

Academic Policy & Planning Committee Minutes
Thursday Sep 9, 2021 at 2:00 PM
ZOOM: 988 4121 2092

VOTING MEMBERS (15)

X Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Trev Passage
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
X Counseling – Antonio Ramirez	Life and Physical Sciences – Wendy Hadley
X English – Chad Kelly	X Mathematics Sciences – Derek Mitchem
X Fine Arts – Shane Anderson	X Public Safety – Susan Roehl
X Kinesiology, Rec & Athletics – Sheri Bates	Social & Behavioral Sciences – Tom VanderMolen
X Health Sciences – Mary Pat Nelson	X Student Representative – Kristy Soriano
Industrial Technology – Patrick McGuire	

NON-VOTING MEMBERS

X Chair – Larry Manalo Jr.
X Vice chair/TRC/ Articulation - David DeGroot
X VP, Academic Affairs – Robert Curry
Admissions & Records – X Josie Cabanas and
X Stephen Bernardo
Community Education – vacant
Part-Time Faculty Union – Mark Miller
Curriculum Specialist – Rebecca Andres

STANDING INVITEES

X Dean, Academic Affairs – Margaret Lau	Dean, Extended Campus – Rick Rantz
Dean, Academic Affairs – Sean Abel	Associate Dean/ Public Safety Director – Mitch McCann
Dean, Academic Affairs – Mary Patrick	Associate Dean/Athletic Director – Kim Ensing
Dean, Matriculation/Counseling – Yvonne Teniente	Associate Dean/PCPA Director – Mark Booher
X Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

Guests

Schedule – Ricardo Lopez

I. Approval of Minutes: May 6, 2021 and Aug 26, 2021

A motion was to approve the minutes of the August 26, 2021 meeting as amended. (M/S/P: D. Mitchem/ C. Bisson). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.

A motion was to approve the minutes of the May 6, 2021 meeting as amended. (M/S/P: S. Roehl/ D. Mitchem). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, M. Nelson, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: T. Passage and C. Kelly.

II. Approval of the Agenda

A motion was to approve the agenda as posted. (M/S/P: S. Roehl/ A. Keiser). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 9/23/2021
- Next TRC Meeting: 9/16/2021
- Summary Report: 11/14/2021
- Summary report – The summary report (inclusive of all committee actions May 6 to Sep 3, 2021) is ready for committee review for accuracy prior to submission to the senate.
- Implementation of DE offerings: ERT, DE (both), and DE (sync only). A memo was sent to the senate detailing how the different DE modalities (DE, DE sync only, and ERT) are reflected in the schedule. The memo included a need for senate to determine “public facing” language to better inform students regarding these modalities. Bob Curry suggested the term, “online” to refer to DE and “online LIVE” to refer to DE synchronous only. Townhall meetings are going to be conducted to solicit input from students and the entire college community. The task is time-sensitive to the current publication of the spring schedule.
- Program modifications and related activities – Program modifications range from changing learning outcomes to program requirement.
 - Changes in core course titles would require program modification proposal.
 - Changes in the program learning outcomes would require program modification proposal.

- CTE programs are reviewed by the CCCCCO for currency, relevance, and employability. The required courses must have current outlines (within 6 years). Additional documentation (labor market information, advisory committee meetings, etc.) may be required depending on program currency.
- Responding to committee recommendations – When proposals are sent back to the initiators, the committee chair provides specific committee recommendations and committee action dates. The initiator is encouraged to provide detailed comments upon resending the proposal back to the committee.

