

Academic Policy & Planning Committee Meeting Minutes

Thursday Sep 22, 2022 at 2:00 PM

AHC Board Room

VOTING MEMBERS (15)

- ✓ Applied Behavioral Sciences – Christine Bisson
- ✓ Business – Brent Darwin
- ✓ Counseling – Lainey Campos
- ✓ English – Chad Kelly
- ✓ Fine Arts – Shane Anderson
- ✓ Kinesiology, Rec & Athletics – Paul LeSage
- ✓ Health Sciences – Mary Nelson
- ✓ Industrial Technology – Loren Bradbury

- ✓ Academic/Student Affairs – Kerry Runcle
- ✓ Languages & Communication – Andria Keiser
- ✓ Life and Physical Sciences – Brian Youngblood
- ✓ Mathematics Sciences – Derek Mitchem
- ✓ Public Safety – Susan Roehl
- ✓ Social & Behavioral Sciences – Tom VanderMolen
- ✓ Student Representative – Pedro Navarrete

NON-VOTING MEMBERS

- ✓ Chair – Larry Manalo Jr.
- ✓ Vice chair/TRC/ Articulation - David DeGroot
- ✓ VP, Academic Affairs – Robert Curry
- ✓ Admissions & Records – Josie Cabanas and Eunice Barcenas
- ✓ Community Education – Andria Keiser
- ✓ Curriculum Specialist – Rebecca Andres*

STANDING INVITEES

- ✓ Dean, Academic Affairs – Margaret Lau
- ✓ Dean, Academic Affairs – Sean Abel
- ✓ Dean, Academic Affairs – Richard Mahon
- ✓ Dean, Matriculation/Counseling – Y. 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

- ✓ Part-Time Faculty Union – J. Bergstrom Smith
 - ✓ Schedule – Ricardo Lopez
 - ✓ Distance Education – Fred Patrick
- *Notetaker

I. Approval of Minutes: Sep 8, 2022.

Committee Action: A motion was made to approve the minutes of the September 8, 2022 meeting as distributed. (M/S/P A. Keiser/ D. Mitchem) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem. No: 0. Abstain: 0.

II. Approval of the Agenda

Committee Action: A motion was made to approve the agenda as distributed. (M/S/P D. Mitchem / A. Keiser) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 10-06-2022.
- Next TRC Meeting: 09-29-2022.
- Review of Summary Report: 11-03-2022. Senate: 11-22-2022. BOT: 12-20-2022.
- Program Deactivation and BP/AP 4021 Program Vitality
- Regarding PE 179 and PE 379, Paul LeSage reported, “We talked about the 3 requests at our Dept Meeting. We decided to talk to Sheri Bates before making our final determination. We should know before the next AP&P meeting.”
- ENGL and MATH as requisites.
 - Any ENGL or MATH requisites require content review form and statistical validation UNLESS there is an identified exemption – CSU-UC requirement.
 - Currently, all students are required to successfully complete transfer level ENGL and MATH within the first year.
 - Below transfer level ENGL and MATH are currently not offered in the college.

IV. Agenda Item: Roles and Responsibilities of the Co-contributor

- Collaborate with the initiator as a discipline expert
- Assist with curriculum development and approval processes
- Advocate for the curriculum proposal

Committee Action: A motion was made to approve the roles of the Co-Contributor for publication in the curriculum handbook. (M/S/P C. Bisson / D. Mitchem) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem. No: 0. Abstain: 0.

V. Agenda Item: AHC GE Guiding Principles.

Background: The AHC General Education Guiding Principles include level, scope, integrity, generality, critical thinking, continuing study, and cultural diversity. There have been questions regarding how certain courses do not accurately meet the cultural diversity guiding principle. Consider: Category 1 Natural Sciences.

CULTURAL DIVERSITY: The course demonstrates sensitivity to cultural diversity and includes (a) exposure of students to diversity of cultural perspectives and examples where they relate to the subject matter, (b) utilization of resource materials, which draw upon and portray cultural diversity when appropriate to course content.

Discussion: Larry M. reviewed the current AHC GE Guiding Principles and presented the current language on cultural diversity. Through the years, the AP&P Committee has required that all the guiding principles must be met for a course to be considered for AHC General Education and occasionally commented on the applicability of cultural diversity as an “overreach” for certain courses. The consideration for making “cultural diversity” as an optional requirement was discussed.

- There were examples of how cultural diversity and inclusion can be integrated in various courses. For instance, a Botany course can delve into how certain plants have changed the course of history.
- The integration of IDEAA (inclusion, diversity, equity, accessibility, and antiracism) through intentional integration in the curriculum, not as a course element, but as part of instruction and content.

