

Academic Policy & Planning Committee Minutes

Thursday Feb 23, 2023 at 2:00 PM

AHC Bldg A - 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	X 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	X Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Nelson	Student Representative –
Industrial Technology –	

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 Noncredit Education – Andria Keiser
 Curriculum Specialist – Rebecca Andres

STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica	Associate Dean/ Public Safety Director – Mitch McCann
Dean, Academic Affairs – Sean Abel	Associate Dean/Athletic Director – Kim Ensing
Dean, Academic Affairs – Mary Patrick	Associate Dean/PCPA Director – Mark Booher
Dean, Matriculation/Counseling – Yvonne Teniente	Senate President – Alberto Restrepo
Dean, Academic Affairs – Sofia Ramirez Gelpi	Schedule – Ricardo Lopez
Dean, Extended Campus – Rick Rantz	Distance Education – Fred Patrick
	Part-Time Faculty Union – Julia Sokolovska

GUESTS

X Kacie Willis
 X Ashleigh Valero
 X Gabriella Trevino

I. Approval of Minutes: Feb 9, 2023.

Committee Action: A motion was made to approve the Feb 9, 2023, minutes as distributed. (M/S/P: K Runkle/T VanderMolen). Yes: B Darwin, L Campos, C Kelly, S Anderson, P LeSage, K Runkle, A Keiser, B Youngblood, T VanderMolen. No: 0. Abstain: C Bisson and D. Mitchem.

II. Approval of the Agenda

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

III. Chair Comments:

- A. Summary Report: 03-09-2023. Senate: 03-28-2023. BOT: 04-18-2023.
- B. Next AP&P Meeting: 03-09-2023.
- C. Next TRC Meeting: 03-02-2023.
- D. Requisites and Requisite Validation

AB 1705 clarifies the vague or confusing aspects of AB 705. The goals and standards of proof are the same. The important loopholes are closed. Allowances for below transfer level work are made clear: Non-US high school graduates, certain certificate programs, noncredit ESL, students with disabilities, adult education, dual enrollment, CTE, and where there is evidence of benefit to students.

Discussion Points:

- BTL ENGL courses can be carefully revisited by the faculty to determine whether an ENGL or MATH course is needed for the student to be likely to be successful.
- The current placement process is based on student reporting of high school grades.
- Credit support courses need to be revisited since they pose unanticipated challenges with student motivation and accountability.
- The English department is no longer offering BTL courses. When considering to remove BTL English courses, the faculty, in collaboration with English department, may consider other options to ensure likelihood of student success. The options may include credit support courses, noncredit courses, and mirrored courses.
- Admission and Records: Josie C shared that noncredit course grades are not included in the official transcript. The noncredit/community education has a record of student attendance. The satisfactory progress (SP) as a grading option helps track the student attendance in the noncredit course.

- Counselling. Lainey C mentioned that noncredit hours impact the student course load.

IV. Information: College Now (Credit) and Early Entry (Noncredit). Continue to submit to Rebecca Andres. DUE: Apr 1, 2023.

V. Agenda Item: First Reading

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 153 / ES 153	Native American Literature Justification: The Native American Literature course will support both the English Department and the Ethnic Studies program, providing students with the opportunity to explore diverse stories, which will increase overall empathy of different cultures, improve racial representation on campus and create awareness of varied perspectives. This course is being submitted for AHC GE Cat 2B and Cat 3 CSU GE Area C2, D3, and F IGETC Area 3B and 4C MCGS Request DE Prerequisite: ENGL 101 Program Impact: ?	3.000
	GEOL 115	Oceanography Lab Justification: This course would provide students with another choice for a laboratory course to meet AHC GE Category 1 (when taken in conjunction with GEOL 114) CSU GE Area B3 IGETC Area 5C Adding the laboratory component to this course would improve student outcomes as indicated by PLO data. Corequisite: GEOL 114 or completion.	1.000
Major Modification	AG 126/ VEN 315	Fertilizers & Plant Nutrition Justification: Cal Poly SLO has requested that this course become a transfer-level class so that it can be articulated to their SS 221 Soil Health and Plant Nutrition course. This will benefit AHC transfer students entering any one of several Cal Poly agriculture pathways that require this course for program completion. This has been a long-standing request and is supported by the AHC instructor who also teaches the course at Cal Poly. NOTE: VEN was approved in 10/01/2020. DE conversion.	4.000