IV. Agenda Item: Second Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
These proposals refer to meeting the CSU Area F requirements.			
New Course	ANTH 107	Native American People of California Justification: 1. To provide students with a deeper understanding of California’s Native American Cultures. 2. To expose students to the past and current social and political issues facing California’s Native peoples. 3. To expand the course offerings of the Anthropology program. 4. To develop an Anthropology course that will meet the CSU GE Area F requirement. COMMITTEE RECOMMENDATIONS: Consider title change such “Native Americans” or other.	3.000
New Course	ES 107	Native American People of California Justification: Cross-list with ANTH 107 COMMITTEE RECOMMENDATIONS: consider title change such as “Native Americans” or other.	3.000
New Course	ES 130	Chicano History Justification: History faculty agreed to cross-list this course with the HIST 120 in order to submit it for CSU GE Area F review. CSU GE Area F Worksheet attached. HIST 120 course content, course objectives and student learning outcomes revised to align with the CSU GE Area F competencies, updated textbooks, submitting for Distance Learning and attached CSU GE Area F Worksheet.	3.000
Course Review	AG 100	Intro to Ag Studies and Careers Modifications: Added summer session to the times course is offered and corrected SLO numbering, proposing DE modality.	1.000
Course Review	AG 125	Introduction to Soil Science Former: Soils and Plant Nutrition Program Impact: 1. Major Program Modification-Associate in Arts *Active* Agribusiness: Enology/Viticulture 2. Major Program Modification-Associate in Science *Active* Agricultural Science 3. Major Program Modification-Certificate of Achievement *Active* Agricultural Science	4.000

		<p>4. New Program-Associate in Science *Active* Agribusiness: Viticulture</p> <p>5. New Program-Associate in Science for Transfer *Active* Agricultural Business</p> <p>6. New Program-Associate in Science for Transfer *Active* Agricultural Plant Science</p> <p>7. New Program-Certificate of Achievement *Active* Agribusiness: Viticulture</p> <p>8. New Program-Certificate of Achievement *Active* Pest Control Adviser Preparation</p> <p>9. Major Program Modification-Associate in Science for Transfer *In Review* Agricultural Business</p> <p>10. Major Program Modification-Associate in Science for Transfer *In Review* Agricultural Plant Science</p> <p>11. Major Program Modification-Certificate of Achievement 16 or more semester units *In Review* Viticulture Level 1</p> <p>Modifications: Course title changed to more accurately reflect course content and eliminate confusion with the "Fertilizers & Plant Nutrition" course; textbook updated; semester offered updated.</p> <p>Advisories: CHEM 120 Introductory Chemistry (Existing)</p>	
Course Review	AG 152	<p>Intro to Animal Science</p> <p>Advisory: BIOL 100 (New)</p> <p>Modifications: BIOL 100 advisory added, textbook updated.</p>	3.000
Course Review	AG 161	<p>Introduction to Plant Science</p> <p>Advisory: BIOL 100 (New)</p> <p>Modifications: Advisory course added, and textbook updated to most current edition.</p>	4.000
Course Review	AG 189	<p>Independent Projects in Agriculture</p> <p>Former: Independent Projects in Agribusiness</p> <p>Program Impact: None listed.</p> <p>Modifications: Updates for ERT conversion, title changed from "agribusiness" to "agriculture" to reflect program name change and broader application in the discipline.</p>	1.000 to 3.000
Course Review	AG 315	<p>Fertilizers & Plant Nutrition</p> <p>Modifications: Lab content added; textbook updated</p> <p>Suggestions from Cal Poly and Ag Advisory to convert this course to 100-level, transferable course with an advisory of AG 125. Major course modification will be launched to address these recommendations.</p>	4.000
Course Review	BIOL 100	<p>Introductory Biology</p> <p>Modifications: Update textbook, course content, student learning outcomes and updated DL.</p>	4.000
Course Review	ENGL 101	<p>Freshman Comp: Exposition</p> <p>Prerequisite: Placement based upon Allan Hancock College's placement policy or concurrent enrollment ENGL 112 or completion of ENGL 514 or ENGL 595 or READ 110 or (NEW)</p>	4.000

