

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 13, 2018 in Board Room at 2:00 PM

VOTING MEMBERS (15)

Chair – Larry Manalo Jr.
 Vice-Chair – David DeGroot
 X Applied Behavioral Sciences – C. Bisson
 X Business – Brent Darwin
 X Counseling – Lydia Maxwell
 X English – Kate Adams
 X Fine Arts – Adrienne Abele
 X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Mary Pat Nelson
 Industrial Technology – Patrick McGuire
 X Academic/Student Affairs – Kellye Cohn
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Wendy Hadley
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 X Student Representative – Yolanda Alishaha

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 X VP, Academic Affairs – Robert Curry
 Admissions & Records – Josie Cabanas
 Stephen Bernardo
 Articulation – David DeGroot
 X Community Education – Kathy Beckelhymer
 Part-Time Faculty Union – Jim Houlis

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 Dean, Academic Affairs – Bob Curry
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez Gelpi
 Dean, Matriculation/Counseling – Yvonne Teniente
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Julie Knight

Approval of Minutes

A motion was made to approve the minutes of the August 30, 2018 meeting as distributed. (M/S/P: Adams/Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bate, M. Nelson, K. Cohn, A. Sanders, W. Handley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

Approval of the Agenda

A motion was made to approve the agenda with corrections.. (M/S/P: Adams/Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bate, M. Nelson, K. Cohn, A. Sanders, W. Handley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

Chair Comments: none

Consent Agenda: none

First Readings

Proposal Type	Prefix & Number	Proposal Details	Committee Recommendations
Major Modification	ENGL 112	<p>Transfer Reading and Writing</p> <p>Justification: This course is being created from English 179B, an experimental course first taught with English 101 as a co-requisite course. This course will help students fulfill their GE English requirements effectively through acceleration.</p> <p>Demand: This course is based on the demand for the experimental course, English 179B in spring 2017 when two sections were offered and filled with students. English 179B is also being offered in spring fall 2017 and two sections are filled. With the changes in multiple measure placement using GPA, it is anticipated that student demand will be for a co-requisite course with immediate access to English 101 eligibility rather than taking a sequence of developmental courses.</p>	the banner course title should be the same as the catalog title, and grading option be pass/no pass
Major modification	READ 110	<p>Introduction to Critical Reading</p> <p>Modified for AB 705 and new cross listed course ENGL 113.</p>	The cross listed CORs match (READ 110, ENGL 113.

		Modifications: course title	
New Course	ENGL 113 / READ 110	<p>Introduction to Critical Reading 3 (Lec 3)</p> <p>Advisories: READ 310 or its cross-listed courses or ENGL 513 Writing Skills 3</p> <p>Justification: This "new" course allows us to cross-list the Reading 110 course in a place students are more likely to look for it. College students don't necessarily think of reading as a discipline separate from English. The content and minimum qualifications for this course are exactly the same as Reading 110.</p> <p>Demand: The demand for cross-listing was the result of faculty and student discussion initiated by AB 705.</p>	The cross listed CORs must be identical.
Major Modification	READ 310	<p>Reading Skills and Strategies Modified for AB 705 and new cross-listed course ENGL 312. The COR must be identical.</p> <p>Modifications: course title</p>	
New Course	ENGL 312/ READ 310	<p>Reading Skills and Strategies (3) (Lec 3)</p> <p>Justification: It makes the course more visible and its purpose clearer to students who may not consider reading a separate discipline from English, and it provides an ESL pathway that is compliant with AB 705.</p> <p>Demand: Consultation with ESL and English faculty. 44 students is optimistic projection based on past enrollments for Reading 310 and English 513.</p> <p>Pending cross-listed course: ESL 310</p>	<p>The cross listed CORs must be identical.</p> <p>ENGL 312 1st reading 8/30/2018 2nd reading 9/13/2018</p>
Major Modification	READ 510	<p>Improving Reading Comprehension</p> <p>Modified for AB 705 and new cross listed course ENGL 510.. The COR must be identical.</p> <p>Modifications: course title</p>	none
New Course	ENGL 510 / READ 510	<p>Improving Reading Comprehension 4 (Lec 4)</p> <p>Justification: This new course is part of the AB 705 pathway to English 101 for ESL students. It is the same course as Reading 510. This proposal is to make the pathway and the course more visible to students who may not think of reading as a discipline separate from English. It will be cross-listed with ESL 510 and Reading 510.</p> <p>Demand: Consultation with ESL faculty. 44 students is optimistic projection based on past enrollments for Reading 510 and ESL level 4 courses.</p> <p>Pending cross listed course: ESL 510</p>	<p>The cross listed CORs must be identical.</p> <p>READ 510 – includes “supplemental texts” whereas the other CORs do not</p> <p>ESL 510 – includes “instructional materials” whereas the other CORs do not</p> <p>ENGL 510 – does not include any of the items above</p>

