

Academic Policy & Planning Committee Minutes
Thursday May 5, 2022 at 2:00 PM
ZOOM ID: 988 4121 2092 Passcode: 4y745g

VOTING MEMBERS (15)

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

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

NON-VOTING MEMBERS

X Chair – Larry Manalo Jr.
 X Vice chair/TRC/ Articulation - David DeGroot
 VP, Academic Affairs – Robert Curry
 Admissions & Records – X Josie Cabanas and
 X Eunice Barcenas
 X Community Education – Andria Keiser
 Part-Time Faculty Union – Joan Bergstrom Smith
 Curriculum Specialist – Rebecca Andres

STANDING INVITEES

X Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Sean Abel
 Dean, Academic Affairs – Mary Patrick
 Dean, Matriculation/Counseling – Yvonne Teniente
 X 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
 DE – Fred Patrick
 GUEST: Chris Straub
 GUEST: Chellis Ying Hood
 GUEST: Susi Kopecky
 GUEST: Nancy Jo Ward

I. Approval of Minutes: Apr 21, 2022.

A motion was made to approve the minutes of the April 21, 2022 meeting as distributed. (M/S/P D. Mitchem/T. VanderMolen). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

II. Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P D. Mitchem/T. VanderMolen). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 05-12-2022.
- AP&P Fall Seminar/Retreat: 08-10-2022. PD 9:00 AM – 12:00 Noon and 1:00 PM – 4:00 PM. Request for discussion topics.
- Next TRC Meeting: 09-01-2022.
- Review of Summary Report: May 5, 2022. Senate: May 17, 2022. BOT: June 14, 2022.

IV. Agenda Item: MEMO: AB 705 and Updating Course and Program Outlines

Follow-up discussion on developing a process for pre-transfer level ENGL and MATH courses course requisites and program requirements. These requisite modifications will be included in the committee agenda.

Discussion: The three forms were presented. The instructions were clarified. Upon committee action, the memo will be sent college-wide for immediate implementation.

Committee Action: A motion was made to approve the memo as presented. (M/S/P D. Mitchem/B. Youngblood). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0. Refer: [2022-04-06 Memo on AB705 Implementation Process 2](#)

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

Committee Action: A motion was made to continue with ZOOM meeting modality. (M/S/P D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

VI. Agenda Item: AP&P Committee: 2022-23 Achievements, Challenges, and Recommendations.
 Discussion: The draft of the committee goals and achievements was shared. The suggestions were included.
 Committee Action: None.

VII. Agenda Item: Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Minor Modification	ECS 112	Intro Young Child with Special Needs Justification: Modify Distance Education Criteria to remove My Virtual Child from contact hours. It was listed by mistake.	3.000
Discussion	Christine B. presented the proposal and shared the initiator's insights.		
Committee Action	A motion was made to approve the consent agenda. (M/S/P C. Bisson/D. Mitchem). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

VIII. Agenda Item: First Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	EDUC 149	CWE: Occupational Justification: EDUC does not currently have a cooperative work experience course. The industry/workforce needs to be able to place students at worksites to gain experience with Transitional Kindergarten and other grades to support student retention and success. New Distance Education proposal.	1.000 to 8.000
Major Modification	DANC 183	Dance Ensemble Justification: Updated language to catalog description, removal of ENGL 514 advisory. course content, course objectives, outside assignments and text.	3.000
	ECS 117	Teach Dual Language Learners OLD: Teaching Children in a Multicultural Classroom Justification: Modify course content to meet industry standards. Changed name. Updated SLO's and Objectives. Updated textbook. Course in Programs: Early Childhood Studies: Elementary Education in Diversity Studies - Associate in Science (In Review) Early Childhood Studies: Elementary Education in Diversity Studies - Certificate of Achievement (In Review)	3.000
Major Program Modification	Applied Behavioral Sciences	Early Childhood Studies: Elementary Education in Diversity Studies OLD: Elementary Education with Bilingual/Bicultural Emphasis Associate in Science	41-44