		Modifications: Changes made to course content, readings, co-requisites and DL. Content Review completed for co-requisites and work sheets attached, COMMITTEE RECOMMENDATIONS: remove redundancy in prerequisite language.	
Course Review	ENGL 104	Technical Writing Modifications: Updated Methods of instruction, textbooks, and Distance Learning information. In addition, UC/CSU Comparison Worksheet was utilized for Content Review - worksheet attached.	3.000
Course Review	ENGL 137	Children's Literature Prerequisite: ENGL 101 (NEW) or READ 110 (NEW) Modifications: Changed prerequisites and attached UC/CSU Comparison Sheet, updated Text Book, Methods of Evaluation and Distance Learning. COMMITTEE RECOMMENDATIONS: complete READ 110 content review or comparison worksheet.	3.000
Course Review	ENGL 512	Writing Skills 2 Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now/concurrent enrollment with local high schools.	4.500
Course Review	ENGL 513	Writing Skills 3 Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now / concurrent enrollment with local high schools.	4.000
Course Review	ENGL 514	Writing Skills 4 Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now / concurrent enrollment with local high schools.	4.000
Course Review	SPCH 101	Public Speaking Modifications: Updating the course to include a request for Distance Education and correct typographical errors in the course outline. Distance Education offering would increase enrollment and accommodate students who are not able to come to campus to fulfill their general education requirements.	3.000
Course Review	SPCH 189	Independent Projects in Speech	1.000 to 3.000
Major Modification	ENGR 134	Internship Seminar Modifications: DE request. This proposal will be deleted, and a new course drop proposal will be launched.	1.000
Major Modification	ES 121	African American History Modifications: Revised sections include catalog description, course content, course objectives, and Student Learning Outcomes. The course was approved for AHC GE Category	3.000

		2B, AHC Multicultural Gender Studies, CSU GE Area D, and CSU US History and American Institutions, but denied for CSU GE Area F. This revision will address the issues identified in the CSU GE Area F denial. It will then also require re-submission to the above approved areas for review.	
Major Modification	HIST 120	Chicano History Modifications: Revised course content, course objectives and student learning outcomes, course title (formerly History of the Mexican-American). Justification: to align with the CSU GE Area F competencies, updated textbooks, submitting for Distance education modality and Motion: attached CSU GE Area F Worksheet.	3.000
Major Modification	MUS 120	Piano 2 Modification: Conversion from ERT to DL synchronous.	1.000
Major Modification	MUS 121	Piano 3 Prerequisite: MUS 120 Modification: Conversion from ERT to DL synchronous	1.000
Major Modification	MUS 123	Voice 2 Modification: "Synchronous Only" DL Conversion	2.000
Major Modification	MUS 129	Voice 1 Modification: "Synchronous Only" DL Conversion	2.000
Major Modification	MUS 133	Chamber Voices Modification: ERT to Synchronous Only DL Conversion	2.000
Major Modification	PSY 118	Human Development - Lifespan Modifications: Add Distance Education format, update textbook, assignments and ILOs.	3.000
	Electronics	Computer Networking & Electronics Technology: Digital Systems Technician, Certificate of Achievement Former: Electronics Technology: Digital Systems Technician Justification: During the 2017-2018 program review, the Electronics Technology Industry Advisory Committee and the Validation Team recommended that the program name be modified to more accurately reflect the content of the program, which includes computer networking training.	22
		Computer Networking & Electronics Technology: Electronic Engineering Technology, Associate in Science Former: Electronic Engineering Technology Justification: as above.	41
		Computer Networking & Electronics Technology: Electronic Training, Certificate of Achievement Former: Electronics Technology: Electronic Training	18
		Computer Networking & Electronics Technology: Electronics Technology, Associate in Science Former: Electronics Technology	22
		Computer Networking & Electronics Technology: Mechatronics, Associate in Science Former: Electronics Technology: Mechatronics	49

		Computer Networking & Electronics Technology: Mechatronics, Certificate of Achievement Former: Electronics Technology: Mechatronics	49
		Computer Networking & Electronics Technology: Network Maintenance and Digital Technologies, Certificate of Achievement Former: Electronics Technology: Network Maintenance and Digital Technologies Modifications: EL 108 – increase units from 2 units to 4 units. EL 109 – dropped 2 units. No net change in the total number of units.	24
	Viticulture and Enology	Viticulture Level 1, Certificate of Achievement Justification: This program is being expanded and separated into three stacked certificates. This is the existing certificate and is being modified to the first of these to focus on more introductory level skills.	23
<p>Discussion: ANTH/ES 107. The initiator indicated via email that the course title should read, “Indigenous People of California”. A. Ramirez stated that the course title change impacts the course outline as a whole and it would need additional review by the discipline faculty. D. DeGroot indicated that he has been working with the initiator, Brian Stokes, and local experts in determining the most accurate course title.</p> <p>Committee Actions: A motion was made to recommend for adoption the above second reading items excluding ANTH/ES 107. (M/S/P: S. Roehl/ A. Keiser). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.</p> <p>A motion to adopt ANTH/ES 107 pending discipline faculty decision of the course title and appropriate review of the course outline in time for submission of the summary report to the senate. (M/S/P: B. Darwin/S. Roehl). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, M. Nelson, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: T. Passage and A. Ramirez. Abstain: 0.</p>			

