

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 21, 2019 in Board Room at 2:00 PM

VOTING MEMBERS (15)

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

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

STANDING INVITEES

<p>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</p>	<p>Dean, Matriculation/Counseling – Y. Teniente Dean, Extended Campus – Rick Rantz Associate Dean/Athletic Director – Kim Ensing Associate Dean/PCPA Director – Mark Booher</p>
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Guest

X Nancy Jo Ward

Approval of Minutes: Feb 7, 2019

A motion was made to approve the minutes of the February 7, 2019 meeting. (M/S/P K. Adams/ K. Cohn) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, K. Cohn, A. Sanders, W. Hadley, K. Treur, T. VanderMolen. No: 0. Abstentions: 0.

Approval of the Agenda:

A motion was made to approve the agenda as amended. (M/S/P L. Maxwell/ W. Hadley) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, K. Cohn, A. Sanders, W. Hadley, K. Treur, T. VanderMolen. No: 0. Abstentions: 0.

Chair Comments:

- Next Meeting: TRC Committee – 02/28/2019
- Next Meeting: AP&P Committee – 03/07/2019
- Summary Report: The current agenda items may be included in the May 2019 summary report.
- AB 705 – “based on college placement process”
 - “MATH 311 prerequisite or advisory to: MATH 311 Algebra 1 OR MATH 309 OR higher based on the college placement process.”
 - Ripple effects of bundled requests for PCA adjustments.
 BP/AP 4260 Prerequisites, Corequisites, Advisories
 “Prerequisites, co-requisites, advisories, and enrollment limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and enrollment limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, corequisites, advisories, and enrollment limitations be established based solely on content review or content review with statistical validation.”

Agenda Item 1: BP/AP 4020 Program, Curriculum, and Course Development.

- “Discipline faculty may adjust the ratio of in-class to outside of class hours if such a variation maintains a minimum of 3 hours per week and the rationale for such a variation is deemed appropriate by the Academic Policy & Planning committee.”

A motion was made to approve the revisions to BP/AP 4020 as presented at the 2/7/2019 meeting. The draft will be sent D. Mitchem for clarification of existing language. (M/S/P L. Maxwell/ ?) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, K. Cohn, A. Sanders, W. Hadley, K. Treur, T. VanderMolen. No: 0. Abstentions: 0.

Agenda Item 2: CollegeNow

A final draft was presented and will be sent out again.

Information Item 1: AP 4022 Course Approval

Information Item 2: BP/AP 4400 Community Education Programs

Information Item 3: AB 705 Update: Counseling Presentation

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	MUS 117	Electronic Music MIDI Recording (3) Justification: The title change is intended to clarify the course content for prospective students.	
Course Review	PE 106	Sports Officiating (3) Justification: Update and clarify CollegeNow status.	
Course Review	PE 120	Beginning and Intermediate Swimming (1) Justification: Update and clarify College Now, program selection, SLOs, MOE, other materials ILOs, and H&W graduation requirement.	
COMMITTEE ACTION:	A motion was made to recommend adoption of consent agenda items. (M/S/P C. Bisson/K. Adams) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, K. Cohn, A. Sanders, W. Hadley, K. Treur, T. VanderMolen. No: 0. Abstentions: 0.		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Justification / Committee Recommendations
NEW Course	GEOG 115	Physical Geography Laboratory (1)	Justification: This course is being created in preparation of proposing a new transfer degree. The changes to this course will meet C-ID GEOG 111 course descriptor.
NEW Course	PD LGBTQ 101	Introduction to LGBTQ Studies in the Family, Education, and Community (3)	Justification: Students of all sexual orientations and gender identities have found the offerings in LGBT studies to be important for their future careers as they strive to become more open within incredibly diverse populations
NEW Course	PD LGBTQ 102	LGBTQ Communities, Family, and Education in the 21 st Century	Justification: Students of all sexual orientations and gender identities have found the offerings in LGBT studies to be important for their future careers as they strive to become more open within incredibly diverse populations. RECOMMENDATIONS: Per discussions between Counseling and Social & Behavioral Sciences departments, the two new LGBT courses will be re-routed to the Social & Behavioral Sciences department for

