

Academic Policy & Planning Committee Minutes

Thursday Sep 8, 2022 at 2:00 PM

AHC Board Room

VOTING MEMBERS (15)

X Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Kerry Runkle
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
X Counseling – Lainey Campos	Life and Physical Sciences – Brian Youngblood
English – Chad Kelly	X Mathematics Sciences – Derek Mitchem
X Fine Arts – Shane Anderson	X Public Safety – Susan Roehl
X Kinesiology, Rec & Athletics – Paul LeSage	X Social & Behavioral Sciences – Tom VanderMolen
X Health Sciences – Mary Nelson	X Student Representative – Pedro Navarrete
Industrial Technology – Loren Bradbury	

NON-VOTING MEMBERS

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

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 – Richard Mahon	Associate Dean/Athletic Director – Kim Ensing
Dean, Matriculation/Counseling – Yvonne Teniente	Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

Guests
 Susie Kopecky

I. **Approval of Minutes:** Aug 25, 2022.

Committee Action: A motion was made to approve the minutes as distributed. (M/S/P: Andria K./Susan R.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runkle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: O. Abstain: Mary Nelson.

II. **Approval of the Agenda**

Committee Action: A motion was made to approve the agenda with resequencing to accommodate the guest. (M/S/P: Derek M./Tom V.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runkle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: O. Abstain: O.

III. **Chair Comments:**

- Welcome: New representatives, new TRC members, and new meeting modality.
- Next AP&P Meeting: 09-22-2022.
- Next TRC Meeting: 09-15-2022.
- Review of Summary Report: No summary report.
- Course Review Process – periodic review of prerequisites and graduation requirements, AHC GE, CSU GE, and UC IGETC
 - The prerequisites: Prerequisites Review – (1) Content review form. (2) ENGL and MATH prerequisites require statistical validation and content review form. Work with institutional research team to gather statistical data. (3) CSU-UC Comparison for prerequisites that are required for transfer. (4) Mandates by regulatory agency require documentation of the mandate.
 - Graduation requirements, AHC GE, CSU GE, and IGETC – part of the course review. The faculty ascertains whether the course continues to meet the criteria.
 - Proposal Type: All proposals during the periodic course review must complete a COURSE REVIEW proposal type to have a change in “review date” on the course outline of record.
 - Proposal Type: Major Modification. These proposals are not associated with the Course Review process.
 - **AB 705** – As of Fall 2021: Submission of equitable placement and completion plans.
 - Findings: When local placement practices require, encourage, or allow students to enroll in pre-transfer coursework, throughput is not being maximized. Students are more likely to complete transfer requirements in math and English when they are placed and enrolled in transfer-level coursework. The findings applied to all student groups. It did not matter how

they performed in high school, how long they have been out of school, or prior math completion.

- **AB 1705** – clarifies the vague language of AB 705. The goals and standards of proof remain the same. Important loopholes are closed.
 - It describes allowances for below-transfer-level (BTL) coursework that includes:
 - Non-US high school graduates
 - Certain certificate programs
 - Noncredit ESL
 - Students with disabilities
 - Adult education
 - Dual enrollment
 - CTE
 - Where there is evidence of benefit to students

IV. Agenda Item: AP&P Committee: 2022-23 Achievements, Challenges, and Recommendations.
 Committee Action: A motion was made to approve the AP&P Committee: 2022-23 Achievements, Challenges, and recommendations. (M/S/P: Tom V./Christine B.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

V. Agenda Item: Deactivate Program

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Deactivate Program	Business	Database Administration Certificate of Accomplishment Justification: The courses in the certificate were sunset due to low demand over a period of semester. The proposal is faculty-initiated.	17.5

BP/AP 4020. Program Vitality. Excerpt.