Major Modification	PHTO 110	Basic Photography Justification: Update the course to align with lab technology in the new Fine Arts Complex, including course content, student learning outcomes, objectives, and updated textbook. This course is no longer a black and white 35 mm film class. It is now primarily a digital photography course.	3.000
Course Review	BIOL 124	Human Anatomy Justification: Course review. The requisite justification is based on CSU/UC comparison.	4.000
	VEN 105	Wine Marketing and Sales Justification: Course review. Request DE. Sync and Async	3.000
	VEN 114	Wine Business Justification: Course review. Text update. Advisories: BUS 101 and ENGL 514 NEED: Content Review BUS 101.	3.000
	VEN 121	Viticulture Operations 2 Justification: Course review.	3.000
	VEN 135	Grapevine Physiology Justification: Course review. Request DE. Sync and Async Advisory: VEN 102 or AG 102. NEED: Content Review.	1.000
	VEN 314	Organic/Biodynamic Winegrowing Justification: Course review. Request DE. Sync and Async	3.000
	VEN 320	Wine Tasting Room Sales Justification: Course review. Request DE. Sync and Async	1.500
Noncredit Modification	PD 700 New: PDNC 7100	College Connect Justification: Many new students are lost and overwhelmed by all the information and "to do" tasks that are required for a smooth transition into college. This is especially true for first generation college students and those from low socioeconomic backgrounds. This new non-credit course will serve as preparation for new incoming students to acclimate to college norms, essential learning tools, policies, support services, and to help students connect with the campus and anticipate potential barriers in the college journey.	8.000-10.000
Major Program Modification	Life & Physical Sciences	NEW Agriculture OLD: Agricultural Science Associate in Science	24.000

Justification: As students have been pursuing this degree, which is relatively new, it has come to our attention that the degree requirements don't align with the transfer selection criteria for Cal Poly State University - a top choice for agricultural science transfer students. Yet, the courses required for transfer to Cal Poly in this

pathway are not aligned with industry needs. After meeting with our articulation officer, an academic counselor familiar with this pathway, and colleagues from Cal Poly, it was determined that there is a need for **two different degrees** –

- one designed for those wishing to earn an **A.S.** and move directly into the workforce while still meeting transfer requirements for most CSUs (the degree in this proposal - "Agriculture"), and
- one designed for those seeking transfer and to meet the more specific selection criteria of Cal Poly SLO.

There is a forthcoming proposal for a new degree ("**Agricultural Science**") to accommodate transfer-seeking students who wish to apply to Cal Poly, with changes in required courses.

This degree will change its **name** to clarify its broad scope of purpose and will maintain the original course requirements, which are most appropriate for employment and valuable for transfer into other CSU agriculture programs. The catalog description has been updated to reflect this purpose. An additional change within this proposal is to **add** new AHC agriculture courses to the list of approved electives from which a student may select their 9 elective units. The added courses are recently approved additions to the course catalog.

ADD: AG 157, AG 162, AG 163, AG 164, AG 165, AG 315, and VT 102.