			edit, review, and approval prior to AP&P committee recommendation.
Course Review	COS 302	Beginning Cosmetology (9) Prerequisite: COS 301	
Course Review	COS 303	Intermediate Cosmetology (9) Prerequisite: COS 302	
Course Review	COS 304	Advanced Cosmetology (9) Prerequisite: COS 303	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition	Justification: Repeatability rules.
Major Modification NEW DL	GEOG 110	Introduction to Weather and Climate (3) Advisory: GEOG 101 and MATH 311 Attachment: C-ID Descriptor GEOG 130 AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science UC IGETC Area 5A Physical Sciences	Justification: Modify title, content, and objectives to meet C-ID GEOG 130 and will be included in AA-T Geography.
Major Modification (Course Review)	GRPH 116	Digital Portfolio for Web & Social Media (3)	Justification: Course review and recommendations from faculty, dean, and advisory committee.
Major Modification	GRPH 118	User Interface Design (3) Advisory: GRPH 112 or GRPH 113	Justification. Course title and content are updated to align with industry and similar courses at other California community colleges
Major Modification NEW DL Request	SPCH 101	Public Speaking (3)	Justification: Updating the course to include a request for Distance Learning and correct typographical errors in the course outline. Distance Learning offering would increase enrollment and accommodate students who are not able to come to campus to fulfill their general education requirements.
COMMITTEE ACTION:	A motion was made to recommend 1 st readings for consideration. (M/S/P K. Adams/L. Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, K. Cohn, A. Sanders, W. Hadley, K. Treur, T. VanderMolen. No: 0. Abstentions: 0.		

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 - none

Call for Future Agenda Items

Call to Adjourn – The meeting was adjourned at 4:05 p.m

- **Course List** - High school students are **not** eligible to take courses at AHC *if the courses are available at their high school*. *College Now!* students can only enroll in courses on this list.
- ~~**Math and English** – Remedial math and English courses are excluded from this list. *College Now!* students are eligible to enroll into math and English courses at the 100-level only and based on Allan Hancock College's current placement process. These 100-level math and English courses are listed with a ★.~~
- **Physical Education** – PE courses listed with a bulldog icon require permission of the instructor of record that may be granted the first day of the term, if enrollment in the course permits adding *College Now!* students. In addition to the instructor's permission, CN students must also meet all other criteria for the College Now! program before enrolling in a PE course and complete a PE Disclaimer form.
- **Course Requisites** – Students who wish to take CN courses must meet the stated academic prerequisites or co-requisites. Courses with pre/co-requisite are listed on this list with an asterisk *.
- **Auditions** – Courses with a ★ require an audition or limitation on enrollment, or admittance to a program.

