

Academic Policy & Planning Committee Minutes

Meeting: Thursday February 7, 2019 in Board Room at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
 X Vice-Chair – David DeGroot
 X Applied Behavioral Sciences – Christine Bisson
 X Business – Brent Darwin
 X Counseling – Lydia Maxwell
 X English – Kate Adams
 X Fine Arts – Adrienne Allebe

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
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen

X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Mary Pat Nelson

Student Representative – None

NON-VOTING MEMBERS

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

OTHER

Past Chair – X David DeGroot & Sofia Ramirez-Gelpi
 Guest: Ronald Lovell and Amiko Matsuo

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 X Dean, Academic Affairs – Richard Mahon
 X Dean, Academic Affairs – Mary Patrick
 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: Jan 31, 2019.

A motion was made to approve the minutes of the Jan 31, 2019 meeting. (MSP: K. Adams/K. Cohn. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).

Approval of the Agenda: A motion was made to approve the agenda to allow guests to present the proposals. (M/S/P: K. Cohn/K. Adams. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).

Chair Comments:

- Next Meeting: TRC Committee – 02/14/2019
- Next Meeting: AP&P Committee – 02/21/2019
- Summary Report: The current agenda items may be included in the summary report. The summary report will include all the proposals approved on Feb 7, 2019 meeting.
- AB 705 – Statement on Multiple Measures and the START test
 - Larry M. provided information on the current legal language on English and Math requirement for awarding Associate degree and current catalog information on Multiple Measures.

§ 55063. Minimum Requirements for the Associate Degree.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or

another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with §55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(i) of this section.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter. Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary as the prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with §55500) achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section.

The competency requirements for written expression and mathematics may also be met by obtaining a satisfactory grade in courses in English and Mathematics taught in or on behalf of other departments and which, as determined by the local governing board requires entrance skills at a level equivalent to those necessary for Freshman Composition and Intermediate Algebra respectively. Requirements for demonstrating competency in reading shall be locally determined.

- **ASCCC.**
55805.5. Types of Courses Appropriate to the Associate Degree.
(c) English courses not more than one level below the first transfer level composition course, typically known as English 1A. Each student may count only one such course as credit toward the associate degree.
(d) All mathematics courses above and including Elementary Algebra.
- **AHC Catalog Entry: 2018-2019. (p. 17).**
Student Success: English and Math Placement (Multiple Measures)
As part of the process to enhance student success, Allan Hancock college requires a placement or an assessment for English, reading. Math, and/or English as a Second language (ESL). Course placement may include evaluation of the following documents.
 - High school transcript, including evaluation of English/math course grades and overall GPA
 - Transcripts from other colleges attended
 - Early Assessment Placement (EAP) results
 - Advanced Placement Exam scores
 - Over two year regionally accredited college assessment reports
 Students can visit a Counselor for more details after submitting any of the above items. Placement recommendations can be viewed under “My English/Math/ESL Placement Recommendation” under the “Student” tab on MyHancock portal.
- **Next Steps:**
 - Invite the AB 705 Task Force Co-chair to update the committee.
 - Propose a graduation requirement for associate degree for English and Math
 - Review current catalog language on multiple measures
 - Propose actions on the impact of AB 705 course on English and math prerequisites, corequisites, and advisories.
 - Bundle course proposals that are modified based on AB 705.

Agenda Item 1: BP/AP 4020 Program, Curriculum, and Course Development. The revision accurately defines the threshold for incremental award.

- The committee requests additional language regarding the use of other ratios for exceptional circumstances as framed in the PCAH.

Agenda Item 2: CollegeNow. The committee requested for another review of the document for accuracy.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Text Change	ART 103	Art History Ancient to Medieval (3)	

		Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110	
Text Change	ART 104	Art History Renaissance to Modern (3) Advisory: ENGL 514 or READ 110 or eligibility for ENGL 101	

Course Review: PE courses. These courses are updated – program selection, repeatability, SLO, objectives, evaluation, Health and Wellness graduation requirement, and ILOs.