V. Agenda Item: Graduation Requirements and CSU/UC Transfer Requests

Prefix & Number	Course Title	GE/Transfer Request
ANTH 107	Native American People of California	AHC GE 2A Social Science CSU GE Area D1 Anthropology and Archaeology CSU GE Area D3 Ethnic Studies IGETC Area 4A Anthropology and Archaeology IGETC Area 4C Ethnic Studies AHC MCGS CSU GE Area F Ethnic Studies – Attached WS
ES 107	Native American People of California	AHC GE 2A Social Science CSU GE Area D1 Anthropology and Archaeology IGETC Area 4A Anthropology and Archaeology AHC MCGS CSU GE Area F Ethnic Studies – Attached WS
ES 130	Chicano History	Current approvals: AHC GE Cat 3 Humanities

		CSU GE Area D6 History IGETC C Area 4F History AHC MCGS NEW: CSU GE Area F Ethnic Studies – Attached WS
HIS 120	Chicano History	Current approvals: AHC GE Cat 3 Humanities CSU GE Area D6 History IGETC C Area 4F History AHC MCGS NEW: CSU GE Area F Ethnic Studies – Attached WS
ES 121	African American History	Current Approvals: AHC GE Cat 2B American History/Government CSU GE Area D3 Ethnic Studies CSU GE Area D6 History IGETC Area 4C Ethnic Studies ICETC Area 4F History MCGS Update: CSU GE Area F
A motion was made to recommend for adoption of the above graduation requirements and CSU/UC transfer requests. (M/S/P: S. Roehl/ A. Keiser). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: A. Ramirez. Abstain: 0.		

VI. Agenda Item: ERT and DE Conversions.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Minor Modification	GRPH 108	Design 1 on the Computer Synchronous only or partial online DE conversion.	3.0
	POLS 106	California Government and Politics DE conversion.	1.0
Course Review	AG 100	Intro to Ag Studies and Careers DE conversion.	1.000
Course Review	AG 189	Independent Projects in Agriculture Former: Independent Projects in Agribusiness ERT conversion	1.000 to 3.000
Course Review	SPCH 101	Public Speaking Distance Education	3.000
Major Modification	MUS 120	Piano 2 DE synchronous.	1.000
Major Modification	MUS 121	Piano 3 DE synchronous	1.000
Major Modification	MUS 123	Voice 2 "Synchronous Only" DE	2.000
Major Modification	MUS 129	Voice 1 Synchronous Only DE	2.000
Major Modification	MUS 133	Chamber Voices Synchronous Only DE	2.000
Major Modification	PSY 118	Human Development - Lifespan Distance Education	3.000

Committee Action:
 A motion was made to recommend for adoption of the above DE and ERT conversions. (M/S/P: D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, A. Ramirez, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.

VII. Agenda Item: New or Modified Requisites

Prefix & Number	Course Title	Requisites
AG 152	Intro to Animal Science	Advisory: BIOL 100
AG 161	Introduction to Plant Science	Advisory: BIOL 100
ENGL 101	Freshman Comp: Exposition	Prerequisite: Placement based upon Allan Hancock College's placement policy or concurrent enrollment ENGL 112 or completion of ENGL 514 or ENGL 595 or READ 110
ENGL 137	Children's Literature	Prerequisite: ENGL 101 (NEW) or READ 110 (NEW)
ENGL 513	Writing Skills 3	Remove prerequisite language: Recommended placement based on the START process.
ENGL 514	Writing Skills 4	Remove prerequisite language: Recommended placement based on the START process.