Committee Action: None.

VI. Agenda Item: First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Review	NURS 101	Transitions to Professional Practice Justification: Course Review. Update text. Update missing course elements.	1.500
Course Review	NURS 102	Med Surg Nursing 1 Justification: Course Review. Text update. Reviewed course outline. Updated missing course elements.	3.000
Course Review	NURS 103	RN Practicum 1 Justification: Course review. Update text. Review and update course elements. Complete the H&W Grad Requirement criteria. Corequisite: NURS 111	5.000
Course Review	NURS 104	Med Surg Nursing 2 Justification: Course Review. Update content and text.	3.000
Course Review	NURS 106	Leadership & Management Justification: Course Review. Updated missing course outline elements.	1.500
Course Review	NURS 108	RN Practicum 2 Justification: Course review. Update content, text, assignments, evaluation, and DE. Review of H&W Area 1. Corequisite: NURS 112	5.000

Course Review	NURS 109	Med Surg Nursing 3 Justification: Course Review. Text update. Reviewed content for overlap with the other MS course, NURS 102. Updated missing course outline elements.	3.000
Course Review	NURS 110	Mental Health Nursing Justification: Course review. Update text and course outline elements.	3.000
Course Review	NURS 111	RN Skills 1 Justification: Course Review. Updated course outline elements.	1.000
Course Review	NURS 112	RN Skills 2 Justification: Course review. Update course content and course outline elements.	0.500
Committee Action	A motion was made recommend 1 st readings for consideration. (M/S/P D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem. No: 0. Abstain: 0.		

VII. Agenda Item: Second Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Review	CBOT 189	Independent Projects	1.000 to 3.000
Course Review	GEOL 141	Environmental Geology	3.000
Course Review	GEOL 189	Independent Projects in Geology	1.000-3.000
Course Review	GEOL 199D	Topics in Geology: CA (Transect)	2.000
Course Review	PHSC 111	Matter and Energy	4.000
Course Review	PHSC 112	Earth & the Universe	4.000
Course Review	PD 100	Personal and Career Exploration	3.000
Course Review	VEN 101	Intro to Winemaking/Enology	3.000
Course Review	VEN 102	Intro to Viticulture	3.000
Course Review	VEN 106	Winery/Vineyard Fin. Mgmt.	3.000
Course Review	VEN 114	Wine Business	3.000
Course Review	VEN 122	Viticulture Operations 3	1.000
New Noncredit Course	CITZ 7001	U.S. Citizenship Interview Preparation	18-24
New Noncredit Course	FTNC 7001	Spring Firefighter In-Service Training	40-135
New Noncredit Course	FTNC 7002	Fall Firefighter In-Service Training	40-135
New Noncredit Course	FTNC 7003	Summer Firefighter In-Service Training	40-135
Major Course Modification	COS 301	Intro to Cosmetology	5.500 (Former: 5.0)
Major Course Modification	COS 302	Beginning Cosmetology	5.500 (Former: 9.0)
Major Course Modification	COS 303	Intermediate Cosmetology	5.500 (Former: 9.0)
Major Course Modification	COS 304	Advanced Cosmetology	5.500 (Former: 9.0)

Major Course Modification	ENTR 101	Intro to Entrepreneurship	3.000
Major Course Modification	FILM 118	3D Computer Animation 2	3.000
Major Course Modification	FILM 128	Intermediate Motion Graphics	3.000
Major Course Modification	MMAC 118	3D Computer Animation 2	3.000
Major Course Modification	PLGL 102	Criminal Law & Procedure	3.000
Major Course Modification	PLGL 103	Civil Litigation	3.000
Major Course Modification	PLGL 104	Legal Research & Writing	3.000
Major Course Modification	PLGL 106	Case Management	3.000
Major Course Modification	PLGL 108	Wills and Trusts	3.000
Major Course Modification	PLGL 109	Family Law	3.000
Major Course Modification	PLGL 111	Tort Law for Paralegals	3.000
Major Course Modification	POLS 105	Comparative Politics	3.000
Major Course Modification	RE 100	Real Estate Principles	3.000
Major Course Modification	RE 303	Real Estate Practices	3.000
Major Course Modification	RE 305	Real Estate Appraisal	3.000
Major Course Modification	RE 306	Property Management	3.000
Minor Program Modification	Fine Arts	Music Associate in Arts	32
Major Program Modification	Community Education	<u>Cosmetology</u> Certificate of Achievement	22
Major Program Modification	Community Education	<u>Cosmetology</u> Associate in Science	22
Major Program Modification	Applied Behavioral Sciences	<u>Culinary Arts and Management</u> Associate in Science	27
Committee Action:	A motion was made to recommend 2 nd readings for adoption. (M/S/P A. Keiser/D. Mitchem) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem. No: 0. Abstain: 0.		