	PE 121	Swim Fitness Lab (1) Modifications: Update and clarify CollegeNow, program selection, objectives, evaluation, advisory, and H&W GE. Advisory: PE 120	
	PE 122	Swim Fitness Lab (0.5) Advisory: PE 120	
	PE 123	Aerobic Swim (1) Advisory: PE 120	
	PE 129	First Aid CPR: Educator/Coach (1) Repeat: 100	
	PE 130	Self Defense (1)	
	PE 132	Cardio Kickboxing (1)	
	PE 133	Beginning Yoga Fitness (1)	
	PE 134	Martial Arts Techniques (1)	
	PE 140	Physical Fitness Laboratory (1)	
	PE 141	Physical Fitness Laboratory (0.5)	
	PE 142	Low Impact Conditioning Exercises (1)	
	PE 143	Step Aerobics (1)	
	PE 146	Strength and Flexibility (1)	
	PE 154	Jogging/Walking (1)	
	PE 160	Tennis (1)	
	PE 164	Soccer (1)	
	PE 167	Basketball (1)	
	PE 170	Softball (1)	
	PE 172	Volleyball (1)	
	PE 189	Independent Projects (1-3)	

Course Review: PEIA Courses: These courses are updated – program selection, repeatability, SLO, objectives, evaluation, Health and Wellness graduation requirement, and ILOs.

These courses require student participation in the events. They have same repeats and LOE.

Repeats: 12

LOE: Instructor recommendation and CCCAA (California Community College Athletic Association) eligibility required, with no limitation on repeats if CCCAA eligible.

NOTE: Attendance at intercollegiate events associated with these courses will be required of students.

	PEIA 100	Intercollegiate Football (3)	
	PEIA 105	Intercollegiate Soccer, Women (3)	
	PEIA 110	Intercollegiate Soccer, Men (3)	
	PEIA 120	Intercollegiate Cross-Country (3)	
	PEIA 125	Intercollegiate Volleyball (3)	
	PEIA 130	Intercollegiate Basketball, Men (1.5-3)	
	PEIA 135	Intercollegiate Basketball, Women (1.5-3)	
	PEIA 140	Intercollegiate Baseball (3)	
	PEIA 145	Intercollegiate Softball (3)	
	PEIA 150	Intercollegiate Track, Men (3)	
	PEIA 155	Intercollegiate Track, Women (3)	
	PEIA 170	Intercollegiate Golf, Men (3)	
	PEIA 185	Intercollegiate Swimming, Women (3)	
	PEIA 195	Intercollegiate Conditioning (0.5-3)	

Course Review: REC Courses: These courses are updated – program selection and other materials.

	REC 101	Intro to Recreation Management (3)	
	REC 103	Leadership in Recreation Services (3)	
	REC 105	Program Planning for Recreation (3)	
	REC 107	Recreational Sports Programming (3)	
	REC 109	Outdoor & Adventure Recreation (3)	
Committee Action	A motion was made to recommend consent agenda items for adoption. (M/S/P: S. Bates/ D. Mitchem. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	CS 161	Discrete Structures (3) Prerequisite: CS 111 Justification: Remove Calculus 1 prerequisite.	
Course Review DL Update	PE 100	Introduction to Kinesiology (3)	
NEW Credit Program	AG	Agricultural Plant Science Associate in Science for Transfer Total Units: 22	Justification: This new A.S. for transfer curriculum already approved by CCCCCO will allow students for direct transfer to CSU. This program will serve the many students seeking a higher degree in the agricultural sciences.
NEW Credit Program	ART	Ceramics Certificate of Achievement Total Units: 18	
Justification: The Ceramics Certificate is designed for life-long learning, and to provide pathways for transfer for the creative student. The required courses address valid transfer, occupational, and/or lifelong learning purposes. These current course offerings provide well-rounded options for the student intending to transfer to 4-year universities with an emphasis in ceramics. The additional experiential learning opportunities gained through Art 198 provide students with service-learning experiences in art necessary in preparation for "CAPSTONE" type classes at the CSU and UC's.			
NEW Credit Program	CA	Culinary Arts and Management Associate in Science Total Units: 27	Justification: This degree will give the student the option of an Associate's degree in addition to the Certificate of Achievement. Remove additional program information on the degree requirements. Include: FSN 133 Introduction to Food Science in the selected units.
Major Program Modification	CBIS	Computer Business Information Systems Associate in Science Total Units: 21	Modifications: CCT 130 being replaced by ACCT 105, Introduction to Accounting. This course is being submitted for AP&P review and approval Spring 2019. As per recommendation of Advisory Committee and dean, EL105 and CBIS 321 are being moved from the core to the Electives, decreasing the number of units needed in the core from 27 units to 21 units.
Committee Action	A motion was made to table CBIS Associate in Science until all the required courses (ACCT 103) are approved. (M/S/P: A. Sanders/ D. Mitchem. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).		