New Course	MATH 179A	<p>Support for MATH 123: Elementary Statistics (21) (Lec 2)</p> <p>Justification: AB705 requires that colleges allow students to enroll in a transfer level math course regardless of their preparation in math. To that end, this course is designed to help underprepared students succeed in Math 123, Elementary Statistics.</p> <p>Demand: Will be determined by data from Institutional Effectiveness department, based on statewide placement models.</p>	<p>Provide a justification for more in class time and reduced outside of class hours.</p> <p>Please provide a list of math changes being made to math courses as a result of AB 705 and flow chart showing available math sequences.</p>
Major Modification	AG 130	<p>Integrated Pest Management (4) Lec 3/Lab 1) Prerequisite: AG 102 or AG 161</p> <p>Justification: Whether students are seeking to receive training relevant to local agricultural industry, employment opportunities, or they are preparing for transfer, an integrated pest management course is fundamental to an agricultural science program. AG 130 in its current form only offers students pest management knowledge for grapevines. With the diverse cropping systems of California and the myriad of interests of Hancock College AG students, the content of this course will better serve the AG program if it is expanded to cover other fruit, nut, vegetable, and grain crops that are so prevalent in California agriculture.</p> <p>Modifications: Title change: OLD: Integrated Pest Management for Grapes, addition of lab hours, catalog description, new prerequisites, content, SLO, MOI, and MOE.</p> <p>The course is not DL</p>	
	AG 157	<p>Agricultural Sales, Communication & Leadership (Lec 3)</p> <p>Justification: The COR needs to be altered to meet the requirements for C-ID approval. The modifications will bring the AHC COR to match the C-ID course requirements. Updates made to bring textbooks current and course content in line with C-ID per recommendations following C-ID review.</p> <p>Modifications: CO, MOE, and Text – C-ID rationale.</p>	<p>Format CO. course outline integration - align assignments with method of evaluation and course objectives, clarify course content item no. 3ai, do not capitalize items in parenthesis in course content item 4d, correct the listing of the author's name in the textbook section.</p>
	AG 158	<p>Agricultural Economics (3) (Lec 3)</p> <p>Justification: The COR needs to be altered to meet the requirements for C-ID approval. The modifications will bring the AHC COR to match the C-ID course requirements.</p>	<p>Format the SLO. Catalog description should be written to describe the course. Methods of Evaluation includes "research and term papers" but</p>

		Updates made to bring textbooks current and course content in line with C-ID per recommendations following C-ID review. Modifications: SLO, CO, MOE, and Text – C-ID rationale	these are not listed under Outside Assignments. Proposed start date needs to be updated.
Major Modification	ENGR 152	Statics (43) Prerequisites: MATH 182 and PHYS 161 or PHYS 141 Justification: Update COR to match C-ID. Modifications: Unit increase in weekly lecture hours (3 to 4), requisite justification, content, objectives, evaluation, and text	Provide justification for increased class time and reduced outside of class hours, format course objectives.
Major Modification	MUS 128	Piano 1 (1) Modifications: Lab content (added) and assignment	
Course Review	FT 101	Fire Protection Organization (3) Modification: DL Addendum	
COMMITTEE ACTIONS	A motion was made to recommend 1 st readings for consideration. (M/S/P: Mitchem/Adams) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bate, M. Nelson, K. Cohn, A. Sanders, W. Handley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0		

Second Readings

Proposal Type	Prefix & Number	Proposal Information	
New Course	ENGL 312	Reading Skills and Strategies (3) Justification: It makes the course more visible and its purpose clearer to students who may not consider reading a separate discipline from English, and it provides an ESL pathway that is compliant with AB 705.	
New Course	VEN 323	Vineyard and Winery Evaluation (3) Advisory: AG 102 and AG 101 Justification: VEN 323 provides practical experience in real life work situations in the technical evaluation or development of vineyards and wineries. This course will provide training for the required assessment of vineyard and winery operations in the local industry. Similar courses are part of viticulture and enology majors in many different programs such as UC Davis. This course will meet the recommendation to improve student learning and achievement as described in the 6-year Agribusiness program review.	Complete Feasibility Analysis