AB 351	ART 104	AT 341	CBOT 351*	EL 108*	ENTR 101
AB 356	ART 105	AT 343	CBOT 360	EL 109	ENVT 101
AB 370	ART 106	AT 370	CBOT 361	EL 118*	ENVT 150
ACCT 400 <u>105</u>	ART 107	ATH 104	CHEM 110	EL 119*	ENVT 151*
ACCT 317	ART 108	ATH 106*	CHEM 120*	EL 122*	ENVT 152
AG 101	ART 109	BIOL 100	CHEM 140*	EL 123**	ENVT 153
AG 102	ART 110	BIOL 120	CHEM 150*	EL 125*	ENVT 154
AG 120	ART 112	BIOL 132	CHEM 151*	EL 126*	ENVT 155
<u>AG 114</u>	ART 113*	BIOL 135	CS 102	EL 135*	ET 100
AG 121	ART 115	BIOL 145*	CS 111*	EL 136*	ET 104
AG 122	ART 120	BIOL 199	CS 112*	EL 179	ET 117
AG 125	ART 121*	BUS 101	CS 131*	EL 320	ET 140*
AG 130*	ART 124	BUS 102	CS 181*	EL 332	ET 145*
AG 135	ART 125	BUS 103	CWE 149	EL 370	ET 370
AG 150	ART 126*	BUS 104	CWE 302	EMS 102	FCS 130
AG 152	ART 129	BUS 107	DANC 101	EMS 300*	FCS 131
AG 153	ART 130*	BUS 110	<u>DANC 140</u>	EMS 301*	FASH 101
AG 154	ART 131	BUS 111	DANC 148★	EMS 302*	FASH 102
AG 155	ART 144*	BUS 121	DANC 170★	EMS 306	FASH 103
AG 156	ART 146*	BUS 130	DANC 180★	EMS 307	FASH 104 <u>104</u>
AG 157	ART 150*	BUS 141	DANC 182★	EMS 310	FASH 110 <u>104</u>
AG 158	ART 160	BUS 160	DANC 183★	EMS 325*	FCS 170
AG 179D	ART 161	BUS 189	DANC 185★	EMS 328	FCS 171
AG 307	ART 162	BUS 302	DANC 186★	EMS 401*	FCS 199
AG 312*	ART 163	BUS 303	DANC 199	EMS 416*	FILM 101
AG 314	ART 164	BUS 386	DANC,	ENGL 100*★	FILM 102
AG 324	ART 165	CA 120	all activity	ENGL 101*★	FILM 103
AJ 101	ART 199	CA 124	DRMA 103	ENGL 102*	FILM 104
AJ 103	ART 366	CA 125	DRMA 104	ENGL 103*	FILM 105
ANTH 101	ART 367	CA 129	DRMA 106*	<u>ENGL 105</u>	FILM 106*
ANTH 102	ART 368	CA 323	DRMA 110	ENGL 106*	FILM 110
ANTH 103	ART 380*	CBIS 101	DRMA 111	ENGL 107	FILM 111*
<u>ANTH 105</u>	ART 381*	CBIS 112	DRMA 199N	ENGL 108	FILM 114
ANTH 110*	ART 382*	CBIS 141	ECON 101*	ENGL 110*	FILM 115
ANTH 122	ART 383*	CBIS 142	ECON 102*	ENGL 130*	FILM 116*
ANTH 199	ASL120	CBIS 350*	ECON 121	ENGL 131*	FILM 117
ARCH 111	ASL121*	CBIS 351*	ECON 130	ENGL 132*	FILM 118*
ARCH 121	ASL124*	CBIS 352*	ECON 141	ENGL 133*	FILM 120
ARCH 122	ASL130*	CBIS 371	ECS 100	ENGL 135*	FILM 121
ARCH 131	ASTR 100	CBIS 373 <u>372</u>	ECS 101	ENGL 137*	FILM 123
ARCH 151*	<u>ASTR 121</u>	CBOT 100	<u>ECS 104</u>	ENGL 139*	FILM 125
ARCH 152*	AT 100	CBOT 131	ECS 303	ENGL 145*	FILM 126
ARCH 160	AT 133*	CBOT 312	EDTC 300	ENGL 146*	FILM 127
ARCH 370	AT 303*	CBOT 333	EL 104	ENGR 100	FILM 380*
ART 101	AT 313*	CBOT 337	EL 105	ENGR 124*	FILM 381*
ART 103	AT 323	CBOT 350*	EL 107*	ENGR 126	FRCH 101

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- **Auditions** – Courses with a ★ require an audition or limitation on enrollment, or admittance to a program.

