

Academic Policy & Planning Committee Agenda Training Retreat

Meeting: Wednesday, August 14, 2013 – Location: C-11B – 10:00 AM - 3:00 PM

VOTING MEMBERS

Chair – Sofia Ramírez-Gelpí
Applied Social Sciences – Judith Dal Porto
Business – Carmen Montañez-Rodríguez
Counseling – Lydia Maxwell
English – Jennifer Jozwiak
Fine Arts – Michael Dempsey
Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
Languages & Communication – Melinda Nishimori
Life and Physical Sciences – Rob Lennihan
Mathematics & Engineering – Derek Mitchem
Miscellaneous – Leslie Mosson
Public Safety – Mike Messina
Social & Behavioral Sciences – Tom Vandermolen
Student Representative – vacant

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
Admissions & Records – Janet Hooghuis
Articulation – David DeGroot
Non-Credit Education – vacant
VP, Academic Affairs – Luis Sánchez

OTHER:

Karen Tait, past AP&P Chair

INVITEES

Dean, Academic Affairs – Roanna Bennie
Dean, Academic Affairs – Paul Murphy
Dean, Academic Affairs – Nancy Meddings

Dean, Academic Affairs – Ardis Neilsen
Dean, Matriculation/Counseling – Charles Osiris
Dean, Extended Campus – Rick Rantz

I. Welcome and Introductions	10:00 am
II. What is New in the Curriculum World? (Updates and Reports)	10:30 am
III. Training	11:00 am
LUNCH (Lunch on our own)	12:00 pm
IV. Training (continued)	1:00 pm
V. Call for Future Agenda Items	2:50 pm
VI. Call to Adjourn	3:00 pm

First Official AP&P Meeting: Thursday, Aug. 28, 2013, in the Captain's Room (?), starting at 2:00 p.m.

Academic Policy & Planning Committee Minutes

Meeting: Thursday, August 29, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS

- | | |
|---|--|
| <p>X Chair – Sofía Ramírez-Gelpí
 X Applied Social Sciences – Judith Dal Porto
 X Business – Carmen Montañez-Rodríguez
 X Counseling – Lydia Maxwell
 X English – Jennifer Jozwiak
 X Fine Arts – Michael Dempsey
 X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Larry Manalo</p> | <p>X Industrial Technology – Robert Mabry
 X Languages & Communication – Melinda Nishimori
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics & Engineering – Derek Mitchem
 X Miscellaneous – Sandra Bierzdzinski
 A Public Safety – Mike Messina
 X Social & Behavioral Sciences – Tom Vandermolen
 A Student Representative – vacant</p> |
|---|--|

NON-VOTING MEMBERS

- A Curriculum Specialist – Rebecca Andres
 X Admissions & Records – Janet Hooghuis
 X Articulation – David DeGroot
 X VP, Academic Affairs – Luis Sánchez
 Non-Credit Education – vacant
 Part-Time Faculty Union - vacant

OTHER:

- A Karen Tait, past AP&P Chair

INVITEES

- | | |
|--|--|
| <p>X Dean, Academic Affairs – Roanna Bennie
 A Dean, Academic Affairs – Paul Murphy
 A Dean, Academic Affairs – Nancy Meddings
 A Dean, Student Services – Robert Parisi</p> | <p>A Dean, Academic Affairs – Ardis Neilsen
 A Dean, Matriculation/Counseling – vacant
 A Dean, Extended Campus – Rick Rantz</p> |
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GUESTS:

- Laurie Pemberton
 John Hood

I. Approval of Minutes

Motion to postpone approval of the minutes. (M/S/P – Dempsey, Maxwell)

II. Approval of the Agenda

Motion to approve the agenda. (M/S/P – Dempsey, M-Rodriguez)

III. Curriculum – 2nd Reading

None At This Time

IV. Curriculum – First Reading

Life Drawing Family

ART 122	Life drawing 1 (3 units)	Course mod. Unit-hour table needs to be recalculated. Prerequisite skill # 6 is not listed in ART 120 COR. Remove language under advisory skill. Suggested: Add “at the elementary level” in the SLOs to clarify differences in skills. The catalog description language is typical of these courses.
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ART 123	Life Drawing 2 (3 units)	Course mod. Unit-hour table needs to be recalculated. No prerequisite information in the statement area. Remove advisory selections since the course has no advisory. Suggested: Add “at the intermediate level” in the course SLO to clarify the differences in skills.
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The inclusion of all the course objectives from the prerequisite course/s is recommended to provide strong evidence for the need for the prerequisite course.

Title 5 §55000 Definitions

(l) “Courses that are related in content” are those courses with similar primary education activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.”

Mixed Media Family

ART 124	Mixed Media 1 (3 units)	Course mod. Hour-unit table needs recalculating. Advisory skills are missing in ART 110, 125, or 129 are missing. (Note: Advisory 110 has an “O” (letter) and not a “0” (number)). No adopted text. Supplemental materials would be useful. Check SLOs since #1 is the same for ART 144.
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Painting Family

ART 125	Painting in Acrylics 1 (3 units)	Course mod. Unit-hour table needs information in the unit column. Advisory skills need to be separated by course: ART 110 and ART 120.
ART 126	Painting in Acrylics 2 (3 units)	Course mod. Unit-hour table needs information in the unit column. Prerequisite skills are not course objectives as listed in ART 125. (These need to match.). SLO # 1 is similar to SLO #1 ART 125. Suggest: Add language, "appropriate for the course level".
ART 129	Painting in Oils 1 (3 units)	Course mod. Unit-hour table needs information in unit column. Advisory skills need to be separated by course: ART 110 and ART 120. SLOs reflect "acrylic"; these should be "oil" painting.
ART 130	Painting in Oils 2 (3 units)	Course mod. Unit-hour table needs information in unit column. Prerequisite skills are not course objectives listed in ART 129. SLOs reflect "acrylic"; these should be "oil" painting.

Composition Family

ART 133	Composition Studies: Human Figure 1 (0.5 units)	Course mod. Note that the course is offered in 2 weeks. Recommend: use hours (instead of weeks) in the course content and inclusion in the catalog description. Recommend: List all the course objectives of ART 122 COR. (Refer to the above comment regarding the use of course objectives as prerequisite skills.)
ART 134	Composition Studies: Human Figure 2 (0.5 units)	Course mod. The course is offered in two weeks. Recommend: use "hours" (instead of weeks) in the course content and inclusion in the catalog description.

AA Degree AA in Art (27-28 units)

Program modification. The program is presented contingent to approval of the above course changes. The action is to expedite the process to comply with recent regulations.

This is not a "transfer" degree. Courses are added to replace the older (no longer repeatable) courses.

There are questions regarding the presence of recommended electives that are not reflected in the total number of units for the degree (Note: The total 27-28 units come from the core courses with no incentives for the students to take the 'recommended electives'.)

Piano Family

MUS 120	Beginning Piano (1 unit)	Course mod. There is a need for an example for methods of evaluation for final exam. The method of instruction lists, "private" tutoring. Recommend: use "coaching" or "individualized instruction" instead of "private".
MUS 128	Introduction to Piano (1 unit)	New course. The course titles for these courses MUS 120 (Beginning Piano) and MUS 128 (Introduction to Piano) could be confusing to both students and counselors. The method of instruction lists, "private" tutoring. Recommend: use "coaching" or "individualized instruction" instead of "private". The SLOs are similar for MUS 120 and MUS 128.

Vocal Instruction Family

MUS 123	Class Vocal Techniques (2 units)	Course mod. No comments.
MUS 129	Introduction to Singing (2 units)	New course. Total contact hours are missing. SLOs are similar for MUS 129 and MUS 123.

Other: There was discussion regarding consideration of sequential course numbering with consideration for ensuring retiring recently used course numbers.

