

Academic Policy & Planning Committee Minutes

Thursday Nov 3, 2022 at 2:00 PM

AHC Board Room

VOTING MEMBERS (15)

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|--|--|
| X Applied Behavioral Sciences – Christine Bisson | Academic/Student Affairs – Kerry Runcle |
| 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 – X Josie Cabanas and
 X Eunice Barcenas
 X Community Education – Andria Keiser
~~Part-Time Faculty Union – Joan Bergstrom Smith~~
 Curriculum Specialist – Rebecca Andres
~~Schedule – Ricardo Lopez~~
~~Distance Education – Fred Patrick~~

STANDING INVITEES

- | | | |
|--|---|---------------|
| Dean, Academic Affairs – Thomas Lamica | Dean, Extended Campus – Rick Rantz | |
| Dean, Academic Affairs – Sean Abel | Associate Dean/ Public Safety Director – Mitch McCann | Guests |
| Dean, Academic Affairs – Richard Mahon | Associate Dean/Athletic Director – Kim Ensing | Megan Selby |
| Dean, Matriculation/Counseling – Yvonne Teniente | Associate Dean/PCPA Director – Mark Booher | Susie Kopecky |
| Dean, Academic Affairs – Sofia Ramirez Gelpi | Senate President – Alberto Restrepo | |

I. Approval of Minutes: Oct 20, 2022.

Committee Action: A motion was made to approve the Oct 20, 2022 minutes as distributed. (M/S/P: D. Mitchem/A. Keiser). Yes: C. Bisson, B. Darwin, L. Campos, 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 Nov 3, 2022 agenda as amended. The agenda items will be re-ordered to accommodate the guests. (M/S/P: C. Bisson/L. Bradbury). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

III. Chair Comments:

- a. Review of Summary Report: 11-03-2022. Senate: 11-22-2022. BOT: 12-20-2022.
 Larry M. will work on the summary report. The report will be shared with the committee as soon as possible for review and accuracy.
- b. MCGS and Ethnic Studies Meetings: 11-17-2022 and 12-01-2022. 2 PM–4 PM. ZOOM.
 These meetings are open to the entire college. It will be by ZOOM. Larry M. will provide the ZOOM link.
 - 2022-23 Catalog: Graduation Requirements including MCGS
 - BP/AP 4025 Philosophy and Criteria of Associate Degree
 - Current MCGS Offerings and GE Listings
 - Minimum Qualifications
- c. Spring Semester Retreat: Wed. Jan 18, 2023. 9 AM – 4 PM (PD Hours: 6 hours).
 - Topics for the retreat. The retreat will highlight updates to the status of the upcoming legislation regarding curriculum and the college strategy to meet the deadlines.
- d. Next AP&P Meeting: 02-02-2023. Board Room. 2 PM – 4 PM.

IV. Agenda Item: Consent Items

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Deactivate Noncredit Course	BASK 7011B	Basic Math	36.000-48.000
Text Change	ECS 123	Social Justice & DEI in Class	3.000

		Justification: Course is needed to support AHC and the ECS Justice, Diversity, Equity and Inclusion Resolution and meet the needs of the Early Care and Education/TK-3 grade workforce, as well as being considered as a possible ES course. To meet ECS Program Review action plan that aligns both with the Educational Master Plan and AHC Institution goals.	
	ENGL 152	Latina/o Literature Justification: This course will fulfill the need for the CSU/GE Area F Ethnic Studies requirement, the forthcoming IGETC Area 7 requirement, and the AA/AS Ethnic Studies graduation requirement. This course is submitted for Distance Education and AHC graduation/GE, CSU GE, and IGETC.	3.000
	INTD 170	Interior Design Justification: Update textbook to a more comprehensive introductory text for fall 2023.	3.000

Committee Action: A motion was made to recommend the consent agenda items. (M/S/P: C. Bisson/A. Keiser).
Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