		Justification: Updated program title to be more aligned with workforce/industry standards. Add a new ECS 123 course and add a revised ECS 117 course. Removal of ECS/EDUC 133--which is no longer offered (sunset). Units changes to reflect a range based on selective courses 41-44 total units.	
	Applied Behavioral Sciences	Early Childhood Studies: Elementary Education in Diversity Studies OLD: Elementary Education with Bilingual/Bicultural Emphasis Certificate of Achievement Justification: Same as above.	41-44
Major Program Modification	Industrial Technology	Computer Networking & Electronics Technology: Network Maintenance and Digital Technologies OLD: Network Maintenance and Digital Technologies Associate in Science Justification: Update program. Drop EL 109. Incorporate EL 109 materials to EL 108. Increase the units of EL 108. Additionally, 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.	24
Modify Noncredit Course	PHTO 7200	Digital Photos & the Computer Justification: DE SYNC ONLY Conversion	8.000-12.000
	PHTO 7201B	Basic Digital Photography Justification: DE SYNC conversion.	24.000-32.000
	PHTO 7202B	Digital Photo Editing & Post-Processing Justification: DE SYNC Conversion.	24.000-32.000
	PHTO 7203B	Advanced Digital Photography Justification: DE SYNC Conversion.	24.000-32.000
	PHTO 7204B	Phonetography Justification: DE SYNC ONLY Conversion.	24.000-32.000
	PHTO 7205	Photography for Online Sales Justification: DE SYNC ONLY Conversion	8.000-12.000
	PHTO 7206	Food Photography Justification: DE SYNC conversion	8.000-12.000
Discussion	The committee appreciated the submission of course title modification for ECS 117 with the corresponding program changes. Nancy Jo W. answered questions regarding the changes in the program title of Computer Networking & Electronics Technology: Network Maintenance and Digital Technologies. The academic dean, Margaret L. provided additional support for the proposed changes.		
Committee Action	A motion was made to consider the above courses and programs for first reading. (M/S/P A. Keiser/D. Mitchem). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

IX. 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.

X. Agenda Item: Second Readings.
 First Reading: 04-21-2022.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 150/ES 150	Asian American Literature	3.000
Course Review	BIOL 132	Marine Biology	4.000
	GEOG 101	Physical Geography	3.000
Minor Modifications	CHEM 120	Introductory Chemistry	4.000
	CHEM 150	General Chemistry 1	5.000
Major Modification	CHEM 140	Introduction to Organic and Biochemistry	4.000
New Noncredit Courses	BASK 7200	Library Skills	
	HLTH 7001	Personal Care Attendant I	32.000-36.000
	HLTH 7002	Personal Care Attendant II	16.000-18.000
New Noncredit Program	Health Sciences	Patient Care Attendant Certificate of Completion	48.000-54.000
New Noncredit Courses	NESL 310	Reading Skills and Strategies	43.000-48.000
	NESL 537	Intermediate Reading for ESL	80.000-90.000
	NESL 538	Intermediate Writing for ESL	80.000-90.000
	NESL 540	Advanced Reading for ESL	80.000-90.000
	NESL 541	Advanced Writing for ESL	80.000-90.000
	NESL 543	Intermediate Conversation for ESL	48.000-54.000
	NESL 544	Advanced Conversation for ESL	48.000-54.000
	NESL 555	Pronunciation for ESL	48.000-54.000
Modify Noncredit Course	VOCE 7502	Intro to Tax Preparation	19.000
	VOCE 7503	Intro to Tax Prep Software	8.000
	VOCE 7622	Green Gardening: Beginning	25.000
	VOCE 7623	Green Gardening: Advanced	25.000
Major Noncredit Program Modification	NESL	Advanced ESL Certificate of Competency	120.000-390.000

Discussion:	There is a need to discuss and consider the implications of the DE modality of linked and cross-listed courses because it impacts course offering and scheduling.
Committee Action	A motion was made to adopt the above courses and programs. (M/S/P D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

