

Academic Policy & Planning Committee Minutes

Thursday Oct 6, 2022 at 2:00 PM

AHC Board Room

VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson	Academic/Student Affairs – Kerry Runkle
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
X Counseling – Lainey Campos	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 – Paul LeSage	Social & Behavioral Sciences – Tom VanderMolen
X Health Sciences – Mary Nelson	Student Representative – Pedro Navarrete
X Industrial Technology – Loren Bradbury	

NON-VOTING MEMBERS

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

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
X Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

I. Approval of Minutes: Sep 22, 2022.

Committee Action: A motion was made to approve the Sep 22, 2022 minutes as distributed. (M/S/P: D. Mitchem/L. Bradbury). Yes: B. Darwin, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

II. Approval of the Agenda

Committee Action: A motion was made to approve the Oct 6, 2022 agenda as posted. (M/S/P: A. Keiser/S. Anderson). Yes: B. Darwin, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 10-20-2022.
- Next TRC Meeting: 10-13-2022.
- Last AP&P Meeting: 11-03-2022.
- Spring Semester Retreat: Wed. Jan 18, 2023. 9 AM – 4 PM (PD Hours: 6 hours).
- Review of Summary Report: 11-03-2022. Senate: 11-22-2022. BOT: 12-20-2022.
- Sunset Process: Faculty-driven Process
 - Successful offering refers to student completion of a course offering within the last two years. The current sunset report may not capture mini-sessions and summer course offerings.
 - Regarding courses that had successful offering but are listed in the sunset list, notify Rebecca Andres.
 - The department can provide a memo regarding the need for deferring sunset evaluation due to the impact of the pandemic within the last two years.
 - If the department decides to drop a course, there is no need to complete a form. Instead, proceed to COURSE DROP proposal type. Indicate rationale in the JUSTIFICATION field.
 - If the department decides to pursue strategies to promote successful offering, complete the FIRST APPEARANCE form and submit to the committee. The discipline faculty can update the course to make it relevant to students. When submitting the FIRST APPEARANCE form, the discipline faculty can put similar actions on several courses in one form.
- Discipline Placement and Minimum Qualifications
 - Modifying discipline placement. The college uses the CCCCO disciplines list. The list details the minimum qualifications for the specific discipline.

- The discipline faculty places a course in one or more disciplines to meet the intent and content of a course.
 - Single discipline placement.
 - Multi-disciplinary placement refers to course placement in multiple options of disciplines. The course can be taught by a faculty who meets the minimum qualifications in any of the disciplines.
 - Interdisciplinary placement refers to a course placement in two or more disciplines. The course can only be taught by a faculty who meets the minimum qualifications in both (all) the disciplines.
 - The AHC has the option to add more qualifications in any specific discipline.
- Consent and First-Second Readings
 - The 2022 Curriculum Development Guide provides guidance on consent and first-second readings.
- DEI Summit – Oct 7, 2022. Use this link to register: https://hancockcollege.iad1.qualtrics.com/jfe/form/SV_6MDB1RxfJWvVpBA.
Summit sessions summary: https://bit.ly/session_summary

IV. **Agenda Item:** MCGS and Ethnic Studies.

Next Steps:

- Discipline Faculty and departments review the courses listed in the MCGS.
- Determine if the courses can be considered for AHC GE, CSU GE, UC IGETC, and/or Ethnic Studies.
- Department Representatives: Follow-up on courses that are listed in MCGS. Work on considerations for AHC GE, CSU GE, UC IGETC, and/or Ethnic Studies.
- MCGS Task Group. Provide recommendations to AP&P Committee. Meetings: Nov 17 and Dec 1, 2022. 2 PM – 4 PM. ZOOM.
 - Student experience and philosophical considerations for and against MCGS retention-discontinuation including but not limited to graduation unit requirements, gender studies, double-counting, etc.
 - Student experience and philosophical considerations for AHC Ethnic Studies graduation requirement. CSU competencies serve as a template for developing Ethnic Studies courses.

CSU Ethnic Studies Competencies:

To be approved for this requirement, courses shall have the following course prefixes: African American, Asian American, Latina/o American or Native American Studies. Similar course prefixes (e.g., Pan-African Studies, American Indian Studies, Chicana/o Studies, Ethnic Studies) shall also meet this requirement. Courses without ethnic studies prefixes may meet this requirement if cross-listed with a course with an Ethnic Studies (ES) prefix. Courses that are approved to meet this requirement shall meet at least **3 of the 5 the following core competencies.**

1. Analyze and articulate concepts such as race and racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism as analyzed in any one or more of the following: Native American Studies, African American Studies, Asian American Studies, and Latina and Latino American Studies.
2. Apply theory and knowledge produced by Native American, African American, Asian American, and/or Latina and Latino American communities to describe the critical events, histories, cultures, intellectual traditions, contributions, lived-experiences and social struggles of those groups with a particular emphasis on agency and group-affirmation.
3. Critically analyze the intersection of race and racism as they relate to class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age in Native American, African American, Asian American, and/or Latina and Latino American communities.
4. Critically review how struggle, resistance, racial and social justice, solidarity, and liberation, as experienced and enacted by Native Americans, African Americans, Asian Americans and/or Latina and Latino Americans are relevant to current and structural issues such as communal, national, international, and transnational politics as, for example, in immigration, reparations, settler-colonialism, multiculturalism, language policies.

- Describe and actively engage with anti-racist and anti-colonial issues and the practices and movements in Native American, African American, Asian American and/or Latina and Latino communities and a just and equitable society.

Discussion: The AP&P Committee has scheduled meetings on the next steps for MCGS and Ethnic Studies. The ad hoc discussions are open to everyone. It will open discussions and make recommendations to the AP&P committee by the end-of-the year.