Motion to accept for consideration of the above courses. (M/S/P Dempsey, Maxwell)
 Content review: Motion to note content review on prerequisites, co-requisites, and advisories. (M/S/P

Dempsey, Maxwell)

V. Curriculum – Other

Prerequisites, Co-requisites, and Advisories (PCAs) – Types and Level of Scrutiny – There is continued discussion regarding Title 5 §55003 on the applications of content review and content review with statistical validation. Regarding content review and statistical validation, Laurie Pemberton mentioned sources of these data – previous enrollment of the course prior to prerequisites implementation. Other data include: student survey and studies from other colleges.

VI. 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.

VII. Reports

AP&P Representatives.

Dempsey – reminded the committee to have a timeline for succession of the AP&P chair.

AP&P Chair

- Catalog reschedule of time line. The overall plan for the production of the catalog that starts in the fiscal year. The academic year actually starts in summer and not in the fall semester. Goal: Move to align the catalog to be in-sync with the academic calendar. Recommend: Invite speakers (who have insight on the impact of such a change including: financial aid and matric, regarding the timeline change
- Reassigned time for AP&P representatives is pending.

Administration – Good signs of positive things happening.

Admissions and Records

- Students have positive responses to current registration.
- Remind faculty on the use of catalog description, prerequisites, and course numbering.

Counseling/Matriculation – Late Add policy and the census date. There is a need to clarify current practice.

Articulation – Request for TMC proposal workshop. He works with the faculty/initiator. There are five TMCs that are up for committee approval. Goal: Meet “100% law for TMC”. “Pass alongs” (substitutions) of courses, at this point, are locally approved. Can TMCs be approved but not offered?

Curric-Unet – no report

Support – no report

VIII. Call for Future Agenda Items

IX. Call to Adjourn

Move to adjourn. (M,S,P – Dempsey, Lennihan)

Next meeting: Thursday, Sept. 5, 2013, in the Captain’s Room, starting at 2:00 p.m.

Academic Policy & Planning Committee Minutes
Meeting: Thursday, September 12, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofia Ramirez-Gelpi	X Industrial Technology – Robert Mabry	X Curriculum Specialist – Rebecca Andres
X Applied Social Sciences – Judith Dal Porto	X Languages & Communication – Melinda Nishimori	X Admissions & Records – Janet Hooghuis
X Business – Carmen Montañez-Rodríguez	X Life and Physical Sciences – Rob Lennihan	X Articulation – David DeGroot
X Counseling – Lydia Maxwell	X Mathematics & Engineering – Derek Mitchem	Non-Credit Education – vacant
X English – Jennifer Jozwiak	X Miscellaneous – Sandra Bierdzinski	VP, Academic Affairs – Luis Sanchez
X Fine Arts – Michael Dempsey	X Public Safety – Mike Messina	
X Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Lubna Haddad	OTHER:
X Health Sciences – Larry Manalo	Student Representative – Nicholas Presher	Karen Tait, past AP&P Chair
INVITEES		GUESTS: D. McMahon, L. Nazarenko
Dean, Academic Affairs – Roanna Bennie	Dean, Academic Affairs – Ardis Neilsen	J. Lovern
X Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – Rob Parisi	
Dean, Off Campus – Rick Rantz	Dean, Non-Credit – Nancy Meddings	

- I. **Approval of Minutes**– the meeting minutes of the August 29, 2013 will be distributed to the committee for review at the next AP&P meeting.
- II. **Approval of the Agenda**–a motion was made to approve the agenda as distributed. (M/S/P – Manalo/Bierdzinski)
- III. **Curriculum 2nd Reading** none
- IV. **Curriculum First Reading**

- a) **NEW COURSES** **DANC** New courses in dance are being proposed as a result of some dance courses no longer being repeatable. Leveled courses are being proposed to allow students to experience specific dance styles at the beginning through intermediate and advanced levels. **Units**
- | | | |
|----------|---------------------------------------|---|
| DANC 188 | Intermediate Composition/Choreography | 3 |
| DANC 138 | Intermediate Hip Hop Dance | 2 |
| DANC 137 | Funk Dance | 2 |
| DANC 133 | Hip Hop Dance | 2 |

COMMITTEE RECOMMENDATIONS ALL DANC: List advisories using course prefix format; list course in advisory skills in addition to the specific advisory skills list; include more information about the course in the catalog description; include a statement in course content instead of listing the number of weeks; in course content consider “identify and demonstrate”.

- b) **COURSE MODS** **ECS** Courses are being modified and updated as part of program review. Student learning outcomes are being added. In addition, specific course proposal modifications are stated below. **Units**
- | | | |
|---------|---|---|
| ECS 111 | Supervision and Administration
Proposed advisory course: ENGL 513.
COMMITTEE RECOMMENDATIONS: In method of instruction remove reference to online discussion since the course is also offered as a traditional course (face to face), include the textbooks publication year. | 3 |
| ECS 112 | Preschool Child with Special Needs
Proposed advisory course: ENGL 513 | 3 |
| ECS 113 | Infant Intervention
Proposed prerequisite: ECS 100. The advisory courses are being modified from ECS 100 and 112 to ECS 115 and ENGL 513. | 3 |
| ECS 117 | Teaching the Hispanic Child
Proposed advisory course: ENGL 513
COMMITTEE RECOMMENDATIONS: clarify a term for bilingual/Hispanic/Spanish-speaking and use consistently.
CLARIFICATION LRC form: Library resources for this course are currently | 3 |

unavailable. Instructional library resources for this course will cost approximately \$60.

ECS 120	Mentor Teacher and Adult Supervision	2
	Proposed prerequisite: ECS 106 Proposed advisory course: ENGL 513	
ECS 125	Curriculum for School-Age Children 6 to 12 Years	0.5
	Advisory courses are being modified from ECS 100, 101 to ENGL 513. The title of the course is being modified.	
	COMMITTEE RECOMMENDATIONS: confirm removal of advisory courses	
ECS 311	Creating Learning Materials	3
	English Advisory courses are being replaced by ENGL 513	
	COMMITTEE RECOMMENDATIONS: re-calculate lecture hours for 0.5 unit, in course content change to the number of weeks to hours, include more info in the catalog description e.g. total hours for the course, include learning strategies in content.	

COMMITTEE RECOMMENDATIONS for ALL ECS: In the discipline field remove the letter "M" representing masters required; limit Banner course titles to 30 characters including spaces; in 111 remove reference to "online" discussion and include textbook year;

c) TEXTBOOK MOD	ECS/EDUC 132	Child Identity and Learning New Textbook Change: How Children Succeed	3
		COMMITTEE RECOMMENDATIONS: route for signature	

- d) COMMITTEE ACTION A motion was made to accept content review of course requisites and advisories. (M/S/P – Manalo/Dempsey).
A motion was made to recommend 1st readings for recommendation. (M/S/P Dempsey/Manalo).

****The HUSV proposals and items V-VIII below were not discussed due to time****.

HUSV		
	HUSV 120 Human Services Practicum	2
	HUSV 130 Addiction Studies Practicum	4
	HUSV 140 Co-Occurring Disorders Practicum	2
	HUSV 149 Additional HUSV Practicum	2-4
	HUSV 150 Family Studies Practicum	2
	HUSV 160 Family Service Worker 2 Practicum	2
Program mods HUSV		
	AS/Certificate Addiction Studies	42
	AS/Certificate AS/Certificate Human Services General	28
	Certificate Certificate Co-Occuring Disorders	46-47
	Certificate Certificate Family Studies	31
	Certificates Certificate Family Service Worker 2	7

V. Curriculum Other Stand Alone Certification for 2013-2014

VI. 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.

VII. Reports

- a. AP&P Representatives
- b. AP&P Chair
- c. Administration
- d. Admissions and Records

- e. Counseling/Matriculation
- f. Articulation
- g. Curricunet
- h. PCA Review and Recommendations
- i. Support

VIII. Call for Future Agenda Items

- IX. Call to adjourn:** a motion was made to adjourn at 4:00 pm.(M/S/P – Lennihan/Mitchem)

Academic Policy & Planning Committee Minutes

Meeting: Thursday, September 19, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS

- X Chair – Sofía Ramírez-Gelpí
- X Applied Social Sciences – Judith Dal Porto
- A Business – Carmen Montañez-Rodríguez
- X Counseling – Lydia Maxwell
- X English – Jennifer Jozwiak
- X Fine Arts – Michael Dempsey
- X Kinesiology, Rec & Athletics – Sheri Bates
- X Health Sciences – Larry Manalo
- X Industrial Technology – Robert Mabry
- X Languages & Communication – Melinda Nishimori
- X Life and Physical Sciences – Rob Lennihan
- X Mathematics & Engineering – Derek Mitchem
- X Miscellaneous – Sandra Bierdzinski
- X Public Safety – Mike Messina
- A Social & Behavioral Sciences – Tom Vandermolen
- Student Representative – Nicholas Presher

NON-VOTING MEMBERS

- A Curriculum Specialist – Rebecca Andres
- X Admissions & Records – Janet Hooghuis
- X Articulation – David DeGroot
- A VP, Academic Affairs – Luis Sánchez
- Non-Credit Education – vacant
- Part-Time Faculty Union – Pamela Blanchard

OTHER:

- A Karen Tait, past AP&P Chair

INVITEES

- A Dean, Academic Affairs – Roanna Bennie
- A Dean, Academic Affairs – Paul Murphy
- A Dean, Academic Affairs – Nancy Meddings
- A Dean, Student Services – Robert Parisi
- A Dean, Academic Affairs – Ardis Neilsen
- A Dean, Matriculation/Counseling – vacant
- A Dean, Extended Campus – Rick Rantz

GUESTS

- John Lovern

I. Approval of Minutes

- Motion to approve of the minutes of April 11, 2013. (M/S/P – Lennihan, Mitchem)
- Motion to approve of the minutes of April 18, 2013. (M/S/P – Manalo, Mitchem)
- Motion to approve of the minutes of August 29, 2013. (M/S/P – Mitchem, Lennihan)

II. Approval of the Agenda

- Motion to approve the agenda. (M/S/P – Manalo, Mitchem)

III. Curriculum – Second Reading

ECS 132 / EDUC 132	Child Identity and Learning	Textbook Change Request - Consent agenda. (M/S/P – Lennihan, Manalo)
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IV. Curriculum – First Reading

Information on CWE courses:

There are different contact hours for “paid placement” experience (1 unit = 75 hours) and “unpaid placement” experience (1 unit = 60 units) in the CWE 149 shell.

There were discussions regarding the combination of CWE components in a course.

John Lovern – presented the intent of the courses in addressing the rationales for the recent changes in the program. He provided rationale for the use of “internship” instead of current language, “practicum”.

Suggested: Include the language of “facilitated discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.

Regarding the tracking of the CWE unit-limit, there is a need for the student to be aware of the unit limit on the use of CWE courses. Title 5 limits students to 16 units of CWE. It is suggested that the CWE information be included in the catalog description.

Upon approval of these courses, the other courses – HUSV 105 ABCD and HUSV 121, 131, 141, 151, and 161 – will be dropped. It is suggested that these courses be “sunset” versus dropped.

The following changes in the courses would be reflected in the units in the degree/program catalog information.

HUSV 120	Human Services Practicum	Include the “general” in the course title to clarify the certificate program the course is a “core”. Include the language of “facilitated
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		discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.
HUSV 130	Addiction Studies Practicum	Include the language of “facilitated discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.
HUSV 140	Co-occurring Disorders Practicum	Use the full course title for catalog title. Include the language of “facilitated discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.
HUSV 149	Additional HUSV Practicum	Rename the course to a different number and title. Suggested: Remove the word “Additional” from the course title and replace with “Supplemental”. Renumber course to HUSV 170.
HUSV 150	Family Studies Practicum	Include the language of “facilitated discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.
HUSV 160	Family Services Worker 2 Practicum	Include the language of “facilitated discussions” and “seminar” to maintain the intent of the courses methods of instruction. Regarding contact hours, include the table on paid and unpaid hours for the CWE component of the course.

Motion to consider the above courses. (M/S/P: Dempsey, dal Porto)

V. Curriculum – Other

Stand-alone Training and Certification – Sophia R-G. conducted the training.

Content Review and PCAs – There were no PCAs to review at this time.

VI. 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.

Dempsey – We have a responsibility to vote in next month for a replacement for the AP&P chair next year. We have to open nominations as an agenda item.

Backstage tour of Mary Poppins given by Michael Dempsey – 3:00pm on Nov 18, 2013

VII. Reports

AP&P Representatives – No reports at this time

AP&P Chair – No report at this time

Administration – No report at this time.

Admissions and Records – No report at this time.

Counseling/Matriculation – Course substitution and TMC

Articulation – CCC Chancellor’s Office and regional meetings. There is a need for implementation guidelines for TMC and substitutions and pass-alongs, and reciprocity etc.

Curric-Unet – no report

Support – no report

VIII. Call for Future Agenda Items

Open nominations for AP&P chairperson.

Health and Wellness – the need to clarify/eliminate/review the current language and criteria. Research need for/to include SLOs.

IX. Call to Adjourn

Move to adjourn. (M,S,P – Lennihan, Mitchem)

Next meeting: Thursday, Sept. 26, 2013, in the Captain's Room, starting at 2:00 p.m.

Academic Policy & Planning Committee Minutes

Meeting: Thursday, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS

X Chair – Sofia Ramirez-Gelpi
 Applied Social Sciences – Judith Dal Porto
 X Business – Carmen Montañez-Rodríguez
 X Counseling – Lydia Maxwell
 X English – Jennifer Jozwiak
 X Fine Arts – Michael Dempsey
 X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry
 X Languages & Communication – Melinda Nishimori
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Miscellaneous – Sandra Bierzdzinski
 X Public Safety – Mike Messina
 X Social & Behavioral Sciences – Tom Vandermolen
 X Student Representative – Nicholas Preshner

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 X Admissions & Records – Janet Hooghuis
 X Articulation – David DeGroot
 VP, Academic Affairs – Luis Sánchez
 Community Education – vacant
 Part-Time Faculty Union – Danielle Blanchard

OTHER:

Karen Tait, past AP&P Chair

INVITEES

Dean, Academic Affairs – Roanna Bennie
 Dean, Academic Affairs – Paul Murphy
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – vacant
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing

I. **Approval of Minutes** – a motion was made to approve the minutes of 9/19/2013 meeting. AP&P minutes for the 9/12/13 meeting will be reviewed at the next meeting. (M/S/P Dempsey/Manalo – abstention=1)

II. **Approval of the Agenda**- a motion was to approve the agenda as distributed. (M/S/P Manalo/Bierzdzinski)

III. Curriculum – 2nd Reading

a) NEW COURSES	DANC	Leveled courses are being proposed as a result of some dance courses no longer being repeatable. The leveled courses will allow students to experience specific dance styles at beginning through advanced levels.	Units
	DANC 188	Intermediate Composition/Choreography Advisory: DANC 171	3
	DANC 138	Intermediate Hip Hop Dance Advisory: ENGL 514, DANC 133	2
	DANC 137	Funk Dance Advisory: ENGL 514, DANC 133	2
	DANC 133	Hip Hop Dance Advisory: ENGL 514	2
	MUS 128	Introduction to Piano (<i>Piano Family</i>)	1
	MUS 129	Introduction to Singing (<i>Vocal Instruction Family</i>)	2
b) COURSE MODS	ART	The ART courses are being modified to clarify the level of skills development and to more accurately reflect current course content and methodology.	
	ART 122	Life Drawing 1	3
	ART 123	Life Drawing 2	3
	ART 124	Mixed Media 1 The course title is being modified.	3
	ART 125	Painting in Acrylics 1	3
	ART 126	Painting in Acrylics 2	3
	ART 129	Painting in Oils 1	3
	ART 130	Painting in Oils 2	3
	ART 133	<u>Composition Studies: Human Figure 1</u> (<i>Composition Family</i>) The title of the course is being changed from Painting the Human Figure 1 Prerequisite: ART 120; advisory: completion of or concurrent enrollment in ART 122	0.5
	ART 134	<u>Composition Studies: Human Figure 2</u> (<i>Composition Family</i>) The title of the course is being changed from Painting the Human Figure 2	0.5
	ECS 111	Supervision and Administration Advisory: ENGL 513.	3
	ECS 112	Preschool Child with Special Needs Advisory: ENGL 513	3
	ECS 113	Infant Intervention	3