FRCH 102*	HUSV 102	MT 109	PE 100	PHTO 383★	SPCH 110
FSN 109	HUSV 103	MT 301	PE 106	PHTO 384★	STEM 100
FSN 110	HUSV 104	MT 113	PE 120 🐾	PHTO 385★	WFT 101
FSN 112	HUSV 105	MT 302	PE 121 🐾	PHYS 100	WFT 102
FSN 132	HUSV 106	MT 303	PE 122 🐾	PHYS110*	WFT 103
FT 101	HUSV 107	MT 307	PE 123 🐾	PHYS 141*	WFT 104
FT 102	HUSV 110	MT 370	PE 128	PHYS 142*	WFT 105
FT 103	HUSV 111	MUS 100	PE 129 🐾	PHYS 161*	WFT 301
FT 104	HUSV 112	MUS 101	PE 130 🐾	PHYS 162*	WFT 302
FT 379	HUSV 113	MUS 102	PE 132 🐾	PHYS 163*	WLDT 106
FT 399	ITAL 101	MUS 104	PE 133 🐾	POLS 101	WLDT 107*
GBST 141	ITAL 102*	MUS 106	PE 134 🐾	POLS 103	WLDT 306*
GEOG 101	ITAL 103*	MUS 110	PE 140 🐾	POLS 105	WLDT 307*
GEOG 102	ITAL 104*	MUS 111	PE 141 🐾	POLS 104	WLDT 308*
GEOG 103	LBRY 170	MUS 112*	PE 142 🐾	POLS 106	WLDT 370
GEOL 100	LDER 111	MUS 113*	PE 143 🐾	POLS 199A	WLDT 399
GEOL 114	LS 101	MUS 114*	PE 146 🐾	PROD 301	
GEOL 131	MATH	MUS 115	PE 154 🐾	PSY 101	
GEOL 141	MATH 121*★	MUS 116*	PE 160 🐾	RE 100	
GRPH 110	MATH 123*★	MUS 117	PE 164 🐾	REC 101	
GRPH 111*	MATH 131*★	MUS 118	PE 167 🐾	REC 103	
GRPH 112*	MATH 135*★	MUS 119*	PE 170 🐾	REC 105	
GRPH 113*	MATH 141*★	MUS 120*	PE 172 🐾	REC 107	
GRPH 114*	MATH 181*★	MUS 121*	PEIA 195	REC_109	
GRPH 115	MATH 182*★	MUS 123*	PHIL 101	RVT 300	
GRPH 118	MATH 183*★	MUS 124*	PHIL 102	SOC 101	
GRPH 130	MATH 184*★	MUS 125	PHIL 105	SOC 102	
GRPH 127	MMAC 101*	MUS 126*	PHIL 112	SOC 110	
HED 100 (no DL	MMAC 102*	MUS 128	PHIL 114*	SOC 120	
Section)	MMAC 112	MUS 129	PHIL 121	SOC 122	
HIST 101	MMAC 114	MUS 132★	PHIL 122*	SOC 155	
HIST 102	MMAC 115	MUS 137★	PHSC 111*	SOC 160	
HIST 103	MMAC 116*	MUS 140★	PHSC 112*	SPAN 101	
HIST 104	MMAC 117	MUS 143	PHTO 110	SPAN 102*	
HIST 105	MMAC 118*	MUS 144	PHTO 120*	SPAN 103*	
HIST 107	MMAC 125	MUS 145*	PHTO 130*	SPAN 104*	
HIST 108	MMAC 126	MUS 146*	PHTO 140*	SPAN 105*	
HIST 118	MMAC 127	MUS 151★	PHTO 150*	SPAN 110*	
HIST 119	MMAC 128	MUS 179	PHTO 170	SPAN 111*	
HIST 120	MMAC 199	PD 100	PHTO 199	SPAN 112*	
HUM 101	MMAC 380*	PD 101	PHTO 380★	SPCH 101	
HUM 102	MMAC 381*	PD 110	PHTO 381★	SPCH 106	
HUM 103	MMAC 382*	PD 115	PHTO 382★	SPCH 108	
HUM 104					
HUM 105					
HUSV 101					

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high-quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for vocational and occupational programs.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board.

Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01

Revised: 5/9/17

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

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130

Credit Hour Definition

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Hours Per Unit

One credit hour (one unit of credit) of community college work shall require a minimum of 48 - 54 ~~maximum~~ total student learning hours.

Student learning hours = total instructor/student contact hours plus outside-of-class hours.

Instructor/student contact hours = class hours spent with the instructor inclusive of all instructional formats (lecture, lab, activity, etc.), also referred to in-class hours

Outside of class hours = expected hours that an average student will spend on out-of-classroom assignments or homework.

Term Length

The term length used to calculate the ~~minimum~~ number of units awarded is based on a range of a 16-week to 18-week semester.

Instructional Formats

As a matter of standard practice in higher education, lecture and related course formats assume two hours of outside of class work for every one hour in-class. Other instructional formats may use a different ratio but generally follow the formats below.

Discipline faculty may adjust the ratio of in-class to outside of class hours if such a variation maintains a minimum of 3 hours per week and the rationale for such a variation is deemed appropriate by the [Academic Policy & Planning Committee](#).

Instructional Formats	In Class Hour(s)	Expected Number of Outside Class Hours
Lecture (traditional delivery of course content)	1	2
Integrated Lecture/ Lab (includes outside of class hours but not as many as traditional lecture or lab format)	2	1
Lab (traditional lab, activity, TBA)	3	0

Credit Hour Calculations

Calculation of units are inclusive of all student learning hours including, lecture, lab, and other contact hours, plus the total number of outside-of-class hours, and/or homework -hours over a 16 – 18 week semester.

Credit hour calculations are built into the college's curriculum management system to ensure consistency and compliance with established policies.

