

Academic Policy & Planning Committee Training Retreat Agenda

Wednesday, August 12, 2015

Morning Session: 9:00 am -12:15 pm

Afternoon Session: 1:30 - 4:00 pm

Location: Boardroom (B-100)

Professional Development Hours: 6 hours

AP&P Meetings, Including Training Retreats, Are Open To All

Topic	Time
Introduction and Welcome New Reps	9:00 a.m.
General Overview of AP&P Committee Functions and Getting the Committee ready for 2015-2016: <ul style="list-style-type: none"> • The 2015-2016 AP&P Calendar (with Q&A included) • Overview of the Proposal Submission, Review, and Approval Process • Important Aspects in Proposal Review <ul style="list-style-type: none"> ○ Justification/Need Statements ○ Program Proposals and Feasibility ○ Course Outline of Record - Meeting writing and reading requirements for rigor and intensity, assignments, units, etc. • Local Course Approval Standards: Review of course standards and criteria What is college level? Who determines? What is degree applicable and non-degree applicable? <p><i>Handouts: CO Units/Hours Worksheet, Title 5 Regulations</i></p>	9:10 a.m.
Updates: <ul style="list-style-type: none"> • Highlights from the 2015 ASCCC Curriculum Institute • CurricUnet Meta - It's Coming! • Chancellor's Office • Sunset List <p><i>Handouts: Sunset List and 1st Appearance Forms</i></p>	10:30 a.m.
VP of Academic Affairs, and deans join the meeting	11:00 a.m.
General Proposal Review Plan <ul style="list-style-type: none"> • CurricUnet Approval Processes <ul style="list-style-type: none"> ○ What is in our CNET queue? How will we review proposals? ○ AP&P Reps and CNET roles - How to help usher dept. proposals through the approval process ○ Streamlining the Process <p><i>Handouts: approval processes charts, CurricUnet Levels, sample workflows</i></p>	11:00 a.m.
Lunch	12:15 - 1:30 p.m.
<ul style="list-style-type: none"> • Prerequisites, Corequisites, and Advisories (PCAs) Training Training will cover the importance of PCA validation, when to use and the steps for steps for a rigorous content review alone; situations when Statistical Validation will be required; PCAs and disproportionate impact (DI) and what happens when DI is found. This session will also cover general aspects of the data used to establish Ps or Cs, where to get this data, who to contact, and how analyze it. This training will cover 	1:30 p.m.

Tableau dashboard on PCA validation.	
Developing the 2015-16 AP&P Goals <ul style="list-style-type: none"> • Review of the 2014-2015 Annual Committee Report • 2015-2016 AP&P Goals • Task Groups <i>Handouts: board policy list, 2015-16 goals sheet, 14-15 Annual Report</i>	3:00 p.m.
Call to Adjourn	4:00 p.m.

** There will be a MOU discussion once the retreat ends.

1st AP&P meeting: Thursday, August 27, 2015, from 2-4pm, in the Board Room (B-100)

Academic Policy & Planning Committee Agenda

Meeting: Thursday 27, 2015 – G106A – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Action Items

Consent Items

Prefix & number	Course title (units)	Type of proposal	Action
BIOL 132	Marine Biology	Textbook/Materials Change Only	
BIOL 150	Cellular Biology	Textbook/Materials Change Only	
CBIS 101	Computer Concepts % Apps	Textbook/Materials Change Only	
CBIS 108	Networking and Administration	Textbook/Materials Change Only	
CBIS 141	Microsoft Excel-Comprehensive	Textbook/Materials Change Only	
CBIS 142	Microsoft Access-Comprehensive	Textbook/Materials Change Only	
CBIS 301	Computer Fundamentals 1	Textbook/Materials Change Only	
CBIS 321	Internet Business Applications	Textbook/Materials Change Only	
CBIS 371	Introduction to Excel	Textbook/Materials Change Only	
CBIS 372	Introduction to Access	Textbook/Materials Change Only	
CBIS 373	Introduction to Windows	Textbook/Materials Change Only	
ECS 100	Child Growth and Development	Textbook/Materials Change Only	
MATH 123	Elementary Statistics	Textbook/Materials Change Only	
MATH 131	College Algebra	Textbook/Materials Change Only	
MATH 182	Calculus 2	Textbook/Materials Change Only	
NURS 300	CAN/Acute Care Aide	Textbook/Materials Change Only	
THEA 198E	Glass Menagerie/Shrek	New Topic	

THEA 198F	Reportory of Sense & Sensibility & In the Heights	New Topic	
THEA 198G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 F	Reportory of Sense and Sensibility and In the Heights	New Topic	
THEA 199 G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 H	Reportory of Trying and Gidions Knot	New Topic	
THEA 199E	Reportory of The Glass Menagerie and Shrek	New Topic	