VIII. Agenda Item: Request for Distance Education

DE Type	Prefix & Number	Course Title
DE Synch and Asynch	GEOL 141	Environmental Geology

DE Synch and Asynch	VEN 102	Intro to Viticulture
DE Synch and Asynch	VEN 106	Winery/Vineyard Fin. Mgmt.
DE Synch only	CITZ 7001	U.S. Citizenship Interview Preparation
DE Synch and Asynch	FTNC 7001	Spring Firefighter In-Service Training
DE Synch and Asynch	FTNC 7002	Fall Firefighter In-Service Training
DE Synch and Asynch	FTNC 7003	Summer Firefighter In-Service Training
DE Synch and Asynch	ENTR 101	Intro to Entrepreneurship
DE Synch and Asynch	FILM 118	3D Computer Animation 2
DE Synch and Asynch	FILM 128	Intermediate Motion Graphics
DE Synch and Asynch	MMAC 118	3D Computer Animation 2
DE Synch and Asynch	PLGL 102	Criminal Law & Procedure
DE Synch and Asynch	PLGL 103	Civil Litigation
DE Synch and Asynch	PLGL 104	Legal Research & Writing
DE Synch and Asynch	PLGL 106	Case Management
DE Synch and Asynch	PLGL 108	Wills and Trusts
DE Synch and Asynch	PLGL 109	Family Law
DE Synch and Asynch	PLGL 111	Tort Law for Paralegals
DE Synch and Asynch	RE 100	Real Estate Principles
DE Synch and Asynch	RE 303	Real Estate Practices
DE Synch and Asynch	RE 305	Real Estate Appraisal
DE Synch and Asynch	RE 306	Property Management
Committee Action:	A motion was made to recommend distance education requests for adoption. (M/S/P C. Bisson / A. Keiser) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem, P. Navarrete. No: 0. Abstain: 0.	

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

Prefix & Number	Course Title	Graduation Requirements
GEOL 141	Environmental Geology	AHCGE Cat 1 Natural Sciences CSUGE Area B1 Physical Science IGETC Area 5A Physical Science
PHSC 111	Matter and Energy	AHC GE Cat 1 Natural Sciences CSUGE Area B1 Physical Science CSUGE Area B3 Laboratory Activity IGETC Area 5A Physical Science
PHSC 112	Earth & the Universe	AHC GE Cat 1 Natural Sciences CSUGE Area B1 Physical Science CSUGE Area B3 Laboratory Activity IGETC Area 5A Physical Science
PD 100	Personal and Career Exploration	AHC GE Cat 5 Living Skills CSU GE Area E Lifelong Learning and Self-development
Committee Action	A motion was made to recommend requests for general education for adoption. (M/S/P D. Mitchem/C. Bisson) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem, P. Navarrete. No: 0. Abstain: 0.	

X. Agenda Item: New/Modified Requisites

Prefix & Number	Course Title	Requisites
GEOL 114	Oceanography	Remove ENGL 101 advisory
GEOL 141	Environmental Geology	Remove MATH 311 advisory Remove ENGL 101 advisory
PHSC 111	Matter and Energy	Remove MATH 311 advisory Remove ENGL 514 advisory
FTNC 7001	Spring Firefighter In-Service Training	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.
FTNC 7002	Fall Firefighter In-Service Training	
FTNC 7003	Summer Firefighter In-Service Training	
Committee Action:	A motion was made to recommend requisite new and modified requisites for adoption. (M/S/P D. Mitchem/S. Anderson) Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, L. Bradbury, K. Runcle, A. Keiser, D. Mitchem, P. Navarrete. No: 0. Abstain: 0.	

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
 - S. Anderson reported that faculty in the fine arts department would like to participate in the discussions regarding multicultural gender studies and ethnic studies.
- 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
 - R. Andres reported on new and upcoming changes in CurriQunet. New: Search criteria have been added to the "Create Proposal" process, the cross-listing feature will be available for testing soon, a new workflow to address issues with noncredit proposals will be tested and implemented accordingly. An updated version of the Curriculum Handbook is completed and will be posted to the AP&P Committee site on the portal.

XIII. Call for Future Agenda Items.

- Inclusion, Diversity, Equity, Anti-racism, and Accessibility (IDEAA)
- Consent and First-Second Readings
- Credit for Prior Learning, Challenge Policy, and Mirrored Courses

- Noncredit Curriculum Review and Approval

XIV. Call to Adjourn.

The meeting was adjourned at 3:30 p.m.