V. Agenda Item: First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	POLS 110	Political Theory Justification: This course is required for transfer acceptance to Cal Poly SLO as a political science major. Currently, Hancock students must go to Cuesta to take it. In addition, the course aligns with the C-ID POLS 120, Introduction to Political Theory and Thought, course descriptor. See document in Attach File section. This course is also being submitted for DE and GE - AHC GE, CSU GE and UC IGETC . DE Sync and Async AHC GE Cat 2A Social Sciences CSU GE Area D8 Pol Sci, Gov, and Legal Inst IGETC Area 4H Pol Sci, Gov, and Legal Inst	3.000
New Noncredit	BASK 7017	Geometry: H.S. Eq Exam Prep Justification: DE (in lieu of solely for Emergency Remote Teaching). BASK does not have a Geometry-only course available and this course is to help prep students for the Geometry portion of the GED or HiSet. DE Sync and Async (Clarify)	16.000-34.000
Major Modification	ANTH 107	Indigenous People of California Justification: Modified course objectives to align with CSU GE Area F core competencies. DE Sync or Async	3.000
	ES 107	Indigenous People of California Justification: Modified course objectives to align with CSU GE Area F core competencies. DE Sync or Async .	3.000
	ENTR 102	Entrepreneurship Projects Justification: Convert ERT to DE . DE Sync or Async .	3.000
	GEOG 105	Geography of California Justification: Course Review. Updated Attributes screen, made modifications to course description, course content and course objectives to meet CSU GE recommendations (see Attach Files) and Distance Education. Identified the AHC GE, CSU GE and IGETC areas .	3.000
	PLGL 101	Intro to Paralegal Studies Justification: Convert ERT to DE .	3.000
	PLGL 105	Legal Analysis & Writing Justification: Convert ERT to DE .	3.000

	PLGL 107	Ethics for Paralegals Justification: Convert ERT to DE.	1.000
	PLGL 110	Intellectual Property Law Justification: Convert ERT to DE.	3.000
	PLGL 112	Corporations, Partnership, LLC Justification: Convert ERT to DE.	3.000
	RE 302	Legal Aspects of Real Estate Justification: Convert ERT to DE.	3.000
Modify Noncredit	BASK 7011	Basic Math Justification: Update course contents, catalog description, SLOs, and objectives.	32.000- 55.000
	BASK 7012	Basic Reading and Writing Justification: Update hours, SLOs, course content, and objectives	32.000- 55.000
Course Review	PSY 113	Theories of Personality Justification: Course review. Updated course objectives. Justified old textbook, updated assignments, modified instructional methods and removed requisites.	3.000
	PD 101	Success in College Justification: Course Review changes made included updating textbook to OER source, clarified course objectives, added new DE proposal for " Synchronous Only " modality and re validated GE.	3.000
	PD 110	College Success Seminar Justification: Indicted that this course is not available for Concurrent Enrollment and new proposal for Distance Education in a "Synchronous Only" modality.	1.000
	VEN 103	Sensory Evaluation of Wine Justification: Course review. Instructional material fees updated.	3.000
	VEN 120	Viticulture Operations 1 Justification: Course review. Advisory: VEN 102	3.000

Discussions:

- POLS 110 – Remove the C-ID entry. Upon approval, the C-ID will be reentered.
- BASK 7017 – Clarified DE sync only.
- ANTH 107 – Edit course objectives. Ensure the same changes are reflected in the cross-listed course.
- GEOG 105 – Provide justification – Content review form and statistical validation - for ENGL 101 prerequisite or simply remove the prerequisite since ENGL 101 is already required for transfer.

Committee Action: A motion was made to recommend 1st readings for consideration. (M/S/P: D. Mitchem/B. Darwin). Yes: B. Darwin, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

VI. Agenda Item: Second Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Review	NURS 101	Transitions to Professional Practice	1.500

Course Review	NURS 102	Med Surg Nursing 1	3.000
Course Review	NURS 103	RN Practicum 1	5.000
Course Review	NURS 104	Med Surg Nursing 2	3.000
Course Review	NURS 106	Leadership & Management	1.500
Course Review	NURS 108	RN Practicum 2	5.000
Course Review	NURS 109	Med Surg Nursing 3	3.000
Course Review	NURS 110	Mental Health Nursing	3.000
Course Review	NURS 111	RN Skills 1	1.000
Course Review	NURS 112	RN Skills 2	0.500
New Course	PE 179	Experimental Courses in PE	0.500-10.000
New Course	PE 379	Experimental Courses in PE	0.500-10.000

Committee Action: A motion was made to recommend 2nd readings for adoption. (M/S/P: D. Mitchem/A. Keiser). Yes: B. Darwin, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

VII. Agenda Item: The Course Outline of Record.

The Annual Curriculum Approval Certification. By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCC Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- credit cooperative work experience plan has local board approval and is on file;
- credit and noncredit courses and programs that are submitted to the Chancellor’s Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCC Program and Course Approval Handbook (PCAH);
- credit and noncredit programs have the required attachments in accordance with the current CCCC PCAH; and
- mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance with title 5 §55002.

Discussion: The current subscription for the curriculum management system (CurriQunet) indicates support and approval of the current course and program outlines. The AP&P committee will discuss these changes upon completion.

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. 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 – upcoming discussion on the common transfer pathway to CSU and UC – CALGETC (planned implementation in 2024-2025).
- h. CurriQunet & Support

X. Call for Future Agenda Items.

- Inclusion, Diversity, Equity, Anti-racism, and Accessibility (IDEAA)
- Credit for Prior Learning, Challenge Policy, and Mirrored Courses
- Noncredit Curriculum Review and Approval

XI. Call to Adjourn. The meeting was adjourned at 3:30 PM.