

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday November 17, 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:** Nov 10, 2016.

**Approval of the Agenda:**

### Consent Items: Course Review

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Course Review	EMS 303	Paramedic Prep (Lec 2.5)	I: D. Dickson No textbook.
Course Review	EMS 309	Pre-hospital Trauma Life Support (PHTL) (Lec 1)	I: D. Dickson Consider: Outside Assignments.
Course Review DL Update	EMS 319	Emergency Response to Terrorism (Lec 3) Not open to students who are enrolled in or have received credit for FT 319.	I: D. Dickson Cross-listed Course: FT 319
Course Review DL Update	FT 319	Emergency Response to Terrorism (Lec 3) Not open to students who are enrolled in or have received credit for EMS 319.	I: D. Dickson Cross-listed Course: EMS 319
Course Review	EMS 328	Wilderness/EMS Wilderness Travel (Lec 1.5) Repeat: 99	I: D. Dickson Text: 2000 Long and Hodgson. The Complete Hiker's Revised and Expanded
Course Review DL Update	FT 341	Fire Hydraulics (Lec 3) Repeat: 99	I: D. Dickson Text: Erven, Lawrence W. (1972). Techniques of Fire Hydraulics.

		P: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Company Officer (Level I and II) certification or equivalent. NOTE: Approval of enrollment eligibility is not a guarantee that state regulatory licensing authorities will also grant equivalency for licensure or employment purposes.	
Course Review	FT 362	Confined Space Rescue Technician  P: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Company Officer (Level I and II) certification or equivalent. NOTE: Approval of enrollment eligibility is not a guarantee that state regulatory licensing authorities will also grant equivalency for licensure or employment purposes.	I: D. Dickson Check units and hours. Text: CMC Rescue, INC (2007). Confined Space Entry & Rescue Manual (2e)
Course Review DL Update	GEOG 101	Physical Geography (Lec 3) A: ENGL 514	I: Chris Straub
Course Review DL Update	GEOG 102	Human Geography (Lec 3) A: ENGL 514	I: Chris Straub
Course Review DL Update	GEOG 103	World Regional Geography (Lec 3) A: ENGL 513	I: Chris Straub AHC GE 2A AHC MCGS CSU GE Area D5: Geography IGETC Area 4E: Geography
Course Review	GEOG 105	Geography of California (Lec 3)	I: Chris Straub  Currently, this course is not in the catalog and not on the CSU transferable list in ASSIST.com or UC transferable. Will this bring it back and does it still have a Course Identifier at the Chancellor's Office?
Course Review	GEOG 110	Introduction to Meteorology (Lec 3) A: MATH 311	I: Chris Straub
Course Review DL Update	HIST 105	Western Civilization Since 1650 (Lec 3)	I: Gary Bierly Cross-listed: HUM 105 AHC GE 3: Humanities CSU GE C2: Humanities IGETC 3B: Humanities
Course Review	HUM 105	Western Civilization Since 1650 (Lec 3)	I: Gary Bierly
Course Review DL Update	PD 100	Personal and Career Exploration (Lec 3)	I: Blake English CSU GE E: Lifelong Learning and Self-Development
Course Review	PD 115	Career Planning (Lec 1)	I: Blake English
Course Review and Update	PLGL 112	Corporations, Partnership, LLC (Lec 3)	I: M. Comstock

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	HUM 101	World Civilizations to 1600 (Lec 3)	I: Gary Bierly