V. Agenda Item: First Reading

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 119	California Literature Justification: This course will further enhance the variety of literature courses offered to English majors and other majors seeking further instruction in literary genres, movements, representations, and history. There is currently no course offered at AHC that focuses specifically on the genre of California literature. Course is submitted for Distance Education and AHC GE, CSU GE, and IGETC. Course in Programs: English - Associate in Arts for Transfer (Draft) English - Associate in Arts (Draft)	3.000
New Course	FASH 105	Race and Ethnicity in Fashion Justification: New FASH course for GE Area F. The curriculum is aligned with a comparable course at Cal Poly Pomona that is part of their local Area F GE pattern. AHC GE Category 3 Humanities CSU GE Area F Ethnic Studies IGETC Area 4C Ethnic Studies AHC MCGS DE Sync and Async	3.000

New Course	HIST 121	African American History Justification: Cross-list with ES 121. AHC GE Category 2B American History/ Government CSU GE Area D3 Ethnic Studies & F Ethnic Studies IGETC Area 4C Ethnic Studies AHC MCGS DE Sync and Async	3.000
Major Modification	ES 121	African American History Justification: Add the cross-listed text in the catalog description.	3.000
New Course	LBRY 110	Internet Research Skills Justification: This new course will address the need to foster information literacy skills. Many courses require a research component, yet students who otherwise feel comfortable using the Internet may not be comfortable with concepts of Internet-based research (at credible and scholarly levels). This course is intended to satisfy the AHC Institutional Learning Outcome "Information and Technology Literacy." AHC GE Category 3 Humanities CSU GE C2 Humanities IGETC 3B Humanities DE Sync and Async	3.000
THEA courses Justification: This course will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.			
New Course	THEA 198W	Exploration of Emma to Book of Will LOE: Completion of program application and procedures for enrollment.	1.000
	THEA 198X	Rep of Emma to Book of Will LOE: Completion of program application and procedures for enrollment.	3.000
	THEA 199W	Exploration of Emma to Book of Will LOE: Completion of program application and procedures for enrollment.	1.000
	THEA 199X	Rep of Emma to Book of Will Stagecraft LOE: Completion of program application and procedures for enrollment.	3.000
New Noncredit	BASK 7016	Science: High School Equivalency Exam Preparation Justification: ERT to DE. BASK does not have a Science-only course available and this course is to help prep students for the Science portion of the H.S. diploma equivalency exam.	16.000-34.000
Major Course Modification	CA 120	Principles of Foods 1 Justification: Remove the prerequisite for CA 124 or the Food Handlers Card due to a change in textbook and replace with an advisory for CA 124. The new textbook covers food safety and sanitation in chapter	4.000

		1, so the students will learn the necessary material before they begin cooking. Also, the frequency changed to fall and spring every year.	
	CA 121	Basic Baking and Pastry Justification: Remove the prerequisite for CA 124 or the Food Handlers Card due to a change in textbook and replace with an advisory for CA 124 . The new textbook covers food safety and sanitation in chapter 1, so the students will learn the necessary material before they begin cooking. Also, the frequency changed to fall and spring every year.	3.000
	CA 325	Specialty Cakes - Baking and Decorating Justification: Remove the prerequisite for CA 124 or the Food Handlers Card due to a change in textbook and replace with an advisory for CA 124 . The new textbook covers food safety and sanitation in chapter 1, so the students will learn the necessary material before they begin cooking. Also, the frequency changed to spring every year.	2.000
	DANC 102	Auditioning for Dancers Justification: ERT to "DE Synchronous only".	2.000 to 3.000
	ES 120	Chicano History Justification: Change ES 130 to ES 120 to better align with the HIST 120 prefix and number.	3.000
	HIST 120	Chicano History Justification: Revise Catalog Description to reflect the new cross-listed ES prefix, ES 120.	3.000
	FILM 117	3D Computer Animation 1 Justification: Add DE Modalities	3.000
	FCS 120	Principles of Foods 1 Justification: Remove prerequisite for CA 124 or the Food Handlers Card due to a change in textbook. The CA 124 course is now an advisory. The new textbook covers food safety and sanitation in chapter 1, so the students will learn the necessary material before they begin cooking. Changed frequency to fall and spring every year. Added College Now option.	4.000
	FILM 125	Computer Video Editing Justification: Change course SLO #3 from: FILM125 SLO3 - Competence in editing complex projects with mixed sound tracks, titles and export to DVD to FILM/MMAC SLO3: Competence in editing complex projects with mixed sound tracks, titles and export to delivery formats.	3.000
	FSN 134	Food/Nutrition/Customs/Culture Justification: Remove the prerequisite for CA 124 or the Food Handlers Card and replacing with an	4.000