Committee Action:
 A motion was made to recommend for adoption of the above new and modified requisites. (M/S/P: D. Mitchem/S. Roehl). Yes: C. Bisson, B. Darwin, C. Kelly, A. Ramirez, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.

VIII. Agenda Item: 2021 AP&P Committee Accomplishments, Challenges, and Recommendations for Improvement Report

Academic Policy and Planning Committee

2021 ACCOMPLISHMENTS, CHALLENGES, AND RECOMMENDATIONS FOR IMPROVEMENT REPORT

The AP&P committee completes an annual report of the accomplishments, challenges, and recommendations for improvement report to the Academic Senate in May.

Accomplishments	Challenges	Recommendations
<ul style="list-style-type: none"> Faculty, staff, and administration collaboration and response on timely proposal submissions and approvals to meet the CCCC mandates. Completion of 90-95% of CCCC mandated ERT conversion. Completion of ERT to DE conversions to meet fall 2021. Integration of online catalog development (including refresh) with curriculum proposal timelines. Development of strategies to facilitate review and approval of course and program proposals. 	<ul style="list-style-type: none"> Impact of guided pathways, online catalog production, and other curriculum-linked activities on integrity of college publications. Response and turn-around time from Governet to implement changes in the curriculum management system (CurriQunet). Program deactivation proposals that do not meet the criteria of BP/AP 4021, Program Vitality. Opportunities for professional development for further training on curriculum development and related matters 	<ul style="list-style-type: none"> Increase opportunity for faculty engagement in curriculum-related professional development opportunities. Continue collaboration with Governet regarding implementation of the needed changes to align CurriQunet with committee processes. Ongoing dialogue with guided pathways design teams, catalog committee, and learning outcomes committee. Continue semester retreats to provide curriculum-rated updates.

<ul style="list-style-type: none"> • Review of evaluation team report on Environmental Health and Safety programs. • Submission of 4 summary reports to AHC Academic senate and Board of Trustees. • Submission of 4-5 courses for CSU Area F consideration. • Annual update curriculum development guide. • Update on course review packet. • Review of prerequisites, corequisites, and advisory processes. • Annual review of College Now and sunset lists. • Innovative use of noncredit courses and programs. <ul style="list-style-type: none"> ○ Implement “satisfactory progress” rating. ○ Mirrored credit and noncredit courses • Alignment of curriculum management system (CurriQunet) with curriculum development processes. <ul style="list-style-type: none"> ○ PCA and LOE requisite fields ○ AHC GE, CSU GE, and IGETC ○ DE Addendum ○ ERT, DE synchronous only, and DE synchronous and asynchronous 	<ul style="list-style-type: none"> • Need for clerical support during high volume of proposal submissions and processing. 	<ul style="list-style-type: none"> • Provide supplemental clerical support. • Explore options for Credit for Prior Learning (CPL).
--	--	--

Committee Action:

A motion was made to approve the 2021 Accomplishments, Challenges, and Recommendations as amended. (M/S/P: D. Mitchem/S. Roehl). Yes: C. Bisson, B. Darwin, C. Kelly, A. Ramirez, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, D. Mitchem, S. Roehl, K. Soriano. No: 0. Abstain: 0.

- IX. Agenda Item:** Credit for Prior Learning. The item has been discussed in the last meeting,
- X. Agenda Item:** Repeatability List. A list is underway regarding repeatable courses. The committee would review repeatability requests for justification and/or supporting documentation.
- XI. Agenda Item:** Cross-listing and Multi-prefix Offering. A list of cross-listed courses will be shared with the committee for review of source courses and cross-listed courses. The initiator/discipline expert of the source course is currently tasked with ensuring that all the courses are reviewed periodically.
- XII. Agenda Item:** Program Proposal Submissions. The item was discussed during the chair comments.

XIII. 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.

XIV. Reports

- a. AP&P Representatives - none
- b. AP&P Vice Chair / TRC Chair – none
- c. AP&P Chair – none
- d. Administration – none
- e. Admissions and Records – none
- f. Counseling/Matriculation – none
- g. Articulation – none
- h. CurriQunet & Support - none

XV. Call for Future Agenda Items.

XVI. Call to Adjourn. The meeting was adjourned at 4:00 PM.