		Prerequisite: ECS 100. Modified advisory: ECS 100 and 112 ECS 115 and ENGL 513	
ECS 117		Teaching the Hispanic Child Advisory: ENGL 513	3
ECS 111		Supervision and Administration Advisory: ENGL 513.	3
ECS 112		Preschool Child with Special Needs Advisory course: ENGL 513	3
ECS 113		Infant Intervention	3
ECS 117		Prerequisite: ECS 100. Advisory: ECS 100 and 112 ECS 115 and ENGL 513. Teaching the Hispanic Child Advisory: ENGL 513	3
ECS 120		Mentor Teacher and Adult Supervision Prerequisite: ECS 106; Advisory course: ENGL 513	2
ECS 125		Curriculum for School-Age Children 6 to 12 Years Modified advisory: ECS 100, 101 ENGL 513. The title of the course is also being modified.	0.5
ECS 311		Creating Learning Materials Modified advisory: Eligibility for ENGL 101 or ENGL 301 or concurrent enrollment in ENGL 300-ENGL 513	3
ECS132		Child Identity and Learning New Textbook Change: How Children Succeed	3
EDUC 132		Child Identity and Learning New Textbook Change: How Children Succeed	3
MUS 120		Introduction to Piano (<i>Piano Family</i>)	1
MUS 123		Class Vocal Techniques (<i>Vocal Instruction Family</i>)	2
c) PROGRAM MOD	ART	Associate in Art Courses are being added to a list of selected units and the wording "recommended electives" is being removed. The total program units have not changed.	27-28

d) COMMITTEE RECOMMENDATIONS

A motion was made to recommend 2nd readings for adoption (M/S/P Maxwell/Manalo)
A motion was made to recommend prerequisites, corequisites, and advisories for adoption.
(Manalo/Mitchem)

IV. Curriculum – First Reading

a) NEW COURSES	PE 114	Techniques & Theory of Softball Previously an experimental course, PE 179B. The course is designed as an enhancement course in conjunction with PE 170 and PEIA 145 in preparation of intercollegiate softball competition.	3
	PE 179D	Intercollegiate Swimming, Women Experimental course to support and encourage the development of student athletes participating in the women's swim team.	3
	PEIA 185	Intercollegiate Swimming, Women Experimental course to support and encourage the development of student athletes participating in the women's swim team.	3
b) COURSE MODS	PE 128	Sport Psychology	3
	PE145	Textbook change Intercollegiate Conditioning The course prefix and number are being changed to PEIA 195 to align with other PEIA courses in the catalog listing	0.5-3
	RVT	Modifying catalog description to comply with veterinary medical board requirements.	
	RVT 303	Veterinary Pharmacology	2

		RVT 305	Medical Nursing & Animal Care	2
		RVT 306	Surgical Nursing & Dentistry	4
		RVT 307	Veterinary Equipment and Radiography	2
		BIOL 100	Introduction to Biology Textbook change	4
		NURS	The courses are being modified to comply with board of nursing requirements for continued approval	
		NURS 103	RN Practicum 1	5
		NURS 111	Intermediate RN Skills	0.5
		NURS 112	Advanced RN Skills	0.5
c)	PROGRAM			
	MOD	EMS	AS Degree/Certificate Emergency Medical Services The program modification does not include changing the certificate program. The program is being modified as a result of program review. Courses in other disciplines that relate to the knowledge base required by an EMS professional are being added to the program. The degree will cover a broader range of topics in addition to a greater breadth of subject matter. . COMMITTEE RECOMMENDATIONS: include the modifications to the certificate program as well; provide a clean copy of the modified degree and certificate. The total program units are being changed from 29.5 units to 34 units.	29.5
		AG	AS Degree/Certificate Enology & Viticulture Adding and removing courses from selected units. The total program units will decrease from 31 to 22 units as a result of the proposed modifications.	31
		AG	AS Degree/Certificate Viticulture Adding and removing courses from selected units. The total program units will decrease from 35 to 26 units as a result of the proposed modifications. COMMITTEE RECOMMENDATIONS: correct the units for AG 122	35
		AG	AS Degree/Certificate Wine Marketing and Sales Adding and removing courses; the title of the program is being modified to Wine Business. The total program units will decrease from 32.5 to 22 units as a result of the proposed modifications.	32.5
		PE/KIN	AA Degree Physical Education The program title is being modified to "Kinesiology" to show how it relates to programs offered by four-year colleges and universities. The total program units are not affected.	21
		REC	AS Degree/Certificate Recreation Management BUS 102, Marketing, is being added to the list of selected units as recommended by the program's advisory committee. The total program units will not change.	21
d)	New Program	PHYS	Associate in Science in Physics for Transfer SB 1440, required transfer degree program. COMMITTEE RECOMMENDATION: complete and submit program cover sheet	30
e)	Committee actions		A motion was made to recommend 1 st readings for consideration (M/S/P - Dempsey/Mitchem) A motion was made to recommend prerequisites, corequisites, and advisories for consideration (M/S/P Dempsey/Manalo)	

V. Curriculum – Other

a) Prerequisites –

b) Repeatability motion (M/S/P - Dempsey/Manalo)

VI. 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.

VII. Reports – no reports were given

- a) AP&P Representatives
- b) AP&P Chair
- c) Administration
- d) Admissions and Records
- e) Counseling/Matriculation
- f) Articulation
- g) Curricunet
- h) Support

VIII. Call for Future Agenda Items

IX. Call to Adjourn- a motion was made to adjourn at 4:05 pm (M/S/P - Lennihan/Manalo)

Academic Policy & Planning Committee Minutes

Meeting: Thursday, October 3, 2013 – Captain's Room – 2:00 PM

<p>INVITEES</p> <p>X Chair – Sofia Ramírez-Gelpi Applied Social Sciences – Judith Dal Porto X Business – Carmen Montañez-Rodríguez X Counseling – Lydia Maxwell X English – Jennifer Jozwiak X Fine Arts – Michael Dempsey X Kinesiology, Rec & Athletics – Sheri Bates X Health Sciences – Larry Manalo</p> <p>Dean, Academic Affairs – Roanna Bennie X Dean, Academic Affairs – Paul Murphy Dean, Academic Affairs – Nancy Meddings Dean, Student Services – Robert Parisi</p>	<p>VOTING MEMBERS</p> <p>X Industrial Technology – Robert Mabry X Languages & Communication – Melinda Nishimori X Life and Physical Sciences – Rob Lennihan X Mathematics Sciences – Derek Mitchem X Miscellaneous – Sandra Bierdzinski X Public Safety – Mike Messina X Social & Behavioral Sciences – Tom Vandermolen X Student Representative – Nicholas Presher</p> <p>Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – vacant Dean, Extended Campus – Rick Rantz Associate Dean/Athletic Director – Kim Ensing</p>	<p>NON-VOTING MEMBERS</p> <p>X Curriculum Specialist – Rebecca Andres X Admissions & Records – Janet Hooghuis X Articulation – David DeGroot VP, Academic Affairs – Luis Sánchez Community Education – vacant Part-Time Faculty Union – Danielle Blanchard</p> <p>OTHER: Karen Tait, past AP&P Chair</p> <p>GUESTS: Diane McMahon, Larissa Nazarenko, Al Avila</p>
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- I. **Approval of Minutes** – a motion was made to approve the minutes of the 9/12/13 meeting as amended. (M/S/P Maxwell/Manalo). A motion was made to approve the minutes of the 9/26/13 meeting as amended. (M/S/P Maxwell/Manalo)
- II. **Approval of the Agenda** – a motion was made to approve the agenda as amended (PE 114 is a new course proposal not a course mod as stated on the agenda). (M/S/P Manalo/Lennihan)
- III. **Curriculum 2nd Reading (Consent Items)**