Allan Hancock College is committed to programs and curriculum of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To this end, Allan Hancock College supports programs and classes that fulfill the goals of its mission as elaborated in the Educational Master Plan and Strategic Plan. Programs with low or declining enrollments, decreased demand for service, or clear obsolescence may be identified for discontinuance once the following criteria have been considered:

- effect on students
- balance of college curriculum
- educational and budget planning
- regional economic and training issues
- collective bargaining issues

Discussion: The proposal was dated 03-06-2018. The program is currently rendered unavailable to students. The initiator and the department continue to be supportive of deactivating the program.
 Committee Action: A motion was made to adopt the program deactivation. (M/S/P: Derek M. /Shane A.).
 Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

VI. Agenda Item: Consent Items.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
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Minor Modification	MUS 130	Mixed Ensemble Modification: Update course description and objectives to reflect community outreach aspect and skills of the course.	1.0
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Committee Action: A motion was made to adopt the program deactivation. (M/S/P: Derek M. /Shane A.).
Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

VII. Agenda Item: First Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Review	CBOT 189	Independent Projects Justification: Course review and program review.	1.000 to 3.000
Course Review	GEOL 141	Environmental Geology Justification: Course Review. Remove advisory for MATH 311. Streamline SLOs, remove redundant SLOs, correct typos and add climate change to LO. Update assignments to reflect objectives. Update Methods of Evaluation for current educational standards. Add request to offer course as DE or hybrid (online lectures, in person exams). Update Institutional Learning Outcomes supported by this course. Updated textbook to more current edition. NEW: DE synchronous and asynchronous NEW? AHCGE Cat 1 Natural Sciences NEW? CSUGE Area B1 Physical Science NEW? IGETC Area 5A Physical Science NEED? Content Review for ENGL 101.	3.000
Course Review	GEOL 189	Independent Projects in Geology Justification: Course Review. Specify course cap at 20. No C-ID descriptor available. Added Field Trips to Methods of Instruction (for field work). Update Institutional Learning Outcomes supported by this course.	1.000-3.000
Course Review	GEOL 199D	Topics in Geology: CA (Transect) Justification: Course Review. Specify course cap at 18 – allows for one instructor to teach course and three staff drivers of 7-person vehicles. No C-ID descriptor available. Streamline student learning outcomes.	2.000
Course Review	PHSC 111	Matter and Energy Justification: Course Review. Remove advisory for MATH 311 and ENGL 514. Complete course attributes. Correct typos in Course Content. Updated and streamlined SLOs. Update Methods of instruction to include all possible methods used. Added laboratory assignment examples. Check boxes for Methods of Evaluations to be consistent with existing description. Updated textbook to more current edition. Update Institutional Learning Outcomes supported by this course.	4.000

		NEW? AHC GE Cat 1 Natural Sciences NEW? CSUGE Area B1 Physical Science NEW? CSUGE Area B3 Laboratory Activity NEW? IGETC Area 5A Physical Science	
Course Review	PHSC 112	Earth & the Universe Justification: Course Review NEW? AHC GE Cat 1 Natural Sciences NEW? CSUGE Area B1 Physical Science NEW? CSUGE Area B3 Laboratory Activity NEW? IGETC Area 5A Physical Science	4.000
Course Review	PD 100	Personal and Career Exploration Justification: The changes include text and course objectives updates. AHC GE Cat 5 Living Skills CSU GE Area E Lifelong Learning and Self-development	3.000
Course Review	VEN 101	Intro to Winemaking/Enology Justification: Course review. Updated textbook. Updated DE.	3.000
Course Review	VEN 102	Intro to Viticulture Justification: Course review. Textbook update. Note: The course is cross-listed to AG 102 which is no longer available and is no longer offered.	3.000
Course Review	VEN 106	Winery/Vineyard Fin. Mgmt. Justification: Course review. DE submission. Advisories: ACCT 130 and CBIS 371	3.000
Course Review	VEN 114	Wine Business Justification: Course review. Text update. Advisories: BUS 101 and ENGL 514	3.000
Course Review	VEN 122	Viticulture Operations 3 Justification: Course review.	1.000
New Noncredit Course	CITZ 7001	U.S. Citizenship Interview Preparation Justification: To provide additional time/course/practice to allow students enough preparation and guidance to succeed in preparing for the U.S. Citizenship exam. NEW: DE synchronous only.	18-24
New Noncredit Course	FTNC 7001	Spring Firefighter In-Service Training Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college. LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.	40-135