Major Program Modification	Life & Physical Sciences	Agriculture Certificate of Achievement Justification: The title of this program and the catalog description have been updated to reflect the changes made to the A.S. in Agriculture which has recently been amended. Additionally, with the approval of several new agriculture courses, an update to the acceptable elective course options is needed. This proposal adds the newly approved courses as elective options for the certificate.	24.000
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Discussions:

- ENGL 153 and ES 153. Kacie W provided the background regarding the proposal. The changes included: removal of the sample assignment and field trip in the methods of evaluation and typographical corrections in the catalog description. Recommend: Consider ENGL 100 as a prerequisite.
 - The ENGL 153 corrects will be reflected in ES 153.
 - Qualified faculty is available to be able to teach the course.
 - The committee action on ENGL 153 will also be applied to the cross-listed course, ES 153.
- AG 126 is cross listed with VEN 315. Recommendations: Review the status of the cross-listed course and consider these options: (1) Align the VEN 315 with AG 136. Both courses must be at the same level; or (2) Drop VEN 315.
- VEN 114. As a course review proposal, complete a content review form for BUS 101 advisory.
- VEN 135. As a course review proposal, complete a content review form for AG 102 advisory.
- PD 700. The course was renamed as PDNC 7100.

Committee Action: A motion was made to approve the above items for first reading. (M/S/P: A Keiser/B Youngblood). Yes: C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, K Runkle, A Keiser, B Youngblood, D Mitchem, T VanderMolen. No: 0. Abstain: 0.

VI. Agenda Item: Second Reading

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
All LVN nursing courses. NURS 310 – NURS 370.			
Justification: Discipline modification. Add current California RN license and certificate (transcript) of teaching course.			

Corrections	NURS 310	Pharmacology	3.0
	NURS 311	Medication Administration	1.5
	NURS 317	Fundamentals of Nursing	3.5
	NURS 318	Clinical Lab 1	8.0
	NURS 320	Care of Older Adults	2.0
	NURS 322	Maternal and Infant Health	2.0
	NURS 323	Respiratory Conditions	2.0
	NURS 327	GI and Urinary Conditions	2.5
	NURS 328	Clinical Lab 2	3.0
	NURS 329	Endocrine and Repro Conditions	2.5
	NURS 330	Care of Infants and Children	1.5
	NURS 331	Cardiovascular Conditions	2.0
	NURS 332	Neurosensory Conditions	2.0
	NURS 335	Skin and M-skeletal Conditions	2.5
	NURS 337	Professional Relationships	1.0
	NURS 338	Clinical Lab 3	8.0
	NURS 370	Intravenous Therapy	2.0
Program Modification	Fine Arts	Commercial Dance Certificate of Achievement	17
	Fine Arts	Media Arts: Animation and Game Art Associate in Science	36
	Fine Arts	Media Arts: Graphic Design (Transfer Option) Associate in Science	24
	Fine Arts	Media Arts: Graphic Design Associate in Science	36
	Fine Arts	Media Arts: Graphic Design Certificate of Achievement	36
	Fine Arts	Media Arts: Multimedia Associate in Science	37
	Fine Arts	Media Arts: Visual Design Certificate of Achievement	15
	Fine Arts	Media Arts: Web Design Certificate of Achievement	18

Discussion:

- The Commercial Dance Certificate of Achievement continues to have courses that are into at the committee level.
 - Regarding the Media Arts programs, S Anderson shared that there are minor corrections in the electives.
- Committee Action: A motion was made to recommend for adoption of the above items except for Commercial Dance Certificate of Achievement. (M/S/P: A Keiser/B Youngblood). Yes: C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, K Runkle, A Keiser, B Youngblood, D Mitchem, T VanderMolen. No: 0. Abstain: 0.

VII. Information Item: Follow-up.

Course Drop	ANTH 122/HUSV 122/PSY 122	States of Consciousness	3.0
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The proposal was a COURSE DROP.

The department decided to table the proposal until program faculty has reevaluated the impact of these course drops.