New Course	MT 306	Advanced Machining (Lec 1.5) A: MT 109	I: Robert Mabry Rationale: Students in this course will learn advanced machining principles that are not available in MT 109, MT 110, MT 111, or MT 112.
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## Second 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	
Major Modification	BUS 111	Internet Marketing (Lec 3) DL: Current Approval	
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 A: READ 510 DL Course	I: Jennifer Jozwiak R: D Caine Rationale: The addition of distance learning as an alternative mode of instruction serves a targeted population of students.
New Course	VOCE 7200	Digital Photos & the Computer Contact Hours: 8.00-12.00 Repeat: 99	
New Course	VOCE 7201	Digital Photography Level 1 Contact Hours: 24.00-32.00 Repeat: 99	
New Course Major Modification Duplicated Proposal	VOCE 7202B	Digital Photography Level 2 Contact Hours: 24.00-32.00 Repeat: 99	
New Course	VOCE 7203B	Digital Photography Level 3 Contact Hours: 24.00-32.00 Repeat: 99	
New Course	VOCE 7205	Photography for Online Sales Contact Hours: 8.00-12.00 Repeat: 99	
New Course	VOCE 7206	Food Photography Contact Hours: 8.00-12.00 Repeat: 99	
New Course	WKPR 7005	Professional Workplace Skills Contact Hours: 36-48 Repeat: 99	
New Course	WKPR 7006	Practical Workplace Skills Contact Hours: 36-48 Repeat: 99	
New Course	WKPR 7007	Technical Workplace Skills Contact Hours: 36-48 Repeat: 99	
Program Modification		Administration of Justice Associate in Science for Transfer Total units: 60	
New Program Program Modification (?)		Advanced ESL Certificate of Completion Non-Credit: 0 units	
Program Modification		Basic ESL Certificate of Completion Non-credit: 0 units	

Minor Program Modification		Sports Medicine Associate in Science Total Units: 33-38	
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**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>First Appearance</b>			
Retain	BUS 366	Promoting a Small Business (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as they had in the past). The department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters.  COR: No revisions to the course outline.
Retain	BUS 382	Advertising & PR Strategies (Lec 0.5)	
Retain	ENTR 103	New Venture Laboratory (1-3)	Rationale: The course has been modified from lec/lab combo to lecture only. This should help with enrollment as student enrollment as the lab work is better suited to homework. Last semester offered: Fall 2015 Last semester taught: Fall 2014
Retain	PLGL 111	Tort Law for Paralegals (Lec 3)	I: Marie Comstock Rationale: The course will be offered Fall 2017 and once a year thereafter. The course outline will be modified.
Drop	RE 300	Real Estate Exam Prep	I: Marie Comstock
<b>Second Appearance</b>			
Retain	BUS 356	Managing Organizations (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as they had in the past). The
Retain	BUS 357	Management: Listening (Lec 0.5)	
Retain	BUS 361	Your Leadership Style (Lec 0.5)	
Retain	BUS 368	Online Auctions (Lec 0.5)	
Retain	BUS 374	Business Incorporation (Lec 0.5)	
Retain	BUS 376	Strategic Planning (Lec 0.5)	
Retain	BUS 381	Entering Global Markets (Lec 0.5)	
Retain	BUS 387	Executive leadership: Series (Lec 3)	
Retain	BUS 389	Customer Service: Series (Lec 3)	
Retain	BUS 390	Business Entrepreneurship Law (Lec 3)	
Retain	BUS 392	Performance Evaluation (Lec 0.5)	

Retain	BUS 393	Business Report Writing (Lec 0.5)	department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters.
Drop	BUS 395	Business Incorporation (Lec 0.5)	
Retain	BUS 396	Performance Measurement (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as they had in the past). The department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters.
Retain	BUS 397	Executive Leadership (Lec 0.5)	
Retain	BUS 398	Efficient Meetings (Lec 0.5)	
Retain	RE 306	Property Management (Lec 3)	

### 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:

There were no issues regarding these proposals. In the interest of including these courses in the summary report, they were reviewed for second reading.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	HUM 101	World Civilizations to 1600 (Lec 3)	I: Gary Bierly
New Course	MT 306	Advanced Machining (Lec 1.5) A: MT 109	I: Robert Mabry

**Action Item:** BP/AP 4100 Graduation Requirements for Degrees and Certificates / Transfer of Credit and Course Waiver

**Action Item:** Integrating Course Review in the Curriculum Process

**Action Item:** Summary Report

### 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:**

TRC Meeting: Thursday, Dec 1, 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>