XI. Agenda Item: Second Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	EDUC 149	CWE: Occupational	1.000 to 8.000
Major Modification	DANC 183	Dance Ensemble	3.000
	ECS 117	Teach Dual Language Learners	3.000
Major Program Modification	Applied Behavioral Sciences	Early Childhood Studies: Elementary Education in Diversity Studies OLD: Elementary Education with Bilingual/Bicultural Emphasis Associate in Science	41-44
		Early Childhood Studies: Elementary Education in Diversity Studies OLD: Elementary Education with Bilingual/Bicultural Emphasis Certificate of Achievement	41-44
Major Program Modification	Industrial Technology	Computer Networking & Electronics Technology: Network Maintenance and Digital Technologies OLD: Network Maintenance and Digital Technologies Associate in Science	24
Modify Noncredit Course	PHTO 7200	Digital Photos & the Computer	8.000-12.000
	PHTO 7201B	Basic Digital Photography	24.000-32.000
	PHTO 7202B	Digital Photo Editing & Post-Processing	24.000-32.000
	PHTO 7203B	Advanced Digital Photography	24.000-32.000
	PHTO 7204B	Phonetography	24.000-32.000
	PHTO 7205	Photography for Online Sales	8.000-12.000
	PHTO 7206	Food Photography	8.000-12.000
Committee Action	A motion was made to adopt the above courses and programs. (M/S/P D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

XII. Agenda Item: Request for Distance Education

DE Type	Prefix & Number	Course Title
These proposals had first readings on 04-21-2022.		
DE	ENGL 150/ES 150	Asian American Literature

ERT	BIOL 132	Marine Biology
ERT	CHEM 120	Introductory Chemistry
ERT	CHEM 140	Introduction to Organic and Biochemistry
ERT	CHEM 150	General Chemistry 1
DE	BASK 7200	Library Skills
DE SYNC ONLY	HLTH 7001	Personal Care Attendant I
DE SYNC ONLY	HLTH 7002	Personal Care Attendant II
ERT	NESL 310	Reading Skills and Strategies
DE SYNC ONLY	NESL 537	Intermediate Reading for ESL
DE SYNC ONLY	NESL 538	Intermediate Writing for ESL
DE SYNC ONLY	NESL 540	Advanced Reading for ESL
DE SYNC ONLY	NESL 541	Advanced Writing for ESL
ERT	NESL 543	Intermediate Conversation for ESL
ERT	NESL 544	Advanced Conversation for ESL
ERT	NESL 555	Pronunciation for ESL
DE SYNC ONLY	VOCE 7502	Intro to Tax Preparation
DE SYNC ONLY	VOCE 7503	Intro to Tax Prep Software
DE SYNC ONLY	VOCE 7622	Green Gardening: Beginning
DE SYNC ONLY	VOCE 7623	Green Gardening: Advanced
These proposals had first readings on 05-05-2022.		
DE	EDUC 149	CWE: Occupational
DE SYNC ONLY	PHTO 7200	Digital Photos & the Computer
DE SYNC ONLY	PHTO 7201B	Basic Digital Photography
DE SYNC ONLY	PHTO 7202B	Digital Photo Editing & Post-Processing
DE SYNC ONLY	PHTO 7203B	Advanced Digital Photography
DE SYNC ONLY	PHTO 7204B	Phonetography
DE SYNC ONLY	PHTO 7205	Photography for Online Sales
DE SYNC ONLY	PHTO 7206	Food Photography
DE	EDUC 149	CWE: Occupational
Discussion	Andria K. clarified that NESL 310 needed to be ERT.	
Committee Action	A motion was made to include ERT request for NESL 310 and the DE request for the above courses. (M/S/P C. Bisson/D. Mitchem). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.	

XIII. Agenda Item: New/Modified Requisites

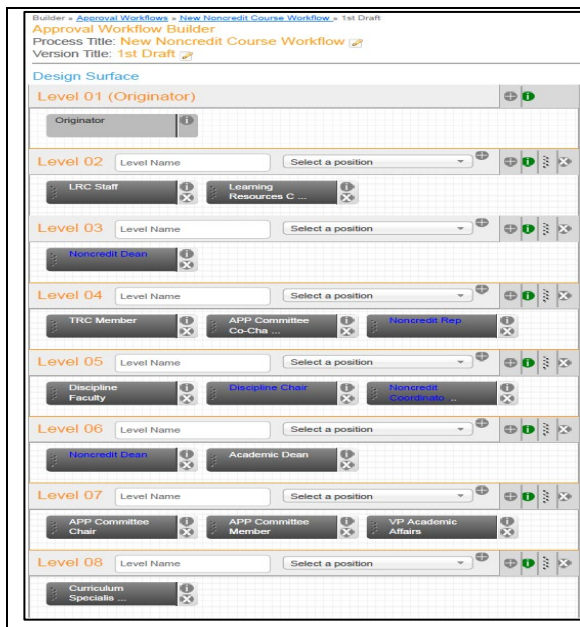
Prefix & Number	Course Title	Requisites
DANC 183	Dance Ensemble	REMOVE: Advisory: ENGL 514
ENGL 150/ES 150	Asian American Literature	NEW: Prerequisite: ENGL 101
CHEM 120	Introductory Chemistry	REMOVE: Advisory: pre-transfer level MATH 311
CHEM 150	General Chemistry 1	REMOVE: Advisory: pre-transfer level MATH 311
Justification: Regarding advisory pre-transfer level MATH advisory: Please remove them. Integrating math concepts sounds like we are stepping on toes, but we have proposed creating online math courses in our Chemistry 2022 Program Review. If our numbers begin to show a major drop rate (2022-2024) we will then resubmit to AP&P and integrate math concepts as well as online prep courses (Basic Skills).		
HLTH 7001	Personal Care Attendant I	NEW: Corequisite: HLTH 7002