		advisory for CA124. Remove advisory for CA 120. The instructor covers food safety and sanitation in the first week of classes, so the students will learn the necessary material before they begin cooking. Entrance skills have been refined to reflect course objectives. A correction was made to the term that course is offered: spring only, every year. Advisory: CA 124	
Major Course Modification	MMAC 126	Introduction to Motion Graphics Justification: Add DE modality.	3.000
Course Review	CBIS 101	Computer Concepts & Apps Justification: Course Review process for 6-year program review. Advisories: CBOT 100 and CBIS 301	3.000
	CBIS 301	Computer Fundamentals 1 Modifications: Outside-of-class hours: 6 hours per week. Update text and other required materials. Update methods of Instruction, assignments, evaluation. Update DE standards (OEI rubric, accessibility requirements, etc.) and contact types. Advisory: CBOT 100	3.000
	CBIS 327	Building Business Web Sites Justification: Course review. Advisory: CBIS 301	3.000
	CBIS 379A	An Introduction to Business Website Development Justification: Review outline for accuracy. An experimental course.	1.000
Modify Noncredit Course	BASK 7005	H.S Equivalency Exam Preparation Justification: Updating course content to reflect current topics and learning outcomes for this course after consultation with a BASK faculty member.	96.000-108.000
	BASK 7006	Math Reasoning Justification: Modify course to reflect updated course contents, catalog description, SLOs, and objectives.	96.000-108.000
	BASK 7007	Language Arts HS EQ Exam Prep Justification: Modify course to reflect updated course contents, catalog description, SLOs, and objectives.	16.000-34.000
	BASK 7009	Social Studies HS EQ Exam Prep Justification: Modify course to reflect updated catalog description, course content, and learning outcomes.	16.000-34.000
	BASK 7013	Computer Skills H.S. EQ Prep Justification: Modify course title, hours, course content, SLOs, objectives.	16.000-34.000
	CITZ 7000	Preparation for Citizenship Justification: Remove the A version.	15.000-90.000
Major Program Modification	Languages & Communication	<u>Communication Studies</u> Associate in Arts for Transfer	18

		Justification: CCCCCO is requiring submission of the new AAT in Communication Studies 2.0.	
	Fine Arts	Art: Studio Arts Associate in Arts for Transfer	24
<ul style="list-style-type: none"> • Fall 2022 program modification submission: We would like to add two courses to give students more choices in the area options; ART 122 (Drawing Area Option in addition to Art 121) and ART 107 (Digital Area Option). ART 122 has recently been submitted for C-ID ARTS 200 review and we expect it back soon. ART 107 can be accepted with an AAM and that is attached. • Spring 2020 program modification submission: This program modification reflects the deletion of ART 125, ART 127, and ART 129 in the List A Painting Area and the addition of the new replacement painting course, ART 151. • Original program submission: This program was developed per Senate Bill 440 that requires associate degrees for transfer be developed whenever there is a local degree that is comparable to an approved Transfer Model Curriculum (TMC). In Allan Hancock Colleges' case there is an associate degree in art for Art that does align with the Studio Arts TMC. 			
New Noncredit Program	CTZ	Pathways to US Citizenship Certificate of Completion	33.000- 114.000
<p>The Certificate in Pathways to U.S. Citizenship is designed to prepare students for the USCIS citizenship written and oral exams by providing instructions on U.S. government, history, and geography; how the application process works; and what to expect during an official oral interview. These skills will help students gain confidence to successfully apply for U.S. citizenship. Foreign-born workers make 83% of the earnings made by their native-born counterparts, and foreign-born workers who have yet to become citizens make even less. Naturalized citizens gain access to many of the benefits afforded to native-born and naturalized counterparts, including Social Security and Medicare. Workers will also be able to apply for many good-paying, government jobs that typically require applicants to be citizens.</p>			

