

Academic Policy & Planning Committee Agenda
Thursday Oct 7, 2021 at 2:00 PM
ZOOM: 988 4121 2092 (Passcode: 4y745g)

VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson
 Business – Brent Darwin
 Counseling – Antonio Ramirez
 English – Chad Kelly
 Fine Arts – Shane Anderson
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Mary Pat Nelson
 Industrial Technology – John Gerrity

Academic/Student Affairs – Trev Passage
 Languages & Communication – Andria Keiser
 Life and Physical Sciences – Wendy Hadley
 Mathematics Sciences – Derek Mitchem
 Public Safety – Susan Roehl
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Kristy Soriano

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Sean Abel
 Dean, Academic Affairs – Mary Patrick
 Dean, Matriculation/Counseling – Yvonne Teniente
 Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Extended Campus – Rick Rantz
 Associate Dean/ Public Safety Director – Mitch McCann
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher
 Senate President – Alberto Restrepo

Guests

Schedule – Ricardo Lopez

I. Approval of Minutes: Sep 23, 2021

II. Approval of the Agenda

III. Chair Comments:

- Next AP&P Meeting: 10/21/2021
- Next TRC Meeting: 10/14/2021
- Summary Report: 11/4/2021

IV. Agenda Item: Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Text Change	ECS 313	Science for Young Children	0.5
	ECS 314	Engineering and Technology for Young Children	0.5
	ECS 315	Math for Young Children	0.5

V. Agenda Item: First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	AG 116	Introduction to Precision Agriculture Justification: This course will fulfill a core requirement in a certificate in Precision Agriculture. In addition, this course will provide specific skills in Precision Agriculture that are not covered in any other course.	3.000
New Course	AJ 106	Police Patrol Procedures Justification: Program: Administration of Justice. Associate in Science	3.000
THEA 198 V – THEA 198U:			

Justification: These courses will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.			
New Course	THEA 198U	Catalog Title: Topics in Theatrical Performance Banner Title: Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Course	THEA 198V	Catalog Title: Topics in Theatrical Performance Banner Title: Rep of Sound of Music to Native Gardens LOE: Completion of the program application and procedures for enrollment.	3.000
New Course	THEA 199V	Catalog Title: Topics in Theatre Stagecraft Rep of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	3.000
New Course	THEA 199U	Catalog Title: Topics in Theatre Stagecraft Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Noncredit Course	PD 7000	College Success Strategies for Noncredit Students Justification: The development of this noncredit course will help bridge a gap that currently exists for our noncredit students. Our noncredit students are diverse and come to Allan Hancock College with different educational, language and developmental backgrounds. The creation of this course is focused on building support towards noncredit student academic success. The class will help student retention and completion of noncredit goals because it will help establish student connection to the college resources, support services and career opportunities available to noncredit students. Currently, there are successful PD courses available in credit that support student transition and success. However, our noncredit students need a course that is instructed in their language and that is focused on noncredit student needs and resources. NEW: DE sync only	20 h
	PD 7001	Noncredit Bridge to Credit Seminar Justification: same as PD 7000 NEW: DE sync only	20 h
Major Modification	EMSP 343	Paramedic Clinical Practicum Justification: Our paramedic program is moving forward to start Fall 22. A new course title and number with amendments in the required clinical hours per title 22 is entered here. Books updated . Prerequisites: EMS 309, EMS 321, EMS 322, EMSP 323, EMSP 324, EMSP 333, and EMSP 334. LOE: Current AHA CPR certification for healthcare provider	5.000 to 5.420

		Program: Paramedic - Certificate of Achievement 16 or more semester units (Draft)	
	EMSP 353	Paramedic Field Internship Justification: The course was originally created and never run. The hours needed to be modified to only lab / field exposure and hours needed to be updated to provide the needed range of time to fulfil for COAEMSP accreditation program requirements set forth by California Code of Regulations, Title 22, Division 9, Chapter 4. Prerequisites: EMS 309, EMS 321, EMS 322, EMSP 323, EMSP 324, EMSP 333, EMS 343, and EMSP 343 Program: Paramedic - Certificate of Achievement 16 or more semester units (Draft)	10.000 to 11.000
	THEA 103	Begin Prof Thea Dance Styles Modification: Adding new discipline placements.	2.000
	THEA 104	Int Prof Thea Dance Styles Modification: Adding new discipline placements. Advisory: THEA 103	2.000
New Programs	Life & Physical Sciences	Geology Associate in Science for Transfer	26
	Life & Physical Sciences	Viticulture Level 2 Certificate of Achievement 16 or more semester units	35* 23 + 12
	Life & Physical Sciences	Viticulture Level 3 Certificate of Achievement 16 or more semester units	46* 35 + 11
Major Program Modification	Business Education	Computer Business Information Systems: Information Architecture Certificate of Accomplishment Justification: Through the process of analysis for Guided Pathways, it was discovered that some electives in the certificate were being offered at an irregular schedule which affected student certificate completion. After reviewing Advisory Committee recommendations and doing a Labor Market analysis of the jobs that use the skills in the certificate, it became necessary to review course selection for the core and the electives that were listed in the certificate and fine tune it to current employment market requirements. These changes also consider student preferences and enrollment trends in the CBIS discipline. Modifications: Reduce total units from 16.5 to 15 units. Removed select options. Remove BUS 380 (core), BUS 111 (selective), BUS 366 (selective), BUS 377 (selective), CBIS 372 (selective), and MMAC 114 (selective).	15
	Business Education	Computer Business Information Systems: Small Business Web Master Certificate of Accomplishment Justification: Same as CBIS: Information Architecture program. Modifications: Increase the total units from 10 to 14 units. Removed selected options. Remove BUS 111 (selective),	14