VIII. Agenda Item: Sunset Proposals

Proposal Type	Prefix & No.	Course Title	Department Action
First Appearance	ART 133	Painting the Figure 1	Option 1. The course should not be on the sunset list/ Successful offer: Spring 2017. Cross-listed with ART 134 and ART 154. Option 6. The department wishes to continue with this course due to extenuating circumstances. We will have the opportunity for more scheduling options due to more space options in the new Fine Arts Complex.
First Appearance	ART 154	Composition Studies: Figure 3	Option 1. The course should not be on the sunset list/ Successful offer: Spring 2017. Cross-listed with ART 134 and ART 154. Option 6. See above.
First Appearance	ART 109	Art History: American Art	Option 1. The course should not be on the sunset list. Successful offer: Summer 2015. Option 6. The department wishes to continue with this course due to extenuating circumstances. <u>The course could potentially fulfill the Ethnic Studies.</u>

Discussion:

S Anderson attested that the department unanimously voted for the department action on the courses that were in the sunset list.

Committee Action: A motion was made to accept department rationale and action regarding these courses in the sunset list. (M/S/P: S Anderson/A Keiser). Yes: C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, K Runkle, A Keiser, B Youngblood, D Mitchem, T VanderMolen. No: 0. Abstain: 0.

IX. Information Item:

Comparison of Program Outline and Program Maps

Program Outline	Program Maps
Access: CurriQunet: Program Outline.	Access: ACADEMICS - Academic Programs and Majors – Find Your Path.
Award Job opportunities and transfer information Program learning outcomes. Program requirements – sequenced or not sequenced	Suggested Sequence of Courses

Proposal: Attach program maps in new and modified program proposals.

Discussions:

- Program maps are part of the Guided Pathways. Currently, there is no mechanism to ensure that program maps are aligned with the program information in the college catalog.
- Attaching program maps in the program outline in CurriQunet may pose additional problems regarding tracking the most current program map.
- Changes in the program maps may be limited to the changes in the courses (prefix, number, title, and units). However, it also needs to align with semester scheduling.
- Do program maps dictate how courses are scheduled?
- Does CurriQunet have a module for program maps?

- Check with the VPAA regarding plans of ensuring accuracy, currency, and consistency of the program maps and other public facing information with the catalog.

X. Information Item:

- Comparison of AHC GE, CSUGE and IGETC versus Cal-GETC.
- Competency and Graduation Requirements
- Double Counting
- Catalog Rights

Discussion: Larry M provided information on current AHC practices. More questions regarding Cal-GETC implementation.

- What about the courses that are CSU transferrable but not UC transferrable? Answer: Review the rigor of the course and apply for UC transfer approval.
- Ethnic Studies is slated to be a general education requirement with anticipated Fall 2024 implementation. Do we add another GE category for ethnic studies – Cat 6 Ethnic Studies.

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:

- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

XIII. Call for Future Agenda Items.

- Christine B and Culturally responsive Curriculum: Follow-up

XIV. Call to Adjourn.

Table: Comparison: Current AHC GE, CSU GE, and IGETC. Proposed Cal-GETC

AHC GE	CSU GE	IGETC	Cal-GETC
Cat 1 Natural Sciences (3 units)	Area A English Language Comm and Critical Thinking 1 Oral Comm 2 Written Com 3 Critical Thinking	Area 1 English Comm A English Communication B Critical Thinking C Critical Thinking (CSU only)	Area 1 English Communication English Composition (1 course) Critical Thinking and Composition (1 course) Oral Communication (1 course)
Cat 2 Human Institutions	Area B Scientific Inquiry and Quant Reasoning 1 Physical Science	Area 2 Math Concepts and Quant Reasoning	Area 2 Math Concepts and Quant Reasoning (1 course)