New Course	VEN 331	<p>Practical Wine Appreciation (0.50)</p> <p>LOE: Students must be 21 years old at the time of registering for the class.</p> <p>Justification: Provides students in the community with an introductory course in Santa Maria campus in wine varietal appreciation.</p>	<p>TABLE</p> <p>Complete Feasibility Analysis</p>
NEW Noncredit Course	VOCE 7113	<p>Intro to Microsoft Publisher HOURS: 16-18</p> <p>Justification: to meet current employment and technology requirements. This course is included in the Microsoft Office Basics Career Development Certificate.</p>	
New Topic	FILM 199A	<p>The Films of Alfred Hitchcock (Lec 1/Lab 1.5) Advisory: ENGL 514</p> <p>Survey: 33 students. 79% interest in the course.</p> <p>The course will be part of selected units toward completion of the Film/Video AS.</p>	
Course Review	FILM 127	<p>Digital Video Post-Production (Lec 1.5/Lab 1.5) Advisory: FILM 125 or MMAC 125 Cross-list: MMAC 127</p> <p>Modifications: Content, SLO, course objectives, methods of instruction, assignments, methods of evaluation, and text</p>	
Major Modification	GRPH 120	<p>Advanced Design for Publishing (Lec 2.5/Lab 0.5) Prerequisite: GRPH 115</p>	
New Program	HUSV	<p>Advanced Helping Skills 1 Certificate of Accomplishment Total Units: 9</p> <p>Justification: One objective of the previous six-year Human Services Program Review was to place every course in a certificate and thereby eliminate stand-alone courses. Past efforts to accomplish this objective were unsuccessful, and the result was the current Specialized Helping Approaches Certificate of Accomplishment, which included every stand-alone course except one, HUSV/ANTH/PSY 122. That course needs to be included in a certificate. This proposal accomplishes three purposes: • This certificate, along with a second certificate, creates two new Certificates of Accomplishment using all of the courses in the Specialized Helping Approaches Certificate of Accomplishment, plus</p>	

		HUSV/ANTH/PSY 122, thereby ensuring that every HUSV course resides in a certificate. • It eliminates duplication by deactivating the Specialized Helping Approaches Certificate. • It provides room for any new courses that may be added, such as an ethics course being considered. Attached: Advisory Minutes	
New Program	HUSV	Advanced Helping Skills 2 Certificate of Accomplishment Total Units: 9	
Course Review/Major Modifications	MUS 102	Music History Classical Modern (Lec 3) Advisory: ENGL 101, MUS 101 Modifications: Semester offering, removed repeats, assignments, and text. Available: Stolba. 1998. The Development of Western Music	
	MUS 104	Roots of Pop, Rock, Jazz (Lec 3) Modifications: Semester offering to S and F, removed repeats, and assignments. Available: Appell and Hemphill, 2007. Garofolo, 2008	
	MUS 145	Big Band Jazz Repeat: 3 Prerequisite: Ability to play an appropriate instrument and read music. Modification: Add repetition and catalog description	
	MUS 120	Piano 2 (Lec 0.5/Lab 0.5) Course title change	
	MUS 121	Piano 3 (Lec 0.5/Lab 0.5) Prerequisite: MUS 120 Course title change	
	MUS 130	Mixed Ensemble (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: LOE added and evaluation.	
	MUS 132	Masterworks Chorale (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: Reduced lab hours (4 to 3 hours), instruction, and evaluation.	
	MUS 133	Chamber Voices (Lec 1/Lab 1) Repeat: 3 LOE: Audition at first class meeting Modification: Semester offering, new LOE, and assignments.	
	MUS 137	Concert Chorale (Lec 1/Lab 1) LOE: Audition at first class meeting Modification: New LOE, evaluation,	
New Experimental Course	PE 179E	Indoor Cycling (Lab 3)	
New Course	PEIA 188	Intercollegiate Water Polo, Women (Lab 3) Repeat: 100	