		NEW: DE synchronous and asynchronous	
New Noncredit Course	FTNC 7002	Fall Firefighter In-Service Training Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college. LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course. NEW: DE synchronous and asynchronous	40-135
New Noncredit Course	FTNC 7003	Summer Firefighter In-Service Training Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college. LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course. NEW: DE synchronous and asynchronous	
Major Course Modification	COS 301	Intro to Cosmetology Justification: SB 803 has reduced instruction from 1,600 hours to 1,000 hrs. LOE: Admission to the Cosmetology program	5.500 (Former: 5.0)
Major Course Modification	COS 302	Beginning Cosmetology Justification: same as COS 301.	5.500 (Former: 9.0)
Major Course Modification	COS 303	Intermediate Cosmetology Justification: same as COS 301.	5.500 (Former: 9.0)
Major Course Modification	COS 304	Advanced Cosmetology Justification: same as COS 301.	5.500 (Former: 9.0)
Major Course Modification	ENTR 101	Intro to Entrepreneurship Justification: Submit for ERT to DE.	3.000
Major Course Modification	FILM 118	3D Computer Animation 2 Justification: Adding DE modalities Prerequisites: FILM 117 or MMAC 117	3.000
Major Course Modification	FILM 128	Intermediate Motion Graphics Justification: Adding DE modality Advisories: FILM 126	3.000
Major Course Modification	MMAC 118	3D Computer Animation 2 Justification: Adding DE modality	3.000

		Prerequisite: FILM 117 or MMAC 117	
Major Course Modification	PLGL 102	Criminal Law & Procedure Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 103	Civil Litigation Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 104	Legal Research & Writing Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 106	Case Management Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 108	Wills and Trusts Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 109	Family Law Justification: Submit for ERT to DE.	3.000
Major Course Modification	PLGL 111	Tort Law for Paralegals Justification: Submit for ERT to DE. Advisory: PLGL 101	3.000
Major Course Modification	POLS 105	Comparative Politics Justification: Restructuring of the course from one focused on case studies to a thematic approach. This change is consistent with the way the course is taught at other colleges and universities, as well as with the organization of current textbooks. In addition, the revisions continue to align with the C-ID POLS 130 descriptor: "Comparative analysis of different kinds of political systems, including their history, political behavior, institutions, processes and policies, the environments in which they occur, and their consequences." Advisories: ENGL 101 and POLS 103	3.000
Major Course Modification	RE 100	Real Estate Principles Justification: Submit for ERT to DE.	3.000
Major Course Modification	RE 303	Real Estate Practices Justification: Submit for ERT to DE.	3.000
Major Course Modification	RE 305	Real Estate Appraisal Justification: Submit for ERT to DE.	3.000
Major Course Modification	RE 306	Property Management Justification: Submit for ERT to DE.	3.000
Minor Program Modification	Fine Arts	Music Associate in Arts Justification: Update MUS 130, 132, 133, and 137 to 1 unit to match the requirements for Transfer degree.	32
Major Program Modification	Community Education	<u>Cosmetology</u> Certificate of Achievement Justification: Modification to the program to reflect course unit reduction due to SB 803.	22
Major Program Modification	Community Education	<u>Cosmetology</u> Associate in Science Justification: Modification to the program to reflect course unit reduction due to SB 803.	22