	A motion was made to recommend the above proposals for first reading. (M/S/P: A. Sanders / D. Mitchem. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).
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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.

Second Reading:

The committee may consider these proposals for second reading as deemed appropriate for adoption, acceptance of prerequisites, corequisites, and advisories, and appropriateness for Distance Learning Offering.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	CS 161	Discrete Structures (3) Prerequisite: CS 111	
Course Review DL Update	PE 100	Introduction to Kinesiology (3)	
NEW Credit Program	AG	Agricultural Plant Science Associate in Science for Transfer Total Units: 22	
NEW Credit Program	ART	Ceramics Certificate of Achievement Total Units: 18	
NEW Credit Program	CA	Culinary Arts and Management Associate in Science Total Units: 27	
Committee Action	<p>A motion was made to adopt all the above courses and programs. (M/S/P: D. Mitchem/ K. Adams. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).</p> <p>A motion was made to accept updates to distance learning. (M/S/P: D. Mitchem/ S. Bates. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).</p> <p>A motion was made to accept the prerequisites, corequisites, and advisories. (M/S/P: D. Mitchem/ K. Adams. Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, and T. VanderMolen. No: 0. Abstain: 0).</p>		

Agenda Item 3: Summary Report. The committee reviewed the summary report as distributed.

Reports

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

Call for Future Agenda Items:

- Update the Curriculum Development Handbook to reflect current practices
- Update AB 705 – report from the task group and plan for the next steps
- Batch approval of course modifications that are directly associated with the implementation of AB 705. Memorandum to the committee to batch approve these courses.
- CollegeNow and noncredit courses
- Improving student access to Writing Lab and Math lab
- Impact of AB 705 on noncredit offerings in basic skills

Call to Adjourn. The meeting was adjourned at 3:30 PM.

Title: Agricultural Plant Science

Award Type: Associate in Science for Transfer

The Associate in Science for Transfer in Agricultural Plant Science provides an educational foundation for persons aspiring to careers in Agriculture. It prepares students for further studies toward a California State University (CSU) baccalaureate degree in Agriculture, Agricultural and Environmental Plant Sciences, Agricultural Science, Plant Science, Agriculture Education, and Agriculture Studies.

The graduate of the Associate in Science for Transfer in Agricultural Plant Science will:

- Understand the importance, value, characteristics and physiology of higher plants.
- Assess and differentiate effects of agricultural activities in plant cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.
- Apply current agricultural industry standards in the agricultural sciences or related fields.
- Employ effective business, sales, marketing, and communication skills when presented with an agribusiness or farm management situation.
- Analyze current market trends, costs, and inputs, to provide sustainable solutions in farming systems.

Program Requirements

A major of 22 units is required for the associate in science for transfer in agricultural plant science.

