

Academic Policy & Planning Committee Meeting Minutes

Thursday Feb 17, 2022 at 2:00 PM

ZOOM ID: 988 4121 2092 Passcode: 4y745g

VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Trev Passage
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
X Counseling – Brooke Souza	X Life and Physical Sciences – Brian Youngblood
X English – Chad Kelly	X Mathematics Sciences – Derek Mitchem
X Fine Arts – Shane Anderson	Public Safety – Susan Roehl
X Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Pat Nelson	Student Representative - vacant
X Industrial Technology – John Gerrity	

NON-VOTING MEMBERS

X Chair – Larry Manalo Jr.
 X Vice chair/TRC/ Articulation - David DeGroot
 VP, Academic Affairs – Robert Curry
 Admissions & Records – Josie Cabanas and Eunice Barcenas
 Community Education – vacant
 Part-Time Faculty Union
 X 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

Joan Bergstrom-Smith
 Jesus Solorio

I. Approval of Minutes: Feb 3, 2022

A motion was made to approve the minutes of the February 3, 2022 meeting. (M/S/P D. Mitchem/S. Bates) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: B. Youngblood

II. Approval of the Agenda

A motion was made to approve the agenda with a correction. (M/S/P D. Mitchem/S. Bates) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 03-03-2022.
- Last AP&P Meeting: 05-12-2022.
- Next TRC Meeting: 02-24-2022
- Calendar changes: Added a summary report submission.
- Review of Summary Report: Mar 3, 2022. Senate: 3/15/2022. BOT: 4/19/2022.

IV. Agenda Item: Meeting Modality. Face-to-face or Remote Platform (ZOOM).

A motion was made to continue meeting remotely due to COVID 19 concerns. (M/S/P T. Passage/A. Keiser) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.

V. Agenda Item: Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Drop	OLDR 7200B	Int Watercolor Painting No Impact on Course/s or Program/s Reports	24.000- 27.000
Course Drop	OLDR 7209B	Botanical Illustration No Impact on Course/s or Program/s Reports	24.000- 27.000
Joan Bergstrom, noncredit faculty informed the committee that clean-up of noncredit "B" courses is being done.			

VI. Agenda Item: First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Review	VEN 325	Vineyard Equipment Practices Justification: Course review. Changed units to 1.00. Course Impact: None Program Impact: Viticulture Level 2 Certificate of Achievement and AS Viticulture	1.000
COMMITTEE ACTION:	A motion was made to table VEN 325 pending program modification for Viticulture Level 2, Certificate of Achievement. (M/S/P A. Keiser/S. Bates) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.		

VII. Agenda Item: Second Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ES 120	Race & Ethnic Relations Justification: Cross-listed course for SOC 120 for submission to CSU GE Area F. Discipline: ES or SOC NEW: DE	3.000
Course Review	SOC 120	Race & Ethnic Relations Justification: Following changes made to align with CSU GE Area F competencies (see attached worksheet), modification of course description, course content and course objectives. Discipline: ES or SOC	3.000
New Course	FT 340	Advanced Firefighter Continuing Education Justification: This course satisfies annual mandatory continuing education requirements of local fire agencies. Curriculum will be derived from the California State Fire Marshal's Office, National Fire Protection Agency, National Fire Academy, and appropriate sections of the California Code of Regulations. The course may encompass requisite lecture and lab sessions as established by the authority having jurisdiction, California State Fire Marshal, Local Fire Agencies and Emergency Medical Associations.	1.500 to 2.000
	FT 379A	Public Safety Fitness Triade Justification: Many students enroll into a public safety academy and are not aware of the physical requirements needed to participate and pass. The students who are not ready to physically participate in the academy, due to fitness deficiencies will experience emotional embarrassment and be penalized with being advised to drop the course. This course can help to eliminate experiencing embarrassment and penalty. In the Fire academy there is often a waiting list of students wanting to enroll, during this time of waiting the student s	4.000

