

Academic Policy & Planning Committee Agenda

Meeting: Thursday March 28, 2019 in M-116 at 2:00 PM

VOTING MEMBERS (15)

Chair – Larry Manalo Jr.
 Vice-Chair – David DeGroot
 Applied Behavioral Sciences – Christine Bisson
 Business – Brent Darwin
 Counseling – Lydia Maxwell
 English – Kate Adams
 Fine Arts – Adrienne Allebe
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Mary Pat Nelson

Industrial Technology – Patrick McGuire
 Academic/Student Affairs – Kellye Cohn
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Wendy Hadley
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – None

NON-VOTING MEMBERS

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

OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 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: Mar 7, 2019

Approval of the Agenda:

Chair Comments:

- Next Meeting: TRC Committee – 04/04/2019
- Next Meeting: AP&P Committee – 04/11/2019
- Summary Report
- Program Modifications and 16-unit certificates
 - Increase of units to certificate of achievement (16).
 - Splitting a program into two or more stackable certificates.

Information Item: AB 705 Update: Antonio Ramirez 3:30-4:00 PM

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	COS 301	Intro to Cosmetology (5)	

		Prerequisite: MATH 521 or MATH 531 or higher based on college placement process Prerequisite: ENGL READ	
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	COS 310	Manicuring (9) Prerequisites ENGL placement Prerequisite: READ placement Prerequisite: MATH 531 or higher based on placement process. Justification: The course is being modified to address AB 705.	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition Justification: Repeatability rules.	

Information Item: Summary Report

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course New DL	ACCT 105	Introduction to Accounting (3)	
<p>Justification: We do not have an accounting course which provides an overall understanding of the field of accounting. The current ACCT 100 course, Accounting for Entrepreneurs, builds on financial concepts that students have not been taught. It is not suitable as introductory class into the world of accounting. Discussion at the Accounting Advisory Committee Meeting.</p> <p>This course should increase enrollment in other accounting courses by providing a foundational knowledge from which students can continue to development in other courses. It will encourage students by provide understandable, foundational knowledge, instead of discouraging them with advanced topics for which there has not be any preparation.</p> <p>Demand: Current Enrollment in ACCT 100. Discussion with accounting instructors. Discussions with accounting students who have completed the course.</p>			
New Course New DL	ACCT 131	Financial Accounting 1 (3) Catalog Description: "The course is not open to students who have received credit for ACCT 130."	
New Course New DL	ACCT 132	Financial Accounting 2 (3) Prerequisite: ACCT 131	
<p>Justification: In the previous decade, our Financial Accounting course, the core course in the Accounting Program was taught in two, 3-unit sections. When Hancock joined forces with CSU Bakersfield to offer a bachelor's degree in business administration, this course was changed to a single, 3-unit course. This prompted a significant reduction to the topics taught and the level of detail presented in the course.</p> <p>In recent discussions with our part-time accounting faculty and students, there has been the strong opinion expressed that the learning would be greatly increased if we would return to a two 3-unit sections. An SGID in an Accounting</p>			

<p>130 class was conducted last year and the overwhelming opinion was there was too much material presented too fast. This opinion was true of successful students as well as struggling students. This is the consequence of combining two, 3-unit classes into one, 3-unit class. In reviewing Financial Accounting from six other community colleges, half of them offer Financial Accounting as a five- or six-unit course. The others offer it as a four-unit course. Offering Financial Accounting at AHC in two 3-unit sections would improve our success rates and provide a better foundation for our students. Also, it is consistent with our current daily schedules for daytime and evening courses. Demand: Being the core course in the Accounting Program, we offered 10 sections during the last years. Those sections are full at 35 to 40 students, most with waiting lists. An attrition rate was applied.</p>			
Major Modification Course	MMAC 112	<p>Responsive Web Design (3) Advisory: GRPH 108 or ART 108, GRPH 111, GRPH 112</p> <p>Modification:</p> <ul style="list-style-type: none"> • Catalog Description • Content • SLO • Objectives • Text and materials <p>Justification: The course title is being modified and additional changes are being made the content to align with current practices in the industry.</p>	

First Reading: These **program modifications** are contingent on the considerations for two courses, ACCT 105, ACCT 131, and ACCT 132.