Course Proposals – 1st Reading

Prefix & number	Course title (units)	Type of proposal	Action
AB, ARCH, AT, EL, ET, MT, WLDT 370	SkillsUSA	Major Mod	
AG 124	Small Acreage Grapegrowing	New Course	
AG 130	Integrated Pest Management	Major Mod	
AG 304	Dessert Wine and Food Pairing	Major Mod	
AG 318	Advanced Winemaking	New Course	
AG 330	Harvest Boot Camp	New Course	
ANTH 102	Introduction to Cultural Anthropology	C-ID Course Mod	
ANTH 110	Biological Anthropology	C-ID Course Mod	
ART 121	Drawing 2	C-ID Course Mod	
BIOL 154	General Botany	C-ID Course Mod	
BIOL 155	General Zoology	C-ID Course Mod	
CS 161	Discrete Structures	Major Mod	
HIST 101	World Civilizations to 1600	C-ID Course Mod	
HIST 102	World Civilizations Since 1500	C-ID Course Mod	
POLS 103	American Government	C-ID Course Mod	
POLS 106	California Government and Politics	New Course	
PSY 121	Social Psychology	C-ID Course Mod	
STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM)	New Course	
STEM 140	Math & Science Teaching Careers	Major Mod	

Curriculum – Other

- **Sunset List**
- **1st Appearance Sunset List Proposals**

Public Remarks

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Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration

- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 3, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday September 3, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
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 Languages & Communication – Andrea Sanders
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 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Action Items

Consent Items

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 100	Accounting for Entrepreneurs (3)	Textbook/Materials Change Only	
ACCT 130	Financial Accounting (3)	Textbook/Materials Change Only	
ACCT 150	Introduction to Accounting Information Systems (3)	Textbook/Materials Change Only and Outcomes Change	
ACCT 160	Introduction Financial Statement Analysis (3)	Textbook/Materials Change Only	
ACCT 170	Introduction to Tax Accounting (3)	Textbook/Materials Change Only	
ACCT 327	Payroll Accounting (3)	Textbook/Materials Change Only	
ART 121	Drawing 2 (3)	C-ID Course Mod	
BIOL 154	General Botany (5)	C-ID Course Mod	
MA 305	Body Systems and Disease (3)	Textbook/Materials Change Only	
MA 350	MA Fundamentals (2)	Textbook/Materials Change Only	
MA 351	MA Clinical Procedures 1 (3)	Textbook/Materials Change Only	
MA 352	MA Administrative Procedures (4)	Textbook/Materials Change Only	

Course Proposals – 1st Reading

Prefix & number	Course title (units)	Type of proposal	Action
BIOL 155	General Zoology (5)	C-ID Course Mod	
CS 161	Discrete Structures (3)	Major Mod	
PSY 121	Social Psychology (3)	C-ID Course Mod	

STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM) (1)	New Course	
STEM 140	Math & Science Teaching Careers (1)	Major Mod	

Curriculum – Other

- Units and Hours Calculation
- MATH 309
 - Competency Graduation Requirement
 - Title 5 (55063) GE and Competency Requirements (AHC GE Category 4B)
- Board Policy Work Groups
 - Articulation
 - Remedial Course Work
 - CTE Programs
 - Repeatable Courses

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- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 10, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday, September 10, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union –
 Danielle Blanchard

Approval of Minutes

Meeting Minutes from August 27, 2015

Meeting Minutes from September 3, 2015

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items – 2nd Reading (C-ID Modifications)

Prefix & number	Course title (units)	Type of proposal	Action
ART 121	Drawing 2 (3)	C-ID Course Mod	
BIOL 154	General Botany (5)	C-ID Course Mod	

Consent Items – 2nd Reading (New Topics Only)

Prefix & number	Course title (units)	Type of proposal	Action
THEA 198E	Glass Menagerie/Shrek	New Topic	
THEA 198F	Repertory of Sense & Sensibility & In the Heights	New Topic	
THEA 198G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 F	Repertory of Sense and Sensibility and In the Heights	New Topic	
THEA 199 G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 H	Repertory of Trying and Gidions Knot	New Topic	
THEA 199E	Repertory of The Glass Menagerie and Shrek	New Topic	

Consent Items – 2nd Reading (SLO Changes)

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 150	Introduction to Accounting Information Systems (3)	SLO Outcomes Change	

Consent Items – 2nd Reading (Textbook Changes Only)

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 100	Accounting for Entrepreneurs (3)	Textbook/Materials Change Only	
ACCT 130	Financial Accounting (3)	Textbook/Materials Change Only	
ACCT 160	Introduction Financial Statement Analysis (3)	Textbook/Materials Change Only	
ACCT 150	Introduction to Accounting Information Systems (3)	Textbook/Materials Change Only	
ACCT 170	Introduction to Tax Accounting (3)	Textbook/Materials Change Only	
ACCT 327	Payroll Accounting (3)	Textbook/Materials Change Only	
BIOL 132	Marine Biology	Textbook/Materials Change Only	
BIOL 150	Cellular Biology	Textbook/Materials Change Only	
CBIS 101	Computer Concepts % Apps	Textbook/Materials Change Only	
CBIS 108	Networking and Administration	Textbook/Materials Change Only	
CBIS 141	Microsoft Excel-Comprehensive	Textbook/Materials Change Only	
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CBIS 372	Introduction to Access	Textbook/Materials Change Only	
CBIS 373	Introduction to Windows	Textbook/Materials Change Only	
ECS 100	Child Growth and Development	Textbook/Materials Change Only	
MA 305	Body Systems and Disease (3)	Textbook/Materials Change Only	
MA 350	MA Fundamentals (2)	Textbook/Materials Change Only	
MA 351	MA Clinical Procedures 1 (3)	Textbook/Materials Change Only	
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MATH 123	Elementary Statistics	Textbook/Materials Change Only	
MATH 131	College Algebra	Textbook/Materials Change Only	
MATH 182	Calculus 2	Textbook/Materials Change Only	
NURS 300	CAN/Acute Care Aide	Textbook/Materials Change Only	