Discussion:

- FASH 105. Megan S. presented the course. The course is based on a CSU-approved ethnic studies course in CSU Pomona. The course includes all the requisite competencies to be considered for CSU Area F. The course needs to be approved by the AHC senate and the AHC Board of Trustees prior to CSU evaluation for Area F. David DG stated that there is a required Ethnic Studies cross-listing for the course to be approved for summer 2023 offering. The initiator will create an ethnic studies course (tentatively ES 105) and will expedite review in the approval process.
- Lainey C. identified that there is an increased demand for the ethnic studies courses and there are insufficient offerings that students are either waitlisted or referred to other community colleges. The current waitlist practice blocks the students from enrolling on the waitlisted schedule creating an artificial barrier. The department continues to decide on additional course offerings.
- CA 120, CA 121, CA 325, FCS 120, and FSN 134. The proposals modified the course requisites from CA 124 or Food Handlers card to an advisory, CA 124. Lainey C. stated that in transition, there is a need to provide a blanket waiver for the current requisite.

Committee Action: A motion was made to recommend the above proposals for first reading. (M/S/P: C. Bisson/A. Keiser). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

VI. 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.

VII. Agenda Item: Second Readings . Oct 20, 2022 Agenda.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Noncredit	CITZ 7001	US Citizenship Interview Preparation	18.000-24.000
Major Modification	LE 330	Core Custody Academy	13.500
	PLGL 106	Case Management	3.000
Course Review	VEN 106	Winery/Vineyard Fin. Mgmt.	3.000
	VEN 114	Wine Business	3.000
Major Program Modification	Business Education	Entrepreneurship Associate in Science	36

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

VIII. Agenda Item: Second Reading. For inclusion in the Summary Report.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 119	California Literature	3.000
	FASH 105/ES 105	Race and Ethnicity in Fashion	3.000
	HIST 121	African American History	3.000
Major Modification	ES 121	African American History	3.000
New Course	LBRY 110	Internet Research Skills	3.000
New Course	THEA 198W	Exploration of Emma to Book of Will	1.000
	THEA 198X	Rep of Emma to Book of Will	3.000
	THEA 199W	Exploration of Emma to Book of Will	1.000
	THEA 199X	Rep of Emma to Book of Will Stagecraft	3.000
New Noncredit	BASK 7016	Science: High School Equivalency Exam Preparation	16.000-34.000
Major Course Modification	CA 120	Principles of Foods 1	4.000
	CA 121	Basic Baking and Pastry	3.000
	CA 325	Specialty Cakes - Baking and Decorating	2.000
	DANC 102	Auditioning for Dancers Justification: ERT to "DE Synchronous only".	2.000 to 3.000
	ES 120	Chicano History	3.000
	HIST 120	Chicano History	3.000
	FILM 117	3D Computer Animation 1	3.000
	FCS 120	Principles of Foods 1	4.000
	FILM 125	Computer Video Editing	3.000
	FSN 134	Food/Nutrition/Customs/Culture	4.000
	MMAC 126	Intro to Motion Graphics	3.000
Course Review	CBIS 101	Computer Concepts & Apps	3.000
	CBIS 301	Computer Fundamentals 1	3.000
	CBIS 327	Building Business Web Sites	3.000
	CBIS 379A	An Introduction to Business Website Development	1.000
Modify Noncredit Course	BASK 7005	H.S Equivalency Exam Preparation	96.000-108.000
	BASK 7006	Math Reasoning	96.000-108.000
	BASK 7007	Language Arts H.S EQ Exam Prep	16.000-34.000

	BASK 7009	Social Studies HS EQ Exam Prep	16.000-34.000
	BASK 7013	Computer Skills H.S. EQ Prep	16.000-34.000
	CITZ 7000	Preparation for Citizenship	15.000-90.000
Major Program Modification	Languages & Communication	<u>Communication Studies</u> Associate in Arts for Transfer	18
	Fine Arts	Art: Studio Arts Associate in Arts for Transfer	24
New Noncredit Program	CTZ	Pathways to US Citizenship Certificate of Completion	33.000-114.000