Major Program Modification	Applied Behavioral Sciences	<u>Culinary Arts and Management</u> Associate in Science Justification: The Culinary Arts & Management Program currently offers an Associate degree in addition to the Certificates of Achievement. We have made changes to specific courses that are included in the AS degree options for students pursuing the degree. The list of "additional units" includes courses that no longer exist (CA 323 and CA 324). They have been replaced with CA 325. We would also like to add CA 118 Beverage Management (1 unit) and CBIS 101 (3 units) to the list of options for additional units. I have also updated the instructors that teach the program and attached a new narrative "Narrative Culinary AA corrected April-2022"	27
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Discussions:

- GEOL 141. Recommend: Complete the GE Guiding Principles. Provide Content review for ENGL 101 with statistical validation.
 - VEN 101 – Include the text from the Other Materials.
 - VEN 106. There seems to be a “glitch” with the methods of instructions field. There is no field for Distance Education (DE) in the Methods of Instruction (MOI). However, the course outline shows that MOI includes DE.
 - VEN 106 and VEN 114. Recommend: Content Review forms for advisories and removal of ENGL 514.
- Committee Action: A motion was made to consider the above proposals for first readings. (M/S/P: Derek M. /Andria K.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 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 Items: Second Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 117	Detective Fiction	3.000
New Course	ENGL 118	Women in Literature	3.000
New Course	PE 179	Experimental Courses in PE	0.500-10.000
New Course	PE 199	Special Topics in P.E.	0.500-3.000
New Course	PE 379	Experimental Courses in PE	0.500-10.000
Course Review	BIOL 120	Humans & the Environment	3.000
Course Review	BIOL 125	Human Physiology	4.000
Course Review	BIOL 155	General Zoology	5.000
Course Review	GEOL 100	Physical Geology	4.000
Course Review	GEOL 114	Oceanography	3.000
Course Review	GEOL 131	Geology of California	3.000

Committee Action: A motion was made to adopt the above courses and table PE 179 and PE 379 pending department decision and action. (M/S/P: Derek M. /Susan R.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

X. Agenda Item: Request for Distance Education

DE Type	Prefix & Number	Course Title
DE Synch & Async	FILM 126	Introduction to Motion Graphics NOTE: The proposal type: Minor modification.
DE Synch & Async	ENGL 117	Detective Fiction
DE Synch & Async	ENGL 118	Women in Literature
DE Synch & Async	GEOL 114	Oceanography
DE Synch & Async	GEOL 131	Geology of California

Committee Action: A motion was made to approve distance education. (M/S/P: Derek M. /Shane A.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

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

Prefix & Number	Course Title	Graduation Requirements
ENGL 117	Detective Fiction	AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities
ENGL 118	Women in Literature	AHC GE Cat 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities
GEOL 114	Oceanography	AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science IGETC Area 5A Physical Science
GEOL 131	Geology of California	AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science IGETC Area 5A Physical Science

Committee Action: A motion was made to approve AHC Graduation Requirements, CSU GE, and/or UC IGETC. (M/S/P: Derek M. /Shane A.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

XII. Agenda Item: New/Modified Requisites

Prefix & Number	Course Title	Requisites
ENGL 117	Detective Fiction	Prerequisite: ENGL 101
ENGL 118	Women in Literature	Prerequisite: ENGL 101
GEOL 114	Oceanography	Remove advisory for MATH 311

Committee Action: A motion was made to approve AHC Graduation Requirements, CSU GE, and/or UC IGETC. (M/S/P: Derek M. /Christine B.). Yes: C. Bisson, B. Darwin, L. Campos, S. Anderson, P. LeSage, M. Nelson, K. Runcle, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

XIII. 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

XIV. Call for Future Agenda Items.

- Inclusion, Diversity, Equity, Anti-racism, and Accessibility (IDEAA)
- Course Review Process
- Consent and First-Second Readings
- Co-contributor Roles and Responsibilities
- Credit for Prior Learning, Challenge Policy, and Mirrored Courses
- Noncredit Curriculum Review and Approval

XV. Call to Adjourn. The meeting was adjourned at 4:03 PM.