Curriculum Review – Action Items

Course Proposals – 2nd Reading (Major Mods)

Prefix & number	Course title (units)	Type of proposal	Action
AB, ARCH, AT, EL, ET, MT, WLDT 370	SkillsUSA	Major Mod	

Course Proposals – 2nd Reading (C-ID Proposals)

Prefix & number	Course title (units)	Type of proposal	Action
ANTH 102	Introduction to Cultural Anthropology	C-ID Course Mod	
ANTH 110	Biological Anthropology	C-ID Course Mod	
HIST 101	World Civilizations to 1600	C-ID Course Mod	
HIST 102	World Civilizations Since 1500	C-ID Course Mod	

Course Proposals – 1st Reading (Major Mods)

Prefix & number	Course title (units)	Type of proposal	Action
CBIS 330	Database Management Concepts (3)	Major Mod	
CWE 149	Cooperative Work Experience: Occupational (1-8)	Major Mod	
DRMA 128	Stage Makeup (3)	Major Mod to meet C-ID	
ENGL 108	Literary Arts Journal 2	Major Mod	
MATH 141	Precalculus	Major Mod to meet C-ID Alignment	
SOC 104	Social Science Research Methods	Major mod to meet C-ID Mod	

Course Proposals – 1st Reading (Distance Learning Conversion)

Prefix & number	Course title (units)	Type of proposal	Action
ENGL 140	Graphic Novel as Literature	DL	
SOC 104	Social Science Research Methods	DL	

Course Proposals – 1st Reading (Minor Modifications)

Prefix & number	Course title (units)	Type of proposal	Action
CHEM 120	Introductory Chemistry (4)	Minor Mod	

Curriculum – Other.

- Units and Hours, Part 2 – A continuation of training for the committee on this topic.
- Board Policies – Development of sub-groups to start work on the following BP/APs:
 Associate Degree & GE (BP 4025) AP&P
 High School and University Articulation (BP 4050) AP&P
 Repeatable Courses (BP 4227) AP&P
- Technical Review Discussion - revisit the idea of a technical review committee
- Curricunet & Major Sheets – Discussion on the use of Curricunet to generate the major sheets used in Counseling.

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.

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

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 17, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday September 17, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
C-ID Mod	POLS 103	American Government (3)	
	PSY 121	Social Psychology (3)	
Major Mod	AG 130	Integrated Pest Management for Grapes (4)	
	AG 304	Dessert Wine and Food Pairing (.5)	
	CS 161	Discrete Structures (3)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Course Drop	DRMA 118	Introduction to Technical Theatre Lab (1)	
	DRMA 123	Theatre Graphics (2)	
	DRMA 125	Properties Stagecraft (2)	
	DRMA 126	Script Analysis for Technicians (2)	
	DRMA 136	Design & Technology – Sets 1 (2)	
	DRMA 137	Design & Technology – Sets 2 (1)	
	DRMA 140	Design & Technology – Lights 1 (2)	
	DRMA 141	Design & Technology – Lights 2 (1)	
	DRMA 151	Design & Technology – Costumes 1 (2)	
	DRMA 152	Design & Technology – Costumes 2 (1)	
	DRMA 161	Design & Technology – Sound 1 (2)	
	DRMA 162	Design & Technology – Sound 2 (1)	
	DRMA 165	Scene Painting 1 (1)	
	DRMA 166	Scene Painting 2 (2)	
	DRMA 173	Project Development in Theatrical Design (1)	
	DRMA 175	Advanced Scenery Stagecraft (1)	
	DRMA 176	Advanced Properties Stagecraft (1)	
	DRMA 177	Scenography (2)	
DRMA 178	Basic Competencies in Technical Theatre (6)		

	DRMA 401	Professional Theatre Dance Styles (2)	
	ECS 315	Discipline: Effective/Caring Approach (.5)	
	ESL 560	Crossroads Café 1 (3)	
	ESL 561	Crossroads Café 2 (3)	
	ESL 562	Connect with English 1 (3)	
	ESL 563	Connect with English 2 (3)	
	ESL 574	Interpersonal Speaking Skills (3)	
	PE 110	Techniques and Theory of Baseball (3)	
	PE 112	Techniques and Theory of Football (3)	
	PE 114	Techniques and Theory of Softball (3)	
	PE 131	Tai Chi for Health (1)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
C-ID Course Mod	BIOL 155	General Zoology (5)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
DL	ENGL 140	Graphic Novel as Literature	
Major Mod	CWE 149	Cooperative Work Experience: Occupational	
Minor Mod	CHEM 120	Introductory Chemistry (5)	
			Rationale
Sunset List – 1 st . Appearance	CEL/EL/ ET 104	Introduction to Robotics & Mechatronics (3)	Part of degree
	DA 331	Infection Control in Dentistry (.5)	Licensure
	ECS 133	Technology for Educators (3)	Part of degrees
	ENGL 100	Writing in Careers & Technical Fields (4)	Non-English disciplines want course offered
	ENGL 107	Literary Arts Journal 1 (3)	AP&P approved F14 Modification
	ENGL 108	Literary Arts Journal 2 (3)	Going through AP&P Review F15
	ENGL 109	Applied Composition (1.5)	Tutors need
	ENGL 116	Writing Poetry (3)	Waiting on link status with ENGL 115 to ENGL 116
	ENGL 132	Literature & Film (3)	Currently under major mod for course review of program review.
	ENGL 137	Children's Literature (3)	Will be offered S16
	ENGL 139	Ideas of Difference in Literature (3)	Currently under major mod for course review of program review.
	ENGL 144	Ancient Literature (3)	Will be offered F16
	ENGL 148	Hispanic Literature in Translation (3)	AP&P approved S15 Modification