		BUS 380 (selective), CS 102 (selective), and MMAC 114 (selective).	
	Life & Physical Sciences	Agricultural Business Associate in Science for Transfer Modification: Because of recent approval of AG 152 for CSU GE B2 and IGETC 5B and approval of AG 161 for CSU GE B2/B3 and IGETC 5B/5C the double counting calculations for the Agricultural Business AS-T has increased from 6 units to 9 units.	57-59
	Noncredit Education	Basic ESL Certificate of Competency Modifications: Make NESL 7040 a required course. Remove Level A as a required course and make it optional to reduce the number of waivers by Noncredit Counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.	120-390 h
	Noncredit Education	Basic Noncredit ESL Certificate of Completion Modifications: Update by removing historical course after Course Review. Make NESL 7040 a required course. Add NESL 551 and 552 grammar courses as electives. Make Spanish Literacy & Pre-A electives. Remove Level A as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements. It will also more accurately reflect the number of hours that are required for the certificate.	112-252 h Min: 120 h
	Noncredit Education	Advanced ESL Certificate of Competency Modifications: Make NESL 7041 a required course. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.	120-390 h
	Noncredit Education	Advanced Noncredit ESL Certificate of Completion Modifications: Update by removing historical course after Course Review. Make NESL 7041 a required course. Add NESL 551 and 552 grammar courses as electives. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements. It will also more accurately reflect the number of hours that are required for the certificate.	120-390 h Min: 120 h

VI. Agenda Item: Second Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	THEA 198S	Exploration of Into the Woods to Native Gardens Justification: This course will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.	1.000
Course Review	CBOT 100	Keyboarding Modifications: Course Review. Content modified to better reflect course. Course textbook - software updated.	1.000
	CBOT 131	Intro to Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. Updated the DE information.	3.000
	CBOT 132	Advanced Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. DE information was updated.	3.000
	CBOT 302	Records Management Justification: Course Review. Update textbook and course language.	2.000
	CBOT 305	Legal Office Procedures Modifications: Course Review. Update textbook and wording to reflect current terminology. DE information was updated.	3.000
	CBOT 312	Keyboarding Speed/Development Modifications: Course Review. Banner course title modified to fit in Banner. Course objectives #2 re-worded to better reflect course objectives. Textbook- online software updated. Advisory reviewed and Course Review Worksheet submitted. DE information updated. Advisory: CBOT 100	1.000
	CBOT 333	Business Desktop Publishing Modifications: Course Review. Update textbook, semester course is offered, and course wording as needed based on technology changes and updates. DE information updated.	3.000
	CBOT 334	Admin Office Procedures Modifications: Course Review. Update textbook. Re-affirm advisory. DE information updated. Advisory: CBOT 131	3.000
	CBOT 337	Presentation Design - PowerPoint Modifications: Course Review. Update text and wording to reflect changes and updates in technology. DE updated.	3.000
	CBOT 360	Word - Basics	1.000

		Modifications: Course Review. Update textbook, materials and language. DE information updated.	
	CBOT 361	Intro to PowerPoint Modifications: Course Review. Update textbook and course language. DE information was updated.	1.000
Major Modification	THEA 103	Begin Prof Thea Dance Styles Justification: Add new discipline placements - Dance (M).	2.000
	THEA 104	Intermediate Professional Theatre Dance Styles Justification: Add new discipline placement - Dance (M).	2.000
	THEA 122	Adv Int Thea Dance Styles Justification: Add new discipline placement - Dance (M).	2.000
	THEA 123	Adv Prof Theatre Dance Styles Justification: Add new discipline placement - Dance (M).	2.000

VII. Agenda Item: New and Modified Requisites

Prefix & Number	Course Title	Requisites
CBOT 312	Keyboarding Speed/Development	Reestablish: Advisory: CBOT 100
CBOT 334	Admin Office Procedures	Reestablish: Advisory: CBOT 131

VIII. Information Item: Program Proposals

IX. Information Item: Cross-listing and Discipline Placement

X. Information Item: Requisites

XI. 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.

XII. Reports

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

XIII. Call for Future Agenda Items.

XIV. Call to Adjourn