 2017 online.
Should not be on Sunset	ENGL 137	Children's Literature	Last successful offering/taught: Spring 2016.
Retain	ENGL 139	Ideas of Difference in Literature	Last semester offered: Summer 2007. Last semester successfully taught: Summer 2007. The course will be offered Fall 2017 face-to-face.
Should not be on Sunset	ENGL 144	Ancient Literature	Last successful offering/taught: Fall 2016. It would be offered every fall.
Retain	ENGL 148	Hispanic Literature in Translation	Last semester offered: Fall 2006. Last semester successfully taught: Fall 2006. The course will be offered every odd-Fall 2017, 2019, 2021, etc.
Retain	ARCH 320	Uniform Building Code	I: Saad Sadig Last semester offered: Fall 2007. Full-time faculty hired in Fall 2016. It will be offered in 2017.
Retain	CEL 103	Cabling and Fiber optics	I: Kevin Keinert The program needs a full-time instructor to promote classes.
Retain	CEL 104	Introduction to Robotics and Mechatronics	I: Kevin Keinert Last semester offered: Fall 2013. No full-time instructor available.
Retain	CEL 128	Renewable Energy	I: Kevin Keinert Last semester offered: Spring 2007. No full-time instructor available.
Retain	CEL 131	PLCs & Industrial Control Design	I: Kevin Keinert Last semester offered: Spring 2008. No full-time instructor available.
Retain	CEL 139	Electrical Power, Motors, & Controls	I: Kevin Keinert No full-time instructor available.
Retain	CEL 162	Fluid Power and Control	I: Kevin Keinert

			No full-time instructor available.
Retain	CEL 133	Mechatronic Systems 1	I: Kevin Keinert Last semester offered: Fall 2009. No full-time instructor available.
Retain	EL 125	Digital Devices & Circuits	I: Kevin Keinert Last semester offered: Spring 2010. No full-time instructor available.
Retain	EL 126	Digital Devices & Circuits Lab	I: Kevin Keinert Last semester offered: Spring 2010. No full-time instructor available.
Retain	ET 128	Intro to Renewable Energy	I: Saad Sadig Last semester offered: Spring 2007. No full-time instructor available.
Retain	EL 128	Renewable Energy	I: Kevin Keinert Last semester offered: Spring 2007. No full-time instructor available.
Retain	EL 131	PLCs & Industrial Control Design	I: Kevin Keinert Last semester offered: Spring 2008. No full-time instructor available.
Retain	EL 133	Mechatronics System 1	I: Kevin Keinert Last semester offered: Fall 2009. No full-time instructor available.
Retain	EL 135	Electronic Measurement and Instrument	I: Kevin Keinert Last semester offered: Fall 2009. No full-time instructor available.
Retain	EL 136	Electronic Measurement and Instrument Lab	I: Kevin Keinert Last semester offered: Fall 2009. No full-time instructor available.
Retain	EL 139	Electrical Power, Motors, & Controls	I: Kevin Keinert No full-time instructor available.
Retain	EL 146	Electronic Product Design/Fabrication	I: Saad Sadig Last semester offered: Spring 2009. No full-time instructor available.
Retain	EL 162	Fluid Power & Control	I: Kevin Keinert No full-time instructor available.
Retain	EL 332	Wireless Network Administrator	I: Kevin Keinert Last semester offered: Fall 2009.



			No full-time instructor available.
Retain	EL 333	Intro to Network Security	I: Kevin Keinert Last semester offered: Spring 2010. No full-time instructor available.
Retain	ET 104	Intro to Robotics & Mechatronics	I: Saad Sadig Last semester offered: Spring 2010. No full-time instructor available.
Retain	EL 104	Intro to Robotics & Mechatronics	I: Saad Sadig Last semester offered: Spring 2010. No full-time instructor available. Verify the typo.
Retain	ET 131	PLCs & Industrial Control Design	I: Saad Sadig Last semester offered: Spring 2008. No full-time instructor available
Retain	ET 133	Mechatronic Systems 1	I: Saad Sadig Last semester offered: Fall 2009. No full-time instructor available
Retain	ET 139	Electrical Power, Motors, & Controls	I: Saad Sadig No full-time instructor available
Retain	ET 162	Fluid Power & Control	I: Saad Sadig No full-time instructor available
Retain	MT 114	SolidWorks 2	I: Robert Mabry The course has not been offered before. Qualified instructor moved to Cal Poly. Searching for replacement.
Should not be on Sunset	MT 118	Understanding/Measuring GD&T	I: Robert Mabry Successful offering: Summer 2016
Retain	SOC 160	Cities and Urban Life	I: Alberto Restrepo The course will be offered in Fall semesters.
<b>Request to Drop a Course</b>			
Drop	DA 331	Infection Control in Dentistry	I: K Johnson Rationale: It was never offered as a credit course.
Drop	DA 379	Pit and Fissure Sealants	Rationale: It was created as a credit course, DA 328. This was the initial workshop.
Drop	CBIS 318	Programming for the Web	I: C Montanez Rodriguez No impact report submitted.
Drop	CBIS 334	Database Security and Auditing	I: C Montanez Rodriguez Impact report: Fall 2016. No other departments are impacted. Check: Database Administration Program
Drop	CBIS 336	Database Programming-PHP/ASP	I: C Montanez Rodriguez Impact report: Fall 2016. No other departments impacted. Check: Database Administration Program

Drop	CBIS 330	Database Management Concepts	I: C Montanez Rodriguez Impact report: Fall 2016. No other departments impacted. Check: Database Administration Program
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**Public Remarks**

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

**Reports**

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

**Call for Future Agenda Items**

**Call to Adjourn.**

**Next Meetings:**

AP&P Committee: Thursday, Nov 17, 2016, B-100, 2:00 – 4:00 PM

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