Curriculum – Other (Action Items)

- Calendar Revision
- Units & Hours, Part 2
- Board Policies – Development of sub-groups to start work on the following BP/APs:
 - Associate Degree & GE (BP 4025)
 - High School and University Articulation (BP 4050)
 - Repeatable Courses (BP 4227)
- Technical Review Discussion - revisit the idea of a technical review committee
- Curricunet & Major Sheets – Discussion on the use of Curricunet to generate the major sheets used in Counseling.

Public Remarks

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- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 24, 2015, in B-100, starting at 2:00 p.m.

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Academic Policy & Planning Committee Agenda

Meeting: Thursday September 24, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

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Dean, Academic Affairs – Ardis Neilsen
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OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
C-ID Major Mod	SOC 104	Social Science Research Methods (3)	
DL	ENGL 108	Literary Arts Journal 2 (3)	
	MATH 141	Precalculus (6)	
	SOC 104	Social Science Research Methods(3)	
Major Mod	ENGL 108	Literary Arts Journal 2 (3)	
	MATH 141	Precalculus (6)	
New Course	POLS 106	California Government and Politics (1)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Course Drops	ECS 315	Discipline: Effective/Caring Approach (.5)	Drop
	ESL 560	Crossroads Café 1 (3)	Drop
	ESL 561	Crossroads Café 2 (3)	Drop
	ESL 562	Connect with English 1 (3)	Drop
	ESL 563	Connect with English 2 (3)	Drop
Course Drops/Sunset	DRMA 118	Introduction to Technical Theatre Lab (1)	Sunset
	DRMA 123	Theatre Graphics (2)	Sunset
	DRMA 125	Properties Stagecraft (2)	Sunset
	DRMA 126	Script Analysis for Technicians (2)	Sunset
	DRMA 136	Design & Technology – Sets 1 (2)	Sunset
	DRMA 137	Design & Technology – Sets 2 (1)	Sunset
	DRMA 140	Design & Technology – Lights 1 (2)	Sunset
	DRMA 141	Design & Technology – Lights 2 (1)	Sunset
	DRMA 151	Design & Technology – Costumes 1 (2)	Sunset
	DRMA 152	Design & Technology – Costumes 2 (1)	Sunset

	DRMA 161	Design & Technology – Sound 1 (2)	Sunset
	DRMA 162	Design & Technology – Sound 2 (1)	Sunset
	DRMA 165	Scene Painting 1 (1)	Sunset
	DRMA 166	Scene Painting 2 (2)	Sunset
	DRMA 173	Project Development in Theatrical Design (1)	Sunset
	DRMA 175	Advanced Scenery Stagecraft (1)	Sunset
	DRMA 176	Advanced Properties Stagecraft (1)	Sunset
	DRMA 177	Scenography (2)	Sunset
	DRMA 178	Basic Competencies in Technical Theatre (6)	Sunset
	DRMA 401	Professional Theatre Dance Styles (2)	Sunset
	ESL 574	Interpersonal Speaking Skills (3)	Sunset
	PE 110	Techniques and Theory of Baseball (3)	Sunset - No longer offering
	PE 112	Techniques and Theory of Football (3)	Sunset - No longer offering
	PE 114	Techniques and Theory of Softball (3)	Sunset - No longer offering
	PE 131	Tai Chi for Health (1)	Sunset - No longer offering
Textbook Changes Only	ECS 105	Observation and Assessment (3)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
DL	CBIS 330	Database Management Concepts (3)	
Major Mod	CBIS 330	Database Management Concepts (3)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
	DA 331	Infection Control in Dentistry (.5)	Licensure
	ECS 133	Technology for Educators (3)	Part of degrees
	ENGL 100	Writing in Careers & Technical Fields (4)	Non-English disciplines want course offered
	ENGL 107	Literary Arts Journal 1 (3)	AP&P approved F14 Modification
	ENGL 108	Literary Arts Journal 2 (3)	Going through AP&P Review F15
	ENGL 109	Applied Composition (1.5)	Tutors need
	ENGL 116	Writing Poetry (3)	Waiting on link status with ENGL 115 to ENGL 116
	ENGL 132	Literature & Film (3)	Currently under major mod for course review of program review.
	ENGL 137	Children’s Literature (3)	Will be offered S16
	ENGL 139	Ideas of Difference in Literature (3)	Currently under major mod for course review of program review.
	ENGL 144	Ancient Literature (3)	Will be offered F16
	ENGL 148	Hispanic Literature in Translation (3)	AP&P approved S15 Modification

	GEOG 110	Introduction to Geography (3)	Hope to hire full time and offer regularly
	SOC 122	Sociology of the Hispanic Culture (3)	Course will be core or elective for future Latino Studies program.
	SOC 166	Cities and Urban Life (3)	Course will be core or elective for future Latino Studies program.