Required core courses (22 units):

		Units: 22
AG125	Soils and Plant Nutrition	4
AG158	Agricultural Economics	3
AG160	Plant Propagation and Production	3
AG161	Introduction to Plant Science	4
CHEM120	Introductory Chemistry	4
MATH123	Elementary Statistics	4

Total Program Units 22

Title: Ceramics

Award Type: Certificate of Achievement

The Ceramics Certificate of Achievement program provides an introduction to a wide range of contemporary thought and technical ceramics experimentation. The courses help students understand glazes, wheel-throwing, hand-building, slip-casting, decorative techniques, and basic digital fabrication. Students also understand their work in the context of broader contemporary art, as well as historical traditions from around the world. Ceramics courses encourage critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

The graduate of the Certificate of Achievement in Ceramics will:

- Demonstrate a wide range of contemporary thought and technical ceramics experimentation.
- Understand their own creations in the context of broader contemporary art and historical traditions from around the world.

- Engage in critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

Program Requirements

A total of 18 units is required to earn the Ceramics Certificate.

Units: 18

Ceramics Certificate Required Core Courses

ART110	Design 1	3
ART113	Three-Dimensional Design	3
ART120	Drawing 1	3
ART160	Ceramics 1	3
ART161	Ceramics 2	3
ART164	Sculpture 1	3

Total Program Units 18

Title: CULINARY ARTS AND MANAGEMENT

Award Type: Associate in Science

The Culinary Arts & Management Program at Allan Hancock College will prepare students to obtain employment in the restaurant or hotel industry as unit managers, multi-unit managers, operation managers, staff trainers, catering & event managers, or baking & pastry managers. Career opportunities for successful graduates include all aspects of the hospitality, recreation and tourism industry.

The graduate of the Associate in Science in CULINARY ARTS AND MANAGEMENT will:

- Denote the variety of services and business structures existing in the food and beverage 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.
- Demonstrate basic baking and cooking skills using current industry tools and equipment.

Program Requirements

A total of 27 units minimum is required for the Associate in Science Degree, Culinary Arts & Management

Units: 27

Required core courses (18 units)

CA119	Introduction to the Hospitality Industry	2
CA120	Principles of Foods 1	4
CA121	Basic Baking and Pastry	3
CA124	Sanitation, Safety, and Equipment	3
CA125	Supervision and Training Techniques	3
CA126	Food Production Cost, Control and Management	3

Select a minimum of 9 additional units from the following courses in addition to the core requirements

BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CA122	Advanced Baking and Pastry	3
CA123	Principles of Foods 2	2
CA129	Catering and Events Management	3
CA323	Specialty and Wedding Cakes	1
CA324	Cake Decorating and Decorative Work	1
FSN109	Basic Nutrition for Health	3
FSN110	Nutrition Science	3
FSN132	Introduction to Culinary Profession	1
FSN133	Introduction to Food Science	3
FSN134	Food, Nutrition Customs and Culture	4
SPAN101	Elementary Spanish I	5

Total Program Units 27

Title: COMPUTER BUSINESS INFORMATION SYSTEMS

Award Type: Associate in Science

If you enjoy using technology and helping others then a career in information technology may be for you. The Computer and Business Information Systems (CBIS) program is a comprehensive degree where you will learn business concepts along with needed technical skills to help support a company's information systems' needs. Other CBIS program options allow you to specialize in applications, web development, and software support. Discover the possibilities of a career in information technology. This is a Tech Prep program (see "Programs of Study" for information about Tech Prep).

The graduate of the Associate in Science in COMPUTER BUSINESS INFORMATION SYSTEMS will:

- Understand the fundamentals of business, and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information systems needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

Program Requirements

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

Required core courses (21 units)

		Units: 21
ACCT105	Introduction to Accounting	3
BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CBIS108	Networking and Administration	3

CBIS112	Intro to Visual Basic Program	3
CBIS141	Microsoft Excel-Comprehensive	3
CBIS142	Microsoft Access-Comprehensive	3

Recommended electives:

BUS102	Marketing	3
BUS104	Business Organization and Management	3
BUS106	Small Business Management	3
CBIS321	Internet Business Applications	3
CBIS399	Special Topics in Computer Business Information Systems	0.5 - 3
EL105	PC Preventive Maintenance and Upgrading	3

Total Program Units 21