		can enroll in this preparatory course. In the EMS academy the students get little if any physical preparation during the academy. This course will be able to service and support these situations and more.	
	LE 450	Firearms Instructor Justification: POST (Peace Officers Standards and Training) and CLEC (County Law Enforcement Committee) both agree the need for AHC to develop this course. AHC trains students from other academies for required driver's training.	1.000
Course Review	ENGL 101	Freshman Comp: Exposition Justification: This proposal is part of our course review. Changes made to course content, readings, corequisites and DE. Content Review completed for co-requisites and work sheets attached.	4.000
	NURS 422	EKG/Monitor Observer Justification: Course Review. No changes to course content or hours. DE: Added Lecture Synchronous Only.	1.500
New Credit Program	Public Safety	Paramedic , Certificate of Achievement 16 or more semester units	32.00 – 33.00
Major Program Modification	Fine Arts	Commercial Dance, Certificate of Achievement	16.5
		Dance , Associate in Arts	29.00
		Dance , Certificate of Achievement	29.00
New Noncredit Course	HEAL 7103	Meditation: Beyond Relaxation Justification: Current medical research indicates that stress adversely impacts health while relaxation, mindfulness, and awareness provide substantial health benefits -- emotionally, physically, and mentally. Although most of us recognize we must handle stress better and learn to relax, it is often difficult for individuals to adopt and incorporate a regular program of stress reduction into their lives on their own. This class provides a structured program of relaxation and concentration to help individuals make stress reduction practice an ongoing part of their daily lives – a healthy habit. Students will also develop awareness that there is life beyond, or free from, the subjective thinking that engenders stressful states commonly known as suffering. New: DE	12.000-16.000
COMMITTEE ACTION	A motion was made to recommend 2nd readings for adoption. (M/S/P A. Keiser / D. Mitchem) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.		

VIII. 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.

IX. Agenda Item: Request for Distance Education (Includes ERT, DE, and DE sync only)

DE Type	Prefix & Number	Course Title
DE	ES 120	Race & Ethnic Relations
DE Sync only	HEAL 7103	Meditation: Beyond Relaxation
DE Sync only	NURS 422	EKG/Monitor Observer
COMMITTEE ACTION:	A motion was made to recommend DE requests for adoption. (M/S/P A. Keiser / T. VanderMolen). Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.	

X. Agenda Item: Request for AHC GE/Graduation Requirements, CSU GE, and/or UC IGETC

Prefix & Number	Course Title	Graduation Requirements
ES 120	Race & Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4J Sociology and Criminology AHC MCGS
SOC 120	Race & Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4J Sociology and Criminology AHC MCGS
COMMITTEE ACTION:	A motion was made to recommend general education courses for adoption. (M/S/P S. Bates / A. Keiser) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.	

XI. Agenda Item: New or Modified Requisites

Prefix & Number	Course Title	Requisites
ENGL 101	Freshman Comp: Exposition	Remove: Prerequisite: A recommended placement based on the START process or successful completion of Remove: Prerequisite: READ 110 Remove: Prerequisite: ENGL 514 Remove: Prerequisite: ENGL 595 NEW: Corequisite: ENGL 112 or NEW: Prerequisite: Placement based upon AHC placement policy or concurrent enrollment in ENGL 112 or completion of ENGL 514 or ENGL 595 or READ 110
COMMITTEE ACTION	A motion was made to recommend requisite assignments for adoption. (M/S/P S. Bates / A. Keiser) Yes: C. Bisson, B. Souza, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. Noes: 0, Abstain: 0.	

XII. Information Item: Noncredit Courses Prefixes

Implementation of noncredit review process (approved 5/7/2020) would include the following steps:

- review noncredit courses and match to a related credit course subject** – ECS (Early Childhood Studies) is related to a set of VOCE noncredit courses in the Introduction to Early Childhood Studies Noncredit Certificate and the Family Childcare License Prep Certificate.

2. **re-name noncredit course subjects** – this will allow the correct ownership of noncredit proposals submitted by credit faculty. and also, the appropriate discipline faculty review by both credit and noncredit faculty. Noncredit courses related to ECS will have ECSN (Early Childhood Studies Noncredit) course prefix. This naming pattern will also place noncredit courses after their related credit courses in the catalog.
3. **creation of a noncredit proposal workflow** – this process will ensure the appropriate dean review for noncredit proposals and will not include those positions in the workflow that do not exist in Community Education causing proposals to stall at the AP&P rep level and department chair level.

XIII. Information Item: Textbooks and Instructional Materials (OER, LTC, and ZTC)

XIV. 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

XV. Call for Future Agenda Items.

Program impact and program modification proposals

XVI. Call to Adjourn

The meeting was adjourned at 4:05 p.m.