Calculation Method

Units are calculated based on a range of total student learning hours for a 16-18 week semester divided by the number of hours allowed for 1 unit of credit. For 16 weeks, the hours per unit divisor is 48. For 18 weeks the hours per unit divisor is 54.

~~Minimum number of units:~~ The total of student contact hours plus outside-of-class hours divided by 48 hours (term length divisor for 16 weeks) ~~minimum hours for 1 unit of credit~~ = the ~~minimum~~ number of units awarded:

$$\frac{[Total\ Contact\ Hours + Outside-of-class\ Hours]}{48} = \textit{Minimum No. of Units Awarded}$$

~~and Maximum number of units:~~ The total of student contact hours plus outside of class hours divided by 54 hours (term length divisor for 18 weeks) ~~maximum hours for 1 unit of credit~~ = the ~~maximum~~ number of units awarded:

$$\frac{[Total\ Student\ Learning\ Hours]}{54} = \textit{Maximum No. of Units Awarded}$$

[Example: units/hours calculation table from course outline of record](#)

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	2.000	32.0 - 36.0	
Lab	4.000	64.0 - 72.0	
Outside-of-Class Hours	4.000	64.0 - 72.0	
Total Student Learning Hours	10.0	160.0 - 180.0	3.0
Total Contact Hours	6.0	96.0 - 108.0	

Incremental Award of Credit

Units are awarded in increments of 0.5 units (rounded down to the nearest 0.5) when the number of total student learning hours reaches the next threshold of hours for units awarded. A course requiring at least 72-81 96-hours or more total student learning hours shall provide at least 1.5 units of credit. The next 0.5 increment is awarded 2 units of credit when the total number of student learning hours is at 96 hours.

- 24-27 or more total student learning hours = 0.5 units
- 48 -54 or more total student learning hours = 1.0 unit
- 72 -81 or more total student learning hours = 1.5 units
- 96 -108 or more total student learning hours = 2.0 units

Unit Calculations for Short and Extended Terms

The calculation methods described in this policy also apply to short term and extended term courses.

Unit Calculations for Cooperative Work Experience Courses

- Each 75 hours of paid work equals one semester credit, or 50 hours equals one quarter credit.
- Each 60 hours of non-paid work equals one semester credit, or 40 hours equals one quarter credit.

Approval Criteria

The District approves new courses and programs based on the following criteria:

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community college system as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the needs of the region the college proposes to serve. The proposed new program must not cause harmful competition with any existing program at another college.
3. Quality: Course Outlines of Record for each course have been approved by AP&P according to the standards and criteria in Title 5, Section 55002. Programs are designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.

5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, statutes, and regulations.

Process and Timelines for Program Development and/or Modification:

1. The Academic Policy and Planning (AP&P) Committee offers regular training on the development and review of courses and programs [including, the Chancellor's Office Program and Course Approval Handbook](#). -use of templates, submission, and approval procedures.
2. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.
3. All curriculum, new or modified, is submitted for review via the college's curriculum management system.
4. The review process includes faculty, administrators, and staff at various levels in the review process.
5. The Academic Policy and Planning Committee, after their review, prepares a summary of curricular recommendations.
6. Curriculum recommended by the Academic Policy and Planning Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.
7. After Board approval, all new courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
8. Modified courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
9. Implementation of approved curriculum is according to the AP&P calendar.

Reports of the AP & P Committee

If the Academic Senate does not agree with the recommendations of the AP&P Committee, the Academic Senate, in accordance with approved senate procedures, may do any of the following:

1. Request additional information and/or clarification from the committee;
2. Recommend that AP & P forward the report to the Office of the Superintendent/President with senate comment, and with or without AP & P Committee response;
3. Return the report to the committee for possible amendment and reconsideration by Academic Senate.

Approved: 4/17/01

Revised: 4/11/17

References:

ASCCC. (2017). The Course Outline of Record: A Curriculum Reference Guide Revisited.

CCCCO. (2017). Program and Course Approval Handbook. (6th Edition).