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

IX. Agenda Item: Request for Distance Education

DE Type	Prefix & Number	Course Title
ERT	BASK 7005	H.S. Equivalency Exam Preparation
DE Sync and Async	BASK 7016	Science: High School Equivalency Exam Preparation
DE Synch Only	CITZ 7001	US Citizenship Interview Preparation
DE Sync Only	DANC 102	Auditioning for Dancers
DE Sync and Async	ENGL 119	California Literature
DE Sync and Async	FASH 105	Race and Ethnicity in Fashion
DE Sync and Async	HIST 121	African American History
DE Sync and Async	FILM 117	3D Computer Animation 1
DE Sync and Async	LBRY 110	Internet Research Skills
DE Sync and Async	MMAC 126	Intro to Motion Graphics
DE Sync and Async	PLGL 106	Case Management
DE Sync and Async	VEN 106	Winery/Vineyard Fin. Mgmt.
DE Sync and Async	VEN 114	Wine Business

Committee Action: A motion was made to recommend the above proposals for Distance Education offering. (M/S/P: D. Mitchem/M. Nelson). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

X. Agenda Item: Request for Graduation Requirements: AHC GE, CSUGE, IGETC, MCGS, and H&W.

Prefix & Number	Course Title	Graduation Requirements
ENGL 119	California Literature	AHC GE Cat 3 Humanities CSU GE Area C2 Humanities IGETC Area 3B Humanities
FASH 105/ES 105	Race and Ethnicity in Fashion	AHC GE Category 3 Humanities CSU GE Area F Ethnic Studies IGETC Area ? AHC MCGS
HIST 121	African American History	CSU GE Area D3 Ethnic Studies & F Ethnic Studies IGETC Area 4C Ethnic Studies AHC MCGS
LBRY 110	Internet Research Skills	AHC GE Category 3 Humanities CSU GE C2 Humanities

		IGETC 3B Humanities
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Committee Action: A motion was made to recommend the above proposals for Graduation Requirements. (M/S/P: C. Bisson/A. Keiser). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

XI. Agenda Item: Request for Requisites

Prefix & Number	Course Title	Requisites
CBIS 327	Building Business Web Sites	Advisory: CBIS 301
CA 120	Principles of Foods 1	Remove Prerequisite CA 124 Advisory: CA 124
CA 121	Basic Baking and Pastry	Remove Prerequisite CA 124 Advisory: CA 124
CA 325	Specialty Cakes – Baking and Decorating	Remove Prerequisite CA 124 Advisory: CA 124
ENGL 119	California Literature	Prerequisite: ENGL 101
FCS 120	Principles of Foods 1	Remove Prerequisite CA 124 Advisory: CA 124
FSN 134	Food/Nutrition/Customs/Culture	Remove Prerequisite CA 124 Advisory: CA 124
THEA 198W	Exploration of Emma to Book of Will	LOE: Completion of program application and procedures for enrollment.
THEA 198X	Rep of Emma to Book of Will	
THEA 199W	Exploration of Emma to Book of Will	
THEA 199X	Rep of Emma to Book of Will Stagecraft	

Committee Action: A motion was made to recommend the above proposals for requisites modification. (M/S/P: C. Bisson/A. Keiser). Yes: C. Bisson, B. Darwin, L. Campos, C. Kelly, S. Anderson, P. LeSage, M. Nelson, L. Bradbury, A. Keiser, and D. Mitchem. No: 0. Abstain: 0.

XII. Reports:

- a. AP&P Representatives
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
- d. Administration. VP R. Curry queried regarding the College Now process and started a discussion on modifying current practice of assigning College Now to courses. College Now can be the default setting. This would mean that the College Now list will refer to the courses that are not department/faculty-approved for College Now offering. The discussion included the current College Now processes on approving courses, annual review of the list, and other related ripple effects. The topic will be placed in the agenda on a future date.
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurriQunet & Support

XIII. Call for Future Agenda Items.

- Credit for Prior Learning, Challenge Policy, and Mirrored Courses
- Noncredit Curriculum Review and Approval
- Implementing Legislations

XIV. Call to Adjourn. The meeting was adjourned at 4:00 PM.