Curriculum – Other (Action Items)

- Summary Report
- Drop vs Sunset Terms
- Calendar Revision
- Board Policies – Development of sub-groups to start work on the following BP/APs:
 - Associate Degree & GE (BP 4025)
 - High School and University Articulation (BP 4050)
 - Repeatable Courses (BP 4227)
- Technical Review Discussion - revisit the idea of a technical review committee
- Curricunet & Major Sheets – Discussion on the use of Curricunet to generate the major sheets used in Counseling.

Information Only

Family Consumer Science: Fashion Studies Program Change – because of repeatability a course in the core was not repeatable, thus the associate degree dropped below 18 units. The program was 19 units with one course at 2 units repeatable one time. The degree was modified to add a Selective Units section requiring a minimum of 2 units to bring the degree back up to 19 units.

Public Remarks

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Reports

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

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Oct 1, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday October 1, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
C-ID Major Mod	DRMA 128	Stage Makeup (3)	
Course Drops	ECS 315	Discipline: Effective/Caring Approach (.5)	Drop
	ESL 560	Crossroads Café 1 (3)	Drop
	ESL 561	Crossroads Café 2 (3)	Drop
	ESL 562	Connect with English 1 (3)	Drop
	ESL 563	Connect with English 2 (3)	Drop
Course Drops/Sunset	DRMA 118	Introduction to Technical Theatre Lab (1)	Sunset
	DRMA 123	Theatre Graphics (2)	Sunset
	DRMA 125	Properties Stagecraft (2)	Sunset
	DRMA 126	Script Analysis for Technicians (2)	Sunset
	DRMA 136	Design & Technology – Sets 1 (2)	Sunset
	DRMA 137	Design & Technology – Sets 2 (1)	Sunset
	DRMA 140	Design & Technology – Lights 1 (2)	Sunset
	DRMA 141	Design & Technology – Lights 2 (1)	Sunset
	DRMA 151	Design & Technology – Costumes 1 (2)	Sunset
	DRMA 152	Design & Technology – Costumes 2 (1)	Sunset
	DRMA 161	Design & Technology – Sound 1 (2)	Sunset
	DRMA 162	Design & Technology – Sound 2 (1)	Sunset
	DRMA 165	Scene Painting 1 (1)	Sunset
	DRMA 166	Scene Painting 2 (2)	Sunset
	DRMA 173	Project Development in Theatrical Design (1)	Sunset
	DRMA 175	Advanced Scenery Stagecraft (1)	Sunset
	DRMA 176	Advanced Properties Stagecraft (1)	Sunset
	DRMA 177	Scenography (2)	Sunset
	DRMA 178	Basic Competencies in Technical Theatre (6)	Sunset
	DRMA 401	Professional Theatre Dance Styles (2)	Sunset
	ESL 574	Interpersonal Speaking Skills (3)	Sunset

	PE 110	Techniques and Theory of Baseball (3)	Sunset - No longer offering
	PE 112	Techniques and Theory of Football (3)	Sunset - No longer offering
	PE 114	Techniques and Theory of Softball (3)	Sunset - No longer offering
	PE 131	Tai Chi for Health (1)	Sunset - No longer offering
DL	ENGL 140	Graphic Novel as Literature (3)	
Sunset 1 st Appearance	CEL/EL/ET 104	Introduction to Robotics & Mechatronics (3)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Course Drop	LATN 101	Elementary Latin (3)	Drop or Sunset?
	PE 161	Body-Ball Workout (1)	Sunset
	PE 165	Advanced Baseball (1)	Sunset
	PE 168	Touch Football (1)	Sunset
	PE 179	Circuit Weight Training Lab (1)	Sunset
	PEIA 160	Intercollegiate Tennis, Men (3)	Sunset
	PEIA 165	Intercollegiate Tennis, Women (3)	Sunset
	PEIA 175	Intercollegiate Golf, Women (3)	Sunset
Textbook Changes Only	CA 124	Sanitation, Safety, and Equipment (3)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Mod	CWE 149	Cooperative Work Experience: Occupational	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Agency Mandated Course Modification	ECS 115	Infant and Toddler Care and Education (3)	
Major Course Modification	CBOT 305	Legal Office Procedures (3)	
	CBOT 312	Keyboarding Speed and Development (3)	
	CWE 302	Cooperative Experience: General (1-6)	
	ECS 112	Introduction to Young Children with Special Needs (3)	
	ECS 113	Curriculum and Strategies for Children with Special Needs (3)	
	FRCH 101	Elementary French I (5)	
	FRCH 101	Elementary French I (5)	
	ITAL 101	Elementary Italian (5)	
	ITAL 102	Elementary Italian (5)	