Proposal Type	Prefix	Title	Units
a) New Courses	PE 179D	Intercollegiate Swimming, Women	3
	PE 114	Techniques & Theory of Softball	3
	PEIA 185	Intercollegiate Swimming, Women	3
b) Course Mods	PE 128	Sport Psychology	3
	PEIA 195	Intercollegiate Conditioning (previously PE 145)	0.5-3
	RVT 303	Veterinary Pharmacology	2
	RVT 305	Medical Nursing & Animal Care	2
	RVT 306	Surgical Nursing & Dentistry	4
	RVT 307	Veterinary Equipment and Radiography	2
	BIOL 100	Introduction to Biology	4
	NURS 103	RN Practicum 1	5
	NURS 111	Intermediate RN Skills	0.5
NURS 112	Advanced RN Skills	0.5	
c) Program Mod	REC	AS Degree/Certificate Recreation Management	21
d) New Program	PHYS	Associate Degree in Science in Physics for Transfer	30
e) Committee Actions:	i.	A motion was made recommend 2 nd readings for adoption. (M/S/P Manalo/Dempsey)	
	ii.	A motion was made to recommend program modifications and new program for adoption. (M/S/P Dempsey/Montanez)	
	iii.	A motion was made to accept content review. (M/S/P Manalo/Mitchem)	

IV. Curriculum – First Reading

a) New Courses	AJ 150	Introduction to Forensics Proposed advisory: eligibility for ENGL 101 or completion of ENGL 514	3
	DANC 379A	Workshop in Contemporary Dance Experimental course in contemporary dance.	3

b) Course Mods	RVT 301	Veterinary Anatomy, Physiology and Terminology A limitation on enrollment is being added to the course outline because the course is designed specifically for the RVT program: <u>Acceptance to the RVT program</u> . COMMITTEE RECOMMENDATIONS: consider removing the CHEM 120 prerequisite course	3
	GRPH 160	Applied Design Graphics Lab The course is being modified to a 300-level beginner skills course because it is no longer a repeatable course; modifying the course title to reflect first level: <u>Applied Design Graphics Lab 1</u> COMMITTEE ACTION: A motion was made to table GRPH 160. (M/S/P Dempsey/Presher).	0.5-1
	DANC	The DANCE courses are being modified as intercollegiate competition courses to address repeatability.	
	DANC 148	Folklorico Concert Production The lecture hour is being removed and the lab hours are being increased from 7.5 to 10 lab hours.	3
	DANC 180	Performance Laboratory	3
	DANC 183	Dance Ensemble COMMITTEE RECOMMENDATIONS: 1) complete content review for DANC 180 advisory course; 2) include in the catalog description that the dance competition is required for all students in the course; 3) add the word "competition" to the title of the competition in the COR (e.g. Asociacion Nacional De Grupos Folklorico <u>competition</u>); 4) tie course content, course objectives, and outcomes specifically to the competition in DANC 148, 180, and 183	3
	ECS	The ECS courses listed are being modified as a result of course/program review.	
	ECS 122	Positive Child Guidance Proposed advisory: <u>ENGL 513</u>	3
	ECS 312	Music Activities for Young Children Proposed advisory: <u>ENGL 513</u> COMMITTEE RECOMMENDATIONS: list all of the advisory skills for ENG 513; include information for students in the catalog description regarding course hours	0.5
	EMS 102	First Aid & Safety The course is being modified to align with C-ID (course identification numbering system).	3
	EMS 302	EMS Academy 1B Advanced The course is being modified as a result of an agency mandate to include Emergency Vehicle Operator Course (Ambulance) National Standard curriculum in the course content. The prerequisite course, LE 341 is being removed.	7
	HIST/HUM	The content and objectives in the HIST courses listed are being modified to align with C-ID.	
	HIST/HUM 104	Western Civilization to 1650	3
	HIST 107	US History to 1877	3
	HIST 108	US History: 1877 to Present	3
	GRPH 117	Typography The textbook is being changed.	
c) DL Request	ECS 122	Positive Child Guidance The request is to offer the course online and accessible to a broader student population. Blackboard's discussion board and quiz/test creator will be utilized; the online course offering will include an additional 8 short answer quizzes. Recommendations by the adaptive technology internet access specialist includes adjustments to the course in Blackboard for visually and hearing impaired students.	3

d) Course Drops	AB 330	Blueprint Reading and Interpretation	3
	EL 111	Fundamentals of DC Circuit Analysis	1.5
	EL 112	Fundamentals of DC Circuit Analysis Lab	1
	EL 113	Fundamentals of AC Circuit Analysis	1.5
	EL 114	Fundamentals of AC Circuit Analysis Lab	1

COMMITTEE RECOMMENDATIONS: address the effect of dropping EL 111 - 114 on programs, specifically, where these courses are listed in the core units; submit program modification proposals appropriately.

A motion was made to table EL 111, 112, 113,114. (M/S/P Dempsey/Presher)

- e) **Committee Actions:**
- i. A motion was made to accept content review for course prerequisites, corequisites and advisories. (M/S/P Dempsey/Manalo)
 - ii. A motion was made to recommend 1st readings (except for GRPH 160, EL 111- 114 above) for consideration. (M/S/P Dempsey/Lennihan)
 - iii. A motion was made to recommend repeatability for DANC 148, 180, and 183. (M/S/P Manalo/Dempsey)

V. Curriculum – Other

- a) Prerequisites, Corequisites and Advisories (PCAs)
- b) Repeatability
- c) 50% Law and Reassigned Time – Al Avila lead the discussion.

VI. 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.

VII. Reports - NONE

- a) AP&P Representatives
- b) AP&P Chair
- c) Administration
- d) Admissions and Records
- e) Counseling/Matriculation
- f) Articulation
- g) Curricunet
- h) Support

VIII. Call for Future Agenda Items

IX. Call to Adjourn –

Academic Policy & Planning Committee Minutes

Meeting: Thursday, October 17, 2013 – Building H, Room 104, 2:00 PM

VOTING MEMBERS

X Chair – Sofia Ramirez-Gelpi Applied Social Sciences – Judith Dal Porto Business – Carmen Montañez-Rodríguez Counseling – Lydia Maxwell X English – Jennifer Jozwiak X Fine Arts – Michael Dempsey X Kinesiology, Rec & Athletics – Sheri Bates X Health Sciences – Larry Manalo	X Industrial Technology – Robert Mabry X Languages & Communication – Melinda Nishimori X Life and Physical Sciences – Rob Lennihan X Mathematics Sciences – Derek Mitchem X Miscellaneous – Sandra Bierzinski X Public Safety – Mike Messina X Social & Behavioral Sciences – Tom Vandermolen Student Representative – Nicholas Presher
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NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 Admissions & Records – Janet Hooghuis
 X Articulation – David DeGroot
 VP, Academic Affairs – Luis Sánchez
 Community Education – vacant
 Part-Time Faculty –

INVITEES

Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Paul Murphy Dean, Academic Affairs – Nancy Meddings Dean, Student Services – Robert Parisi	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – vacant Dean, Extended Campus – Rick Rantz Associate Dean/Athletic Director – Kim Ensing
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OTHER:

Karen Tait, past AP&P Chair

- I. **Approval of Minutes:** a motion was made to approve the minutes of the October 3, 2013 meeting. (M/S/P Maxwell /Lennihan)
- II. **Approval of the Agenda:** a motion was made to approve the agenda as amended - remove PEIA 185 from agenda. (M/S/P Bates/Manalo)
- III. **Curriculum – 2nd Reading**

a) New Courses	Course Prefix	Course Title	Units
	DANC 379A	Workshop in Contemporary Dance	3
	AJ 150	Introduction to Forensics	3
		Advisory: <u>eligibility for ENGL 101 or completion of ENGL 514</u>	
	HUSV 170	Concurrent Human Services Practicum	2-4
b) Course Mods	ECS 122	Positive Child Guidance	3
		Advisory: <u>ENGL 513</u>	
	ECS 312	Music for Early Childhood Educators	0.5
		The title of the course is being changed from Music Activities for Young Children	
	EMS 102	First Aid & Safety	3
	HIST/HUM 104	Western Civilization to 1650	3
	HIST 108	US History: 1877 to Present	3
	HUSV 120	Human Services Internship	4
	HUSV 130	Addiction Studies Internship	6
	HUSV 140	Co-occurring Disorders Internship	4
	HUSV 150	Family Studies Internship	4
	HUSV 160	Family Service Worker 2 Internship	4
	RVT 301	Veterinary Anatomy, Physiology and Terminology	3
		Limitation on enrollment: <u>acceptance to the RVT program</u>	
c) Agency Mandate	EMS 302	EMS Academy 1B (Advanced)	7
		Modified Co-requisite: LE344 ENVT 156	
		New Advisory: achieve a minimum score of 79 on the START reading placement test. Completion of or concurrent enrolment in ENGL 514 or equivalent	
d) Course Drops	AB 330	Blueprint Reading and Interpretation	3
e) Textbook Change	GRPH 117	Typography	3
f) Program Modifications	AGRIBUSINESS	The agribusiness programs are being modified to be more manageable for students. Courses are being removed and/or added reducing the total number units required for the degree and/or certificate.	
	AA	Enology & Viticulture	22
		The required major units for the degree are-being reduced from 21 to 10 units plus a	

	minimum of 12 selected units. This will change the total program units required for the degree from 31 to 22 units.	
AS/Certificate	Viticulture The required major units for the degree and certificate are being reduced from 24 units to 17 units plus a minimum of 9 selected units. This will change the total program units required for the degree and certificate from 33 to 26 units.	26
AS/Certificate	Wine Business Marketing & Sales The title of the degree and certificate are being changed to Wine Business; the required major units are being decreased from 32.5 to 11 units plus a minimum of 11 selected units. This will change the total program units from 32.5 to 22 units.	22
AS/Certificate	Emergency Medical Services Modifications to the existing EMS degree and certificate are being made as a result of program review and to better serve our students. Accessible courses are being added and courses not routinely offered by the college are being removed. The courses being added are in an unrelated discipline but relate to the knowledge base required by an EMS professional. The degree will cover a broader range of topics in addition to a greater breadth of subject matter. The required major units are decreasing from 18.5 to 16 units plus a minimum of 18 selected units. This will change the total program units from 29.5 to 34 units.	34

g) COMMITTEE ACTIONS:

- i. a motion was made to recommend for adoption courses presented for 2nd reading, items a) through e) (M/S/P - Manalo/Lennihan)
- ii. a motion was made to recommend for adoption new and modified prerequisites, corequisites, and advisories presented for 2nd reading (M/S/P – Manalo/Lennihan)
- iii. a motion was made to recommend for adoption modifications to programs presented for 2nd reading (M/S/P Manalo/Lennihan)

IV. Curriculum – First Reading

a) New Course	AT 336	Advanced Automotive Machining New prerequisite: AT 334 Limitation on enrollment: must take and pass a lab safety test. The course is being proposed to better prepare students in automotive machining.	5
b) Course Mods	AT	Modifications to automotive technology courses are being made and components of the course outline of record are being updated.	
	AT 133	Automotive Engine Rebuilding Prerequisite: AT 100 Limitation on enrollment: <u>must take and pass a lab safety test.</u> <u>COMMITTEE RECOMMENDATIONS:</u> the prerequisite skills are misaligned; it was noted by department AP&P rep that the wrong textbook is listed	5
	AT 303	Automotive Electricity New prerequisite: <u>AT 100</u> Limitation on enrollment: must take and pass a lab safety test The course is being modified from 4 units to 5 units: weekly hours are being increased from 4 to 5 hours, weekly lecture hours increasing from 2 to 3 hours, weekly lab hours increasing from 4 to 6 hours. <u>COMMITTEE RECOMMENDATIONS:</u> enter total units, list all prerequisite skills for AT 100	4
	AT 306	Auto Air Conditioning Systems Prerequisite: AT 100 New advisory: <u>AT 303</u> Limitation on enrollment: must take and pass a lab safety test The total units are being increased from 1 unit to 4 units: total lecture hours are being increased from 16 to a range of 48-54 hours, total lab hours are being increased from 20 to a range of 48-54 hours, advisory course is being added – AT 303 <u>COMMITTEE RECOMMENDATIONS:</u> enter total units, list all prerequisite skills for AT 303	1
	AT 334	Automotive Machining	5

Modified prerequisite: ~~AT 100~~ AT 133

Limitation on enrollment: must take and pass a lab safety test

COMMITTEE RECOMMENDATIONS: list all entrance skills for at 133, it was noted that the adopted textbook for the course is widely used and appropriate regardless of its publishing date of 2006

AT 389 Independent Projects in Automotive Technology 1-3

SOC Modifications are being made to sociology courses and the course outlines are being updated to reflect current emphases in the discipline and to align with C-ID models. In addition, the modifications reflect more accurately the interests and pedagogical styles of current faculty.

SOC 102 Social Problems 3
It was noted that a required research paper is no longer a requirement for this course.

SOC 104 Social Science Research Methods 3
Modifications include removing the PSY multiple prefix offering – students completing PSY 104 will not be eligible to enroll in SOC 104.

SOC 120 Race and Ethnic Relations 3

SOC 155 Media and Society
COMMITTEE RECOMMENDATIONS: there was a discussion about the term paper assignments including a possible ENGL advisory for the course

SOC 160 Cities and Urban Life 3
COMMITTEE RECOMMENDATIONS: there was a discussion about the term paper assignments, including instruction for this assignment and a possible ENGL advisory for the course

b) New

Programs

SB 1440 required associate degree for transfer programs.

AA-T Associate in Art in Kinesiology for Transfer 21-24

AA-T Associate in Art in Political Science for Transfer 18-19

AA-T Associate in Art in Sociology for Transfer 18-19

AA-T Associate in Art in Spanish for Transfer 25

AA-T Associate in Art in Kinesiology for Transfer 21-24

c) COMMITTEE ACTIONS:

iv. a motion was made to recommend for consideration courses presented for 1st reading (M/S/P Mitchem/Lennihan)

v. a motion was made to recommend for consideration new, existing, and modified prerequisites, corequisites, and advisories presented for 1st reading (M/S/P Mitchem/Dempsey)

vi. a motion was made to recommend for consideration new programs presented for 1st reading (M/S/P Dempsey/Mitchem)

V. Curriculum – Other

a) Prerequisites, Corequisites and Advisories (PCAs)

The committee participated in the Chancellor's Office webinar on prerequisites, corequisites, and advisories.

b) Repeatability

VI. 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.

VII. Reports - none

VIII. Call for Future Agenda Items – none

IX. Call to Adjourn – a motion was made to adjourn at 4:00 pm. (M/S/P Lennihan/Mitchem)

Academic Policy & Planning Committee Minutes

Meeting: Thursday, October 24, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS

Chair – Sofia Ramírez-Gelpí
 Applied Social Sciences – Judith Dal Porto
 Business – Carmen Montañez-Rodríguez
 Counseling – Lydia Maxwell
 English – Jennifer Jozwiak
 Fine Arts – Michael Dempsey
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Languages & Communication – Melinda Nishimori
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Miscellaneous – Sandra Bierdzinski
 Public Safety – Mike Messina
 Social & Behavioral Sciences – Tom Vandermolen
 Student Representative – Nicholas Presher

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 Admissions & Records – Janet Hooghuis
 Articulation – David DeGroot
 VP, Academic Affairs – Luis Sánchez
 Community Education – vacant
 Part-Time Faculty Union –

OTHER:

Karen Tait, past AP&P Chair

GUESTS:

Diane McMahon

INVITEES

Dean, Academic Affairs – Roanna Bennie
 Dean, Academic Affairs – Paul Murphy
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – vacant
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing

- I. **Approval of Minutes:** a motion was made to table approval of the October 17, 2013 meeting minutes. (M/S/P Manalo/Dempsey)
- II. **Approval of the Agenda:** a motion was made to approve the agenda as distributed. (M/S/P Manalo/Lennihan)
- III. **Curriculum 2nd Reading Consent Agenda Items:**

a) New Course	Course Prefix	Course Title	Units
	AT 336	Advanced Automotive Machining New prerequisite: AT 334 Limitation on enrollment: must take and pass a lab safety test	5
b) Course Mods	SOC 102	Social Problems	3
	SOC 104	Social Science Research Methods	3
	SOC 120	Race and Ethnic Relations	3
	SOC 155	Media and Society	3
	SOC 160	Cities and Urban Life	3
	AT 133	Automotive Engine Rebuilding Prerequisite: AT 100 Limitation on enrollment: must take and pass a lab safety test	5
	AT 303	Automotive Electricity New prerequisite: AT 100 Limitation on enrollment: must take and pass a lab safety test Units increased from 4 to 5 units: 3 lecture hours and 6 lab hours	5
	AT 306	Auto Air Conditioning Systems Prerequisite: AT 100; New advisory: AT 303 Limitation on enrollment: must take and pass a lab safety test Units increased from 1 to 4 units: 3 lecture hours and 3 lab hours, modified course title	4
	AT 334	Automotive Machining Modified Prerequisite: AT 133 Limitation on enrollment: must take and pass a lab safety test	5
	AT 389	Independent Projects in Automotive Technology	1-3
b) Request for DL	ECS 122	Positive Child Guidance	3
c) New Programs	AA-T	Associate in Art in Anthropology for Transfer	19-20
	AA-T	Associate in Art in Kinesiology for Transfer	21-24
	AA-T	Associate in Art in Political Science for Transfer	18-19

AA-T	Associate in Art in Sociology for Transfer	18-19
AA-T	Associate in Art in Spanish for Transfer	25

- d) Committee actions:**
- i. a motion was made to recommend for adoption proposals presented for 2nd reading, a) through c) (M/S/P Manalo/Lennihan)
 - ii. a motion was made to recommend for adoption prerequisites, corequisites, and advisories (M/S/P Manalo/Lennihan)

IV. Curriculum – First Reading

a) New Courses	Course Prefix	Course Title	Units
	AG 158	Agricultural Economics This course is being created as a result of the 2009-10 comprehensive program review and a collaboration with the City of Santa Maria to offer community gardening courses. COMMITTEE RECOMMENDATIONS: include outside assignments appropriate for a 100-level course.	3
	DANC 199	Workshop in Dance COMMITTEE RECOMMENDATIONS: change the title of the course to be consistent with 199 special topic shell format: Special Topics in Dance, offer as a variable unit course 0.5-3 units for wider use of the course shell.	3
	ENGL 307	Writing Across the Curriculum I Designed as the second course in a sequence to advance academic progress supporting students in all majors. This course supports the recommendations of the SSTF to provide opportunities for underprepared community college students to be successful in the course work. COMMITTEE RECOMMENDATIONS: consider re-wording in method of evaluation, there was a discussion regarding ENGL 306 and the relation with 307, confirmation from the English department was that 306 and 307 are not sequential nor is the intent for the two courses to be taken concurrently.	0.5
	GRPH	Lab courses are being created as leveled courses to allow students to develop the necessary skills in applied design. Corequisite courses: completion of or concurrent enrollment in GRPH 108, 110, 112, 113, 115, 116, 117, 118, 120, 130	
	GRPH 360	Applied Design Graphics Lab 1	0.5-1
	GRPH 361	Applied Design Graphics Lab 2 Prerequisite: GRPH 360	0.5-1
	GRPH 362	Applied Design Graphics Lab 3 COMMITTEE RECOMMENDATIONS: GRPH 360 confirm the number units being proposed (the number of units on the proposal does not match the units listed on the course outline), remove reference to "B and C sections" on page 2 GRPH 362- correct the prerequisite course listed. GRPH 360, 361 and 362 - the corequisite language in the catalog description does not match the corequisite section on page 1 of the course outline, objectives and outcomes must be different for each course, there was a discussion about the need for a fourth skill level lab course	0.5-1
	MATH 521	Foundations of Mathematics This new course was offered successfully as an experimental	5

course and will replace MATH 511 and 531.
 COMMITTEE RECOMMENDATIONS: remove the noncredit advisory course and replace with assessment score or language that identifies the desired entrance skills

MT	New 100-level courses are created to provide students with transfer opportunities in machine technology and to incorporate more advanced assemblies, simulation and analysis necessary to function in modern manufacturing environments.		
	MT 113	SolidWorks1	3
	MT 114	SolidWorks 2	3
		New Advisory: MT 113 SolidWorks 1	
	MT 115	Lean Manufacturing	3
	MT 116	Mastercam Online	3
		COMMITTEE RECOMMENDATIONS 100-LEVEL MT: list lower division CSU comparable courses only, include SAM code, remove course title in the advisory skills section, move advisory language to catalog description, list assignments appropriate for 100-level, distance learning page attached to course outline not applicable (distance learning review/approval is done separately)	
MT	New machine technology courses are designed to provide students with national, portable, stackable, and latticed credentials for common industrial skills.		
	MT 301	Introduction to Safety	2
	MT 302	Quality & Process Improvement	2
	MT 303	Mfg. Processes and Production	2
	MT 304	Maintenance Awareness	2
		COMMITTEE RECOMMENDATIONS 300-LEVEL MT: include SAM code, clarification of the assessment fee is needed, cannot use abbreviated course titles, remove references to distance learning instruction	
	WLDT 305	Welded Sculptural Projects	0.5
		COMMITTEE RECOMMENDATIONS: follow-up on possible duplication of course content in other welding courses and with discipline faculty in fine arts, consider this for a 1 unit course	
b) New Topics:	ART 199R	Soda Firing Advisories: ART 160 or ART 366 COMMITTEE RECOMMENDATIONS: include skills needed from ART 160 and 366. There was a discussion on the necessity of conveying potential safety hazards to students.	2
	ART 199S	Custom Made Ceramics Tools	2
	DRMA 199S	Repertory of Noises Off and Forever Plaid	3
	DRMA 199T	Repertory of Oklahoma and San Patricios	3
	DRMA 199U	Exploration of Noises Off and San Patricios	0.5
	DRMA 199V	Exploration of San Patricios through 36 Views	0.5
c) Course Mods:	ACCT	Accounting courses below are being modified to align with transfer model curriculum for the associate degree in business for transfer.	
	ACCT 130	Financial Accounting	3
	ACCT 140	Managerial Accounting	3
		COMMITTEE RECOMMENDATIONS: list SAM code on the proposal form	
AG	Agribusiness courses are being modified to remove the lab hours and correct the discipline placement. The proposal also includes placing the courses on the <i>CollegeNow!</i> list. Course units are adjusted where appropriate.		
	AG 150	Introduction to Agribusiness	3
	AG 152	Introduction to Animal Science	3