		<p>LOE: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.</p> <p>ALSO: Request for H&W graduation requirement</p> <p>Justification: With the new sport offering of intercollegiate women's water polo, this course will exist to support and encourage the development of the student-athletes participating on the intercollegiate women's water polo team. As allowed by the state, it will be a repeatable course that is dependent upon the athletic eligibility status for each individual student. Additionally, this course will fall under the 350-contact hour cap per year.</p>	
Major Program Modification	SPCH	<p>Speech Communication Associate in Arts Total Units: 18 units</p> <p>Justification: To reduce confusion and make things easier for all students who choose Speech Communication as a major, we are modifying the AA so that it is identical to the AA-T. This will require us to reduce the AA from 21 to 18 units by taking out the 3-unit elective requirement. This will allow students to complete the same requirements whether they want to only earn an AA from Hancock or use the AA to transfer under our AA-T.</p>	
COMMITTEE ACTIONS:	<p>A motion was made to table VEN 331. (M/S/P Adams/Sanders) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bate, M. Nelson, K. Cohn, A. Sanders, W. Handley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0.</p> <p>A motion was made to recommend 2nd readings for adoption. (MS/P Mitchem/ Bates) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bate, M. Nelson, K. Cohn, A. Sanders, W. Handley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0</p>		

Public Remarks - none

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- none

Call for Future Agenda Items - none

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

Title: Advanced Helping Skills 1

Award Type: Certificate of Accomplishment

Recipients of the Specialized Helping Skills 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain fall under the following three rubrics: (1) Happiness, Thriving, and Ability to Cope; (2) Consciousness and Alteration of Conscious States; and (3) Additional Evidence-Based Helping Skills. The graduate of the certificate program in specialized helping approaches will:

- Happiness, Thriving, and Ability to Cope: Graduates will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; know how to deal effectively with their own emotions and the emotions of others; and possess skills for creating positive mental states in themselves and others.
 - Consciousness and Alteration of Conscious States: Graduates will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.
-

The graduate of the Certificate of Accomplishment in Advanced Helping Skills 1 will:

- describe methods that people use to alter their states of consciousness.
 - explain how emotions often hijack the brain.
 - describe one action that an individual can take to improve that individual's level of happiness and satisfaction.
-

Program Requirements

A major of 9 units is required for the certificate.

Required core courses:

		Units: 9
HUSV112	Gentle Comm Skills for Change	3
HUSV126	Meditation, Mindfulness, and Relaxation	3
HUSV144	Twelve Step Facilitation	3

Total Program Units **9**

Title: Advanced Helping Skills 2

Award Type: Certificate of Accomplishment

Recipients of the Advanced Helping Proficiencies 1 Certificate will possess a set of interconnected skills and knowledge that go beyond and enhance the interpersonal helping skills and knowledge that the other Human Services certificates provide. The skills and knowledge that they will gain include (1) Happiness, Thriving, and Ability to Cope, and (2) Consciousness and Alteration of Conscious States. They will be able to list practices associated with positive emotion, life satisfaction, and personal thriving; and they will know how to deal effectively with their own emotions and the emotions of others. In addition, they will understand the human need to alter mental and emotional states; be able to list methods that people use for doing so; grasp the difference between constructive, healthy methods, and destructive, unhealthy ones; and be able to practice methods that engender constructive, healthy mental and emotional states.

The graduate of the Certificate of Accomplishment in Advanced Helping Skills 2 will:

- describe how to respond to an angry client.
 - teach another person a basic meditation technique.
 - explain how to prepare a client to become a member of a Twelve Step program.
-

Program Requirements

A total of 9 units is required for the certificate.

		Units: 9
HUSV122	States of Consciousness: A Multidisciplinary Exploration	3
HUSV127	Emotional Intelligence	3
HUSV128	Positive Psychology	3
Total Program Units		9

Title: SPEECH COMMUNICATION

Award Type: Associate in Arts

The speech communication major provides students with an opportunity to improve their personal, public and professional lives. Students study communication dynamics in interpersonal relationships, groups, and public settings. By studying how, why and with what consequences people communicate, students will become more competent communicators. Students will develop broad-based competencies in oral and written communication as well as critical analysis. The articulated transfer major will prepare students for further studies toward a baccalaureate degree in speech and/or communication studies.

The graduate of the Associate in Arts in SPEECH COMMUNICATION will:

- Demonstrate knowledge of communication theories.
 - Demonstrate competent communication behaviors for a variety of purposes.
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Program Requirements

A major of 21 units is required for the associate in arts degree.

Required core courses (18 units):

		Units: 18
SPCH101	Public Speaking	3
SPCH102	Small Group Communication	3
SPCH103	Interpersonal Communication	3
SPCH106	Argumentation and Debate	3
SPCH108	Oral Interpretation	3
SPCH110	Intercultural Communication	3
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Total Program Units		18