	Read 310	Reading for College 3	
	SPAN 101	Elementary Spanish I (5)	
	SPAN 102	Elementary Spanish II (5)	
	SPAN 103	Intermediate Spanish I (5)	
	SPAN 104	Intermediate Spanish II (5)	
Minor Course Modification	ITAL 103	Intermediate Italian (5)	
New Course	ENGL 515	Accelerated Reading and Writing Skills (4.5)	
	NURS 89	Independent Projects (1)	
1 st Appearance per Sunset Policy	DA 331	Infection Control in Dentistry (.5)	
	ECS 133	Technology for Educators (3)	
	ENGL 100	Writing in Careers & Technical Fields (4)	
	ENGL 107	Literary Arts Journal 1 (3)	
	ENGL 108	Literary Arts Journal 2 (3)	
	ENGL 109	Applied Composition (1.5)	
	ENGL 116	Writing Poetry (3)	
	ENGL 132	Literature & Film (3)	
	ENGL 137	Children's Literature (3)	
	ENGL 139	Ideas of Difference in Literature (3)	
	ENGL 144	Ancient Literature (3)	
	ENGL 148	Hispanic Literature in Translation (3)	
	GEOG 110	Introduction to Geography (3)	
	SOC 122	Sociology of the Hispanic Culture (3)	
SOC 166	Cities and Urban Life (3)		

Curriculum – Other (Action Items)

- DL Review on all submissions & Guidelines
- Calendar Revision
- Units & Hours, Part 2

Public Remarks

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- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Oct 8, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday October 8, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Course Drop	LATN 101	Elementary Latin (3)	Drop
	PE 161	Body-Ball Workout (1)	Sunset
	PE 165	Advanced Baseball (1)	Sunset
	PE 168	Touch Football (1)	Sunset
	PE 179	Circuit Weight Training Lab (1)	Sunset
	PEIA 160	Intercollegiate Tennis, Men (3)	Sunset
	PEIA 165	Intercollegiate Tennis, Women (3)	Sunset
	PEIA 175	Intercollegiate Golf, Women (3)	Sunset
Textbook Changes Only	CA 124	Sanitation, Safety, and Equipment (3)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Topic	ART 399C	Ceramic Spectrum (2)	
	ART 399D	Airbrush for Ceramics (2)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Mod	STEM 140	Math and Science Teaching Careers (1)	
New Course	STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM) (1)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Agency Mandated Mod	EMS 307	Wilderness EMS – First Responder and Survival (2.5)	
	LE 320	Basic Law Enforcement Academy (10)	
C-ID Major Mods	DRMA 104	Acting 1 (3)	
	MUS 111	Music Theory 1 (4)	
	MUS 112	Music Theory 2 (4)	
	MUS 113	Music Theory 3 (4)	
	MUS 114	Music Theory 4 (4)	
	POLS 104	Introductions to International Relations (3)	
Major Mod (DL Conversion)	FT 308	Firefighter Academy IB (6)	
	MATH 181	Calculus I (5)	
	READ 310	Reading for College 3 (3)	
	SPAN 101	Elementary Spanish I (5)	
	SPAN 102	Elementary Spanish II (5)	
	SPAN 103	Intermediate Spanish I (5)	
	SPAN 104	Intermediate Spanish II (5)	
	SPAN 105	Advanced Composition and Grammar (5)	
New Course	NURS 189	Independent Projects (1)	
1 st Appearance per Sunset Policy	DA 331	Infection Control in Dentistry (.5)	
	ECS 133	Technology for Educators (3)	
	ENGL 100	Writing in Careers & Technical Fields (4)	
	ENGL 107	Literary Arts Journal 1 (3)	
	ENGL 108	Literary Arts Journal 2 (3)	
	ENGL 109	Applied Composition (1.5)	
	ENGL 116	Writing Poetry (3)	
	ENGL 132	Literature & Film (3)	
	ENGL 137	Children's Literature (3)	
	ENGL 139	Ideas of Difference in Literature (3)	
	ENGL 144	Ancient Literature (3)	
	ENGL 148	Hispanic Literature in Translation (3)	
	GEOG 110	Introduction to Geography (3)	
	SOC 122	Sociology of the Hispanic Culture (3)	
	SOC 166	Cities and Urban Life (3)	

Curriculum – Other (Action Items)

- TBA – Dr. Railey
- Participation on AP&P Work Groups
- DL Review on all submissions & Guidelines
- Calendar Revision

Public Remarks

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Reports

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- c. AP&P Chair
- d. Administration
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- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Oct 15, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday October 15, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Special Topic	ART 399C	Ceramic Spectrum (2)	
New Special Topic	ART 399D	Airbrush for Ceramics (2)	
Major Course Modification	CBOT 305	Legal Office Procedures (3)	
Major Course Modification	CBOT 312	Keyboarding Speed and Development (3)	
Major Course Modification	CWE 302	Cooperative Experience: General (1-6)	
Major Course Modification	ECS 112	Introduction to Young Children with Special Needs (3)	
Major Course Modification	ECS 113	Curriculum and Strategies for Children with Special Needs (3)	
New Course	ENGL 545 595	Accelerated Reading and Writing Skills (4.5)	
Major Course Modification	FRCH 101	Elementary French I (5)	
Major Course Modification	FRCH 101	Elementary French II (5)	