HLTH 7002	Personal Care Attendant II	NEW: Corequisite: HLTH 7001
Discussion	Commenting on the removal of the pre-transfer level MATH advisory for CHEM 120, Sofia RG expressed support for noncredit options for noncredit MATH courses.	
Committee Action	A motion was made to include ERT request for NESL 310 and the DE request for the above courses. (M/S/P C. Bisson/B. Youngblood). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.	

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

Prefix & Number	Course Title	Graduation Requirements
ENGL 150/ES 150	Asian American Literature	AHC GE 2A Social Science CSU-GE A1 Oral Communication CSU-GE A2 Written Communication CSU-GE A3 Critical Thinking CSU GE C2 Humanities CSU GE F Ethnic Studies - IGETC 3B Humanities IGETC 4C Ethnic Studies AHC MCGC
Discussion	David DG stated that the request for CSU Area A was not likely to be accepted by the CSU evaluators.	
Committee Action	A motion was made to approve the request for graduation requirements, CSU GE, and/or UC IGETC except for the CSU GE Area A requests. (M/S/P C. Bisson/B. Youngblood). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.	

XV. Agenda Item: Noncredit (Community Education) Approval Process



Proposed workflow and approval process for noncredit courses and programs.

- **Noncredit Dean** – academic dean of community education that includes noncredit courses and programs.
 - **Noncredit Representative** – noncredit faculty who reviews noncredit proposals
 - **Discipline Faculty** – discipline experts of discipline-specific noncredit courses and programs.
 - **Discipline Chair** – Chair of the department that shares discipline expertise with the noncredit faculty.
 - **Noncredit Coordinator** – coordinates all noncredit courses. Collaborates with respective department/s on discipline-specific noncredit courses and programs.
- The redundancy in the levels of approval ensures faculty involvement, dean review and support, and coordinator management of noncredit curriculum.

Discussion: Andria K. recommended the inclusion of a Noncredit Program Coordinator role in Level 5. It is to include the specific noncredit program coordinators in the approval process in addition to the noncredit coordinator. Sofia RG expressed support for the approval process.

Committee Action: A motion was made to approve and pilot the proposed approval process for noncredit courses and programs. (M/S/P: A. Keiser/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

XVI. Reports

a. AP&P Representatives:

Brian Y. requested a brief follow-up discussion on PHYS 161. David DG will continue to work on the proposal and will present the final decision.

b. AP&P Vice Chair / TRC Chair

David DG. acknowledged the efforts of the Technical Review Committee with special mention to Sheri Bates and her remarkable diligence and penchant for language clarity, accuracy, and simplicity in reviewing and revising the elements of the program proposals.

c. AP&P Chair

d. Administration

e. Admissions and Records

f. Counseling/Matriculation

g. Articulation

David DG provided a preview of the upcoming changes to the GE transfer courses. It is anticipated that the more restrictive IGETC transfer patterns are more likely going to replace the current transfer patterns. The transition will be tentatively implemented by 2024.

h. CurriQunet & Support

XVII. Call for Future Agenda Items.

- DE Modalities
- Guided Pathways and Program Maps
- Noncredit Course and Program Approval

XVIII. Call to Adjourn. The meeting was adjourned at 4:05 PM.