A Social Sciences (3 units) B Am History/Gov (3 units)	2 Life Science 3 Lab Activity 4 Math / Quant Reasoning		
Cat 3 Humanities (3 units)	Area C Arts and Humanities 1 Arts (Arts, Dance, Music, Theater) 2 Humanities	Area 3 Arts and Humanities A Arts B Humanities	Area 3 Arts and Humanities Arts (1 course) Humanities (1 course)
Cat 4 Language & Rationality (6 units) A Witten Communication B Communication & Analytical Thinking	Area D Social Sciences 0 Sociology and Criminology 1 Anthropology and Archeology 2 Economics 3 Ethnic Studies 4 Gender Studies 5 Geography 6 History 7 Interdisciplinary Social or behavioral Science 8 Political Science, Gov, and legal Inst 9 Psychology	Area 4 Social and Behavior Sciences A Anthropology and Archaeology B Economics C Ethnic Studies D Gender Studies E Geography F History G interdisciplinary, Social, & Behavioral Sciences H Political Science, Gov, & Legal Inst I Psychology J Sociology & Criminology	Area 4 Social and Behavioral Sciences Two disciplines (2 courses)
Cat 5 Living Skills (3 units)	Area E Lifelong Learning and Self-development	Area 5 Physical and Biological Science A Physical Science B Biological Science	Area 5 Physical and Biological Sciences Physical Sciences (1 course) Biological Science (1 course) Laboratory (for physical or biological science course) – (1 unit)
	Area F Ethnic Studies		Area 6 Ethnic Studies (1 course)

AHC Graduation Requirements

Competency in Reading, in written expression, and in mathematics has been demonstrated.

Students will demonstrate competence in reading by completing the general education requirements (below).

Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

NOTE: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

- A. Pass one of the following courses with a grade C or better:
- any 100 - level math course of at least 3 units
 - Math 309, Math 321, or Math 331, (Note: these courses will no longer be offered after summer 2022).

- B. Successful completion of Algebra 2 or higher at an accredited collegiate institution.
- C. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.

Multicultural-Gender Studies

A MINIMUM OF THREE UNITS IN MULTICULTURAL/GENDER STUDIES have been completed. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) programs).

The purpose of the Multicultural/Gender Studies graduation requirement is to promote our students' awareness about, their understanding and appreciation of, and their respect for underrepresented groups and ethnic minorities. Courses that are designated as fulfilling this requirement are designed to help students link their personal experiences and their education to broader cultural perspectives, to expand their awareness of their own cultural heritage, and to encourage in them the skills of cultural competence which can foster the meaningful communication and connection needed in global heterogeneous societies.

Health and Wellness. The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/importance of the lifelong process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

- Area 1 Physical Activity (Performance-based course)
- Area 2 Health Education or First Aid Safety (Lecture-based course)

DOUBLE-COUNTING POLICY

Students are permitted to use up to six (6) units to satisfy both GE and major requirements thus receiving subject credit in the major and having to select 18 or 15 units of general education from the five GE categories.

CATALOG RIGHTS

Graduation requirements for an associate degree or vocational certificates are determined according to the catalog in effect at the time of initial enrollment. **To maintain catalog rights, a student must be in continuous enrollment during each successive academic year.** For purposes of catalog rights, the academic year **begins each summer and ends the subsequent spring session.** To maintain continuous enrollment, a student must attend at least one credit class in an academic year.

Students must apply for graduation within three (3) years from the date all requirements are satisfied. It is important to note that:

1. Students who maintain continuous enrollment at Allan Hancock College, or students who are continuing at another accredited institution within the United States are eligible to graduate from Hancock under the catalog in effect at the time they first enrolled at Hancock .
2. Students who stop attending Hancock for a year or longer are eligible to graduate from Hancock under the catalog in effect the semester the student re-enters Hancock again. One year is defined as one academic year. The student must maintain continuous enrollment thereafter.
3. If a student attends another college after they have not attended Hancock for a year or longer, and does not re-enroll at Hancock, they are eligible to graduate from Hancock under the catalog in effect the semester they petition to graduate. One year is defined as one academic year.

Exceptions to the above policy may be made by the director, Admissions and Records, for medical reasons or for military service.