CONTINUE TO NEXT PAGE

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
College Now Addition	EL 108	Network Essentials 3 (2)	
Textbook Changes Only	ECS 105	Observation and Assessments (3)	
SLO Change Only	SPAN 112	Advanced Spanish Conversation (3)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Agency Mandated Course Modification	ECS 115	Infant and Toddler Care and Education (3)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Courses not reviewed on Oct 8, 2015			
C-ID Major Mods	DRMA 104	Acting 1 (3)	
Major Course Modification	FT 308	Firefighter Academy IB (6)	
Minor Course Modification	ITAL 103	Intermediate Italian (5)	
Agency Mandated Mod	LE 320	Basic Law Enforcement Academy (20)	
C-ID Major Mods	MUS 111	Music Theory 1 (4)	
C-ID Major Mods	MUS 112	Music Theory 2 (4)	
C-ID Major Mods	MUS 113	Music Theory 3 (4)	
C-ID Major Mods	MUS 114	Music Theory 4 (4)	
C-ID Major Mods	POLS 104	Introductions to International Relations (3)	

Curriculum – Other (Action Items)

- AP&P Work Groups – finalization of participants and timeline
- Calendar Revision

Curriculum – Other (Information Items)

- Course Materials Fee – Dr. Railey to explain need per audit review.

Public Remarks

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- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Oct 22, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday October 22, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
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 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – vacant

STANDING INVITEES

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 Dean, Academic Affairs – David Humphreys
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 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
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OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
College Now Addition	EL 108	Network Essentials 3 (2)	
Textbook Changes Only	ECS 105	Observation and Assessments (3)	
DL	MATH 181	Calculus 1 (5)	
Major Course Modification	READ 310	Reading for College 3 (3)	
Major Course Modification	SPAN 101	Elementary Spanish I (5)	
Major Course Modification	SPAN 102	Elementary Spanish II (5)	
Major Course Modification	SPAN 103	Intermediate Spanish I (5)	
Major Course Modification	SPAN 104	Intermediate Spanish II (5)	
Major Course Modification	SPAN 105	Advanced Composition and Grammar (5)	
SLO Change Only	SPAN 112	Advanced Spanish Conversation (3)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Minor Course Modification	CBIS 318	Programming for the Web (3)	
Text/Materials	ECS 105	Observation and Assessment (3)	

Change only			
Text/Materials Change only	NURS 330	Pediatrics (1.5)	

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	
Agency Mandated Course Modification	EMS 307	Wilderness EMS – First Responder and Survival (2.5)	
Major Course Modification	ITAL 101	Elementary Italian I (5)	
Major Course Modification	ITAL 102	Elementary Italian II (5)	
New Course	NURS 189	Independent Projects (1)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Course Modification	COS 301	Introduction to Cosmetology (5)	
Major Course Modification	COS 302	Beginning Cosmetology (9)	
New Course	COS 303	Intermediate Cosmetology (9)	
New Course	COS 304	Advanced Cosmetology (9)	
C-ID Course Modification	ENGL 105	Language and Culture (3)	
Major Course Modification	FT 307	Fire Fighter I Academy IA (11.5)	
Major Course Modification	IDST 300	Being A Successful Online Student (1)	
Minor Course Modification	PLGL 101	Introduction to Paralegal Studies (3)	
Minor Course Modification	PLGL 102	Criminal Law and Procedure (3)	
Minor Course Modification	PLGL 104	Legal Research& Writing (3)	
Major Course Modification	PLGL 108	Wills and Trusts (3)	
Major Course Modification	PLGL 109	Family Law (3)	
			Rationale for 1st Appearance
Sunset – 1 st Appearance	BUS 111	Internet Marketing (3)	Currently offered and will be again in S16.
	BUS 355	Issues in Internet Law (?)	No COR in curricunet. Not offered because enrollment management, but Dept say will offer.
	BUS 356	Managing Organizations (.5)	Not offered because enrollment management, but

		Dept say will offer.
BUS 357	Management: Listening (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 358	Managing Individuals (No COR in curricunet. Not offered because enrollment management, but Dept say will offer.
BUS 368	Managing Individuals (.5) Curricunet COR listing for BUS 368 is "Online Auctions" (.5) ???	Not offered because enrollment management, but Dept say will offer.
BUS 374	Business Incorporation (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 376	Strategic Planning (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 381	Entering Global Markets (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 387	Executive Leadership: Series (3)	Not offered because enrollment management, but Dept say will offer.
BUS 389	Customer Service Series (3)	Will schedule as part of Entre. Program as schedule allows.
BUS 390	Business Entrepreneurship (3)	Will schedule as part of Entre. Program as schedule allows
BUS 391	Human Resources Management: Series (3)	Will schedule as schedule allows
BUS 392	Performance Evaluation (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 393	Business Report Writing (.5)	Not offered because enrollment management, but Dept say will offer.
BUS395	Business Incorporation (.5)	No COR in curricunet. Not offered because enrollment management, but Dept say will offer.
BUS 396	Performance Measurement (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 397	Executive Leadership (.5)	Not offered because enrollment management, but Dept say will offer.
BUS 398	Efficient Meetings (.5)	Not offered because enrollment management, but Dept say will offer.
CBIS 318	Programming for the Web (3)	F15 Minor Course Mod
CBIS 330	Database Management Concepts (3)	F15 Major Course Mod
CBIS 334	Database Security and Auditing (3)	F15 Major Course Mod
CBIS 336	Web Database Programming – PHP/ASP (3)	F15 Major Course Mod
CBIS 343	Applied Project Management (1.5)	F15 Minor Course Mod
CBIS 381	Introduction to Mac OS (1)	Will be offered S16
CBIS 382	Office Applications for the MAC (2)	Will be offered S16
CBIS 391		
RE 300	Real Estate Examination Preparation (3)	Goes with interest in real estate – expected rise in student interest