Proposal Type	Prefix	Program	Other Information:
Major Modification Program	ACCT	<p>Certificate of Achievement Units: 21</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Modify Program description. • Add Program Learning Outcomes. • Change total units from 15 to 21. • Divide ACCT 130 into ACCT 131 & ACCT 132, each 3 units. • Add CBIS141 (EXCEL) as a requirement. 	<p>OLD: 15 units. Conversion of C of Accomplishment to C of Achievement.</p>
Major Modification Program	ACCT	<p>Accounting Associate in Science Units: 30</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Divide ACCT 130 into ACCT 131 and ACCT 132. Each 3 units. ACCT 131 and ACCT 132 have been submitted to AP&P for approval in Spring 2019. • Replace CBIS 101 with CBIS141 Excel. Excel is a mandatory skill for all accountants. • Remove the Recommended Elective of "Special Topics". • Change total core units from 21 to 24. 	
Major Modification Program	ACCT	<p>Accounting: Bookkeeping Certificate of Achievement Units: 18</p> <p>Modifications:</p>	<p>NOTE: Increase in number of units to change from C of Accomplishment to C of Achievement.</p>

		<ul style="list-style-type: none"> • Add program learning outcomes. • Change total units from 12 to 18. • Add ACCT105 Introduction to Accounting (New Course Pending approval). • Add CBIS141, Excel, as a requirement. 	
Major Modification Program	BUS	<p>Business Administration Associate in Arts Units: 28</p> <p>Modification:</p> <ul style="list-style-type: none"> • Replace ACCT 130 to ACCT 131 and ACCT 132 	
Major Modification Program	BUS	<p>Business Administration Associate in Science for Transfer Core: 18 Selected: 10-11</p> <p>Modification:</p> <ul style="list-style-type: none"> • Increase total core units from 15 to 18. • ACCT 130 being replaced by ACCT 131 Financial Accounting 1 and ACCT 132 Financial Accounting 2. Each new course is 3 units. 	
Major Modification Program	BUS	<p>Business: Marketing Associate in Science Units: 36</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Drop ACCT 100 Entrepreneurial Accounting and ACCT 130 Financial Accounting. • ACCT 130 being replaced by ACCT 131 Financial Accounting 1 and ACCT 132 Financial Accounting 2. Each new course is 3 units. . 	
Major Modification Program	BUS	<p>Business: Management Associate in Science Units: 36</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Replace ACCT 130 to ACCT 131 and ACCT 132. • Remove ACCT 100 • Add: BUS 102 to core. • Remove: BUS/ECON 121 or ECON 102 • Add: ENTR 101 and ENTR 102 	
Major Modification Program	CBIS	<p>Computer Business Information Systems Certificate of Achievement Units: 27</p> <p>Modification:</p> <ul style="list-style-type: none"> • ACCT 130 being replaced with ACCT 105 (new course launched fall 2018). 	
Major Modification Program	CBIS	<p>Information Technology Fundamentals Certificate of Accomplishment Units: 3</p>	

		<p>Modification:</p> <ul style="list-style-type: none"> • Due to updates to courses over the years, in particular CBIS 101 with the C-ID, CBIS 301 and CBIS 321 course content is already covered. I am seeking to remove CBIS 301 and CBIS 321 from the certificate which would only have CBIS 101 as the course to take to obtain it. 	
Major Modification Program	CBOT	<p>Computer Applications and Office Management Certificate of Achievement Units: 29</p> <p>Modification:</p> <ul style="list-style-type: none"> • Name change to reflect current industry terminology. • Selected units removed and units added to the core. 	
Major Modification Program	CBOT	<p>Computer Applications and Office Management Associate in Science Units: 29</p> <p>Modification:</p> <ul style="list-style-type: none"> • 	
Major Modification Program	CBOT	<p>Computer Business Office Technology: Legal Secretarial Certificate of Achievement Units: 27</p> <p>Modification:</p> <ul style="list-style-type: none"> • Increase core units 21 to 27. • Add: PLGL 105 and BUS 107 • Remove all selected units. 	
Major Modification Program	CBOT	<p>Computer Business Office Technology: Legal Secretarial Associate in Science Units: 27</p> <p>Modification:</p> <ul style="list-style-type: none"> • Add: PLGL 105 and BUS 107 • Delete all selected units. 	
Major Modification Program	CBOT	<p>CBOT: Word/Information Processing Certificate of Achievement Units: 24</p> <p>Modification:</p> <ul style="list-style-type: none"> • Replace ACCT 100, ACCT130, and ACCT 150 with new course ACCT 105 	
Major Modification Program	CBOT	<p>CBOT: Word/Information Processing Associate in Science Units: 24</p> <p>Modification:</p> <ul style="list-style-type: none"> • Change BUS 149 to CWE 149. <p>All changes are for selected units.</p>	

		<ul style="list-style-type: none"> • Delete CBOT 336 - 1-unit course (course no longer offered due to lack of enrollment/interest) • Delete CBOT 362 – 1-unit course (course no longer offered due to lack of enrollment/interest) • Delete ENGL 101 (courses in selected units should have more of an emphasis on CBOT skills) • Add 1-unit course, BUS 372 Workplace Diversity • Add 1-unit course BUS 377 Managing Service Quality • Replace ACCT 100, ACCT 130, and ACCT150 with new course ACCT 105. 	
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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 / 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

Call to Adjourn.