	AG 153	Introduction to Sustainable Agriculture	3
	AG 154	Introduction to Fruit Science	3
	AG 155	Introduction to Mechanized Agriculture	3
	AG 156	Intro to Environmental Horticulture	3
	AG 157	Agricultural Sales, Communication & Leadership	3
	AG 321	Basic Winemaking III	3
		The total units for the course will decrease from 3 units to 2 units.	
	AG 322	Basic Winemaking IV	4
		The total units for the course will decrease from 4 units to 2 units.	
		COMMITTEE RECOMMENDATIONS: attach current course outline to show modification of lec/lab hours, remove references to "masters" and "no masters" in the discipline field	
	ART	Art sculpture courses are being modified to update course content.	
	ART 164	Sculpture 1	3
	ART 165	Sculpture 2	3
		COMMITTEE RECOMMENDATION: clarify if there is to be an advisory course of ART 164 (listed on paperwork but not listed on course outline) clarify an evaluation method for the essay assignment in both ART 164 and 165 course outline.	
	BUS 110	Business Law	3
		The course is being modified to align with transfer model curriculum for the associate degree in business for transfer.	
	CBIS 101	Computer Concepts and Applications	3
		The course is being modified to align with transfer model curriculum for the associate degree in business for transfer.	
	CS 112	Fundamentals of Programming 2	4
		Modified Prerequisite: MATH 311 CS 111	
	DRMA 199	Special Topics in Drama	0.5-3
		The method of evaluation is being modified to meet current evaluator paradigm.	
	MT 189	Independent Projects in Machining and Manufacturing Tech	1-3
		New advisories: MT 110 and MT 111	
		COMMITTEE RECOMMENDATIONS: list SAM code, adjust total contact hours	
d) Course Sunsets	GRPH 160	Applied Design Lab	0.5-1
	PSY 115	Behavioral Modification	3
	PSY 116	Death and Dying	3
e) Course Drops	MT 311	Mastercam Online <i>pending</i>	3
	MT 312	Lean Manufacturing <i>pending</i>	3
	MT 313	SolidWorks 1 <i>pending</i>	3
f) Program Mods	ASandCert	Human Services: Addiction Studies	42
		The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 131 are being removed from the major units. The total program units are not affected.	
	AS and Cert	Human Services: General	28
		The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 121 are being removed from the major and a new course HUSV 170 is being added to the major units. The total program units are not affected.	
	Certificate	Human Services: Co-Occurring Disorders	44-46
		The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 141 are being removed from the major units; an alternative for HUSV 140, HUSV 170 is being added.	

Academic Policy & Planning Committee Minutes

Meeting: Thursday, October 31, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí
 X Applied Social Sciences – Judith Dal Porto
 Business – Carmen Montañez-Rodríguez
 Counseling – Lydia Maxwell
 X English – Jennifer Jozwiak
 X Fine Arts – Michael Dempsey
 X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry
 X Languages & Communication – Melinda Nishimori
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Miscellaneous – Sandra Bierdzinski
 Public Safety – Mike Messina
 Social & Behavioral Sciences – Tom Vandermolen
 X Student Representative – Nicholas Presher

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 X Admissions & Records – Janet Hooghuis
 X Articulation – David DeGroot
 VP, Academic Affairs – Luis Sánchez
 Community Education – vacant
 Part-Time Faculty Union –

OTHER:

Karen Tait, past AP&P Chair

INVITEES

Dean, Academic Affairs – Roanna Bennie
 Dean, Academic Affairs – Paul Murphy
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – vacant
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing

I. Approval of Minutes

A motion was made to approve the October 17, 2013 meeting minutes with corrections. (M/S/P Mitchem/Dempsey)

A motion was made to approve the October 24, 2013 meeting minutes with corrections. (M/S/P Lennihan/Mitchem)

II. Approval of the Agenda

A motion was made to approve the agenda as amended: open nominations for AP&P Chairperson. (M/S/P Mitchem/Manalo)

III. Curriculum – 2nd Reading

a) Program Modifications

		Units
AS/Certificate	Human Services: General The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 121 are being removed from the major and a new course HUSV 170 is being added to the major units. The total program units are not affected.	26-28
AS/Certificate	Human Services: Addiction Studies The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 131 are being removed from the major units. The total program units are not affected.	42
Certificate	Human Services: Co-Occurring Disorders The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 141 are being removed from the major units; an alternative for HUSV 140, HUSV 170 is being added.	47-49
Certificate	Human Services: Family Studies The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 151 are being removed from the major units; an alternative course for HUSV 150, HUSV 170, is being added. The total program units are being reduced from 31 to 29 units.	26-28
Certificate	Human Services: Family Services Worker 2 The program is being modified to replace courses that are no longer repeatable. HUSV 105 and 161 are being removed from the required units; an alternative course for HUSV 160, HUSV 170, is being added. The total program units are being reduced from 7 units to a range of 5-7 units.	5-7

b) New courses

	AG 158 Agricultural Economics	3
	DANC 199 Special Topics in Dance	0.5-3
	ENGL 307 Writing Across the Curriculum I	0.5
	GRPH 360 Applied Design Graphics Lab 1	0.5-1

	GRPH 361	Applied Design Graphics Lab 2	0.5-1
	GRPH 362	Applied Design Graphics Lab 3	0.5-1
	MATH 521	Foundations of Mathematics	5
	MT 111	Mastercam	3
	MT 112	Lean Manufacturing	3
	MT 113	SolidWorks 1	3
	MT 114	SolidWorks 2	3
		Advisory: MT 113	
	MT 301	Introduction to Safety	2
	MT 302	Quality & Process Improvement	2
	MT 303	Mfg. Processes and Production	2
	MT 304	Maintenance Awareness	2
	WLDT 305	Welded Sculptural Projects	1
c) New Topics	ART 199R	Soda Firing	2
	ART 199S	Custom Made Ceramics Tools	2
		Advisories: ART 160 and ART 366	
	DRMA 199S	Repertory of Noises Off and Forever Plaid (3 units)	3
	DRMA 199T	Repertory of Oklahoma and San Patricios (3 units)	3
	DRMA 199U	Exploration of Noises Off and Forever Plaid (0.5 units)	0.5
	DRMA 199V	Exploration of San Patricios through 36 Views (0.5 units)	0.5
d) Course Mods	ACCT 130	Financial Accounting	3
	ACCT 140	Managerial Accounting	3
	AG 150	Introduction to Agribusiness	3
	AG 152	Introduction to Animal Science	3
	AG 153	Introduction to Sustainable Agriculture	3
	AG 154	Introduction to Fruit Science	3
	AG 155	Introduction to Mechanized Agriculture	3
	AG 156	Intro to Environmental Horticulture	3
	AG 157	Agricultural Sales, Communication & Leadership	3
	AG 321	Basic Winemaking III	2
		Units decreasing from 3 to 2 units	
	AG 322	Basic Winemaking IV	2
		Units decreasing from 4 to 2 units	
	ART 164	Sculpture 1	3
	ART 165	Sculpture 2	3
	BUS 110	Business Law	3
	CBIS 101	Computer Concepts and Applications	3
	CS 112	Fundamentals of Programming 2	4
		Modified prerequisite: Math 311 <u>CS 111</u>	
	DRMA 199	Topics in Drama	0.5-1
	MT 189	Independent Projects	1-3
e) Sunset	GRPH 160	Applied Design Lab	0.5-1
	PSY 115	Behavioral Modification	3
	PSY 116	Death and Dying	3

f) COMMITTEE ACTIONS:

- i. A motion was made to recommend 2st readings for adoption. (M/S/P Mitchem/Lennihan)
- ii. A motion was made to recommend prerequisites, corequisites, and advisories for adoption.(M/S/P - Dempsey/Manalo)

IV. Curriculum – First Reading - None

V. Curriculum – Other

- a) Prerequisites, Corequisites and Advisories (PCAs)
- b) Repeatability
- c) Fall 2013 AP&P Summary Report

COMMITTEE ACTION: A motion was made to approve the fall 2013 summary report with corrections. A final draft will be emailed to committee members. (M/S/P Mitchem/Lennihan)

- d) CurricUnet: Major and Minor Modifications
The committee reviewed Section 4 of the Curriculum Development Handbook, (Course/COR Modifications, Substantial and Non-substantial Modifications, pages 62 and 63) and a proposal to revise this section in preparation for electronic curriculum proposals.

COMMITTEE ACTION: A motion was made to approve the criteria for the following types of proposals (as edited on pages 1 and 2 of the attached proposal):

- Information Items Only/No action: Technical Changes
- Non-Substantial/Minor Modifications
- New Proposals and Substantial/Major Modifications.

The committee will continue its review of pages 3, 4, 5, and 6 when they reconvene in spring.

VI. 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.

VII. Reports - None

VIII. Call for Future Agenda Items -

Call to Adjourn – a motion was made to adjourn at 4:00 pm.