	RE 303	Real Estate Practices (3)	Should not be on Sunset List - offered successfully in F16 ??
	RE 306	Property Management (3)	Goes with interest in real estate – expected rise in student interest

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Program Modification		Medical Billing and Coding – Certificate of Accomplishment (16)	

Curriculum – Other (Action Items)

- Participation on AP&P Work Groups – Which Reps on which groups and time frame
- Calendar Revision – Next Summary Report – December and meeting through December 3rd.

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

- AP&P Representatives
- AP&P Vice Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Oct 29, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday October 29, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 & Janet Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

Approval of Minutes

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Minor Course Modification	CBIS 318	Programming for the Web (3)	
Text/Materials Change only	ECS 105	Observation and Assessment (3)	
Major Course Modification	ECS 112	Introduction to Young Children with Special Needs (3)	
Major Course Modification	ECS 113	Curriculum and Strategies for Children with Special Needs (3)	
Agency Mandated Courses Modification	ECS 115	Infant and Toddler Care and Education	
Agency Mandated Mod	EMS 307	Wilderness EMS – First Responder and Survival (2.5)	
Text/Materials Change only	NURS 330	Pediatrics (1.5)	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Text/Materials Change only	EL 106	Networking Essentials 1 (3)	
Text/Materials Change only	EL 107	Networking Essentials 2 (3)	

CONTINUE TO NEXT PAGE

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
C-ID Major Mods	DRMA 104	Acting 1 (3)	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
		Carried over from Oct 22nd	
Minor Course Modification	PLGL 101	Introduction to Paralegal Studies (3)	
Minor Course Modification	PLGL 102	Criminal Law and Procedure (3)	
Minor Course Modification	PLGL 104	Legal Research& Writing (3)	
Major Course Modification	PLGL 108	Wills and Trusts (3)	
Major Course Modification	PLGL 109	Family Law (3)	
			Rationale
Sunset – 1st Appearance	BUS 111	Internet Marketing (3)	Currently offered and will be again in S16.
	BUS 355	Issues in Internet Law (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 356	Managing Organizations (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 357	Management: Listening (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 358	Managing Individuals (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 368	Online Auctions (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 374	Business Incorporation (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 376	Strategic Planning (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 381	Entering Global Markets (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 387	Executive Leadership: Series (3)	Not offered because enrollment management, but Dept say will offer.
	BUS 389	Customer Service Series (3)	Will schedule as part of

			Entre. Program as schedule allows.
	BUS 390	Business Entrepreneurship (3)	Will schedule as part of Entre. Program as schedule allows
	BUS 391	Human Resources Management: Series (3)	Will schedule as schedule allows
	BUS 392	Performance Evaluation (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS 393	Business Report Writing (.5)	Not offered because enrollment management, but Dept say will offer.
	BUS395	See BUS 374	Not offered because enrollment management, but Dept say will offer.
	BUS 396	Performance Measurement (.5)	Not offered because enrollment management, but Dept say will offer.
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	RE 300	Real Estate Examination Preparation (3)	Goes with interest in real estate – expected rise in student interest
	RE 303	Real Estate Practices (3)	Should not be on Sunset List - offered successfully in F16?
	RE 306	Property Management (3)	Goes with interest in real estate – expected rise in student interest
		New for Oct 29th	
Major Course Modification (DL)	MATH 521	Foundations of Mathematics (5)	
Major Course Modification	PE 106	Sports Officiating (3)	

Program Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
N/A			

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
		Carried over from Oct 22 nd	
Major Program Modification		Medical Billing and Coding – Certificate of Accomplishment (16)	

Curriculum – Other (Action Items)

- Non-credit AP&P Position
- AP&P Work Groups – finalization of participants and timeline
- Calendar Revision

Curriculum – Other (Information Items)

Public Remarks

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- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Nov. 5, 2015, in B-100, starting at 2:00 p.m.

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Academic Policy & Planning Committee Agenda

Meeting: Thursday October 29, 2015 – B-100 – 2:00 PM

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Curriculum Review – Consent Items

Consent Items - 2nd Reading

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Curriculum Review – Action Items

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Proposal Type	Prefix & Number	Course title (units)	Action
N/A			

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
		Carried over from Oct 22 nd	
Major Program Modification		Medical Billing and Coding – Certificate of Accomplishment (16)	

Curriculum – Other (Action Items)

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