34 Code of Federal Regulations section 668.8(l).

CCR Title 5, Section [s](#) 55002, 55002.5

DRAFT

Calculation Table: Lecture 2:1 Ratio

Lecture	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	8	16	24	9	18	27
1.00	16	32	48	18	36	54
1.50	24	48	72	27	54	81
2.00	32	64	96	36	72	108
2.50	40	80	120	45	90	135
3.00	48	96	144	54	108	162
3.50	56	112	168	63	126	189
4.00	64	128	192	72	144	216
4.50	72	144	216	81	162	243
5.00	80	160	240	90	180	270
5.50	88	176	264	99	198	297
6.00	96	192	288	108	216	324
6.50	104	208	312	117	234	351
7.00	112	224	336	126	252	378
7.50	120	240	360	135	270	405
8.00	128	256	384	144	288	432
8.50	136	272	408	153	306	459
9.00	144	288	432	162	324	486
9.50	152	304	456	171	342	513
10.00	160	320	480	180	360	540
10.50	168	336	504	189	378	567
11.00	176	352	528	198	396	594
11.50	184	368	552	207	414	621
12.00	192	384	576	216	432	648
12.50	200	400	600	225	450	675
13.00	208	416	624	234	468	702
13.50	216	432	648	243	486	729
14.00	224	448	672	252	504	756
14.50	232	464	696	261	522	783
15.00	240	480	720	270	540	810
15.50	248	496	744	279	558	837
16.00	256	512	768	288	576	864
16.50	264	528	792	297	594	891
17.00	272	544	816	306	612	918
17.50	280	560	840	315	630	945
18.00	288	576	864	324	648	972

Calculation Table Integrated Lab, or Lab with Homework 2:1 Ratio

Int Lab 1:2 Ratio	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	16	8	24	18	9	27
1.00	32	16	48	36	18	54
1.50	48	24	72	54	27	81
2.00	64	32	96	72	36	108
2.50	80	40	120	90	45	135
3.00	96	48	144	108	54	162
3.50	112	56	168	126	63	189
4.00	128	64	192	144	72	216
4.50	144	72	216	162	81	243
5.00	160	80	240	180	90	270
5.50	176	88	264	198	99	297
6.00	192	96	288	216	108	324
6.50	208	104	312	234	117	351
7.00	224	112	336	252	126	378
7.50	240	120	360	270	135	405
8.00	256	128	384	288	144	432
8.50	272	136	408	306	153	459
9.00	288	144	432	324	162	486
9.50	304	152	456	342	171	513
10.00	320	160	480	360	180	540
10.50	336	168	504	378	189	567
11.00	352	176	528	396	198	594
11.50	368	184	552	414	207	621
12.00	384	192	576	432	216	648
12.50	400	200	600	450	225	675
13.00	416	208	624	468	234	702
13.50	432	216	648	486	243	729
14.00	448	224	672	504	252	756
14.50	464	232	696	522	261	783
15.00	480	240	720	540	270	810
15.50	496	248	744	558	279	837
16.00	512	256	768	576	288	864
16.50	528	264	792	594	297	891
17.00	544	272	816	612	306	918
17.50	560	280	840	630	315	945
18.00	576	288	864	648	324	972

Calculation Table: Lab No Homework, Activity, TBA 3:0 Ratio

<i>Lab no HW Activity, etc. 3:0 Ratio</i>	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	24	0	24	27	0	27
1.00	48	0	48	54	0	54
1.50	72	0	72	81	0	81
2.00	96	0	96	108	0	108
2.50	120	0	120	135	0	135
3.00	144	0	144	162	0	162
3.50	168	0	168	189	0	189
4.00	192	0	192	216	0	216
4.50	216	0	216	243	0	243
5.00	240	0	240	270	0	270
5.50	264	0	264	297	0	297
6.00	288	0	288	324	0	324
6.50	312	0	312	351	0	351
7.00	336	0	336	378	0	378
7.50	360	0	360	405	0	405
8.00	384	0	384	432	0	432
8.50	408	0	408	459	0	459
9.00	432	0	432	486	0	486
9.50	456	0	456	513	0	513
10.00	480	0	480	540	0	540
10.50	504	0	504	567	0	567
11.00	528	0	528	594	0	594
11.50	552	0	552	621	0	621
12.00	576	0	576	648	0	648
12.50	600	0	600	675	0	675
13.00	624	0	624	702	0	702
13.50	648	0	648	729	0	729
14.00	672	0	672	756	0	756
14.50	696	0	696	783	0	783
15.00	720	0	720	810	0	810
15.50	744	0	744	837	0	837
16.00	768	0	768	864	0	864
16.50	792	0	792	891	0	891
17.00	816	0	816	918	0	918
17.50	840	0	840	945	0	945
18.00	864	0	864	972	0	972