

# Academic Policy & Planning Committee Agenda

## Thursday August 26, 2021 at 2:00 PM

### VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson  
 Business – Brent Darwin  
 Counseling – Antonio Ramirez  
 English – Chad Kelly  
 Fine Arts – Shane Anderson  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Mary Pat Nelson  
 Industrial Technology – Patrick McGuire

Academic/Student Affairs – Trev Passage  
 Languages & Communication – Andria Keiser  
 Life and Physical Sciences – Wendy Hadley  
 Mathematics Sciences – Derek Mitchem  
 Public Safety – Susan Roehl  
 Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – Kristy Soriano

### NON-VOTING MEMBERS

Chair – Larry Manalo Jr.  
 Vice chair/TRC/ Articulation - David DeGroot  
 VP, Academic Affairs – Robert Curry  
 Admissions & Records – Josie Cabanas and  
 Stephen Bernardo  
 Community Education – vacant  
 Part-Time Faculty Union – Mark Miller  
 Curriculum Specialist – Rebecca Andres

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Sean Abel  
 Dean, Academic Affairs – Mary Patrick  
 Dean, Matriculation/Counseling – Yvonne 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

### LEGEND

CCC CO – CCC Chancellor’s Office  
 Lec – Lecture / Lab – Laboratory  
 PCA – Prerequisites, Corequisites, Advisories  
 DL – Distance Learning  
 GE – General Education

**Mission of the College:** Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

**Duties of the Committee:** The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

#### I. **Approval of Minutes:** Apr 22, 2021 and May 6, 2021

#### II. **Approval of the Agenda**

#### III. **Chair Comments:**

- Next AP&P Meeting: 9/9/2021
- Next TRC Meeting: 9/2/2021
- AP&P Committee Accomplishments, Challenges, and Recommendations

#### IV. **Consent Agenda Items**

Course Review	AG 130	Integrated Pest Mgmt. Modifications: No changes are recommended at this time. Prerequisite VEN 102 Introduction to Viticulture; or	4.000
	AG 149	Coop Work Exp: Occupational Modifications: ERT conversion.	1.000 to 8.000
	AG 150	Intro to Agribusiness Modifications: No changes are recommended at this time.	3.000
	AG 153	Introduction to Sustainable Ag Modifications: Addition of one suggested book, no other changes recommended at this time.	3.000
	AG 154	Introduction to Fruit Science	3.000

		Modifications: Clarification added that instructor provides all required reading sources, no other recommendations at this time.	
	AG 155	Intro to Mechanized Agriculture Modifications: Only change was to clarify that required readings are provided by instructor. No other changes are recommended at this time.	3.000
	AG 156	Intro to Environmental Horticulture Modifications: Addition of textbook for required text, no other recommendations at this time.	3.000
	AG 157	Ag Sales, Communication & Lead Modifications: No recommendations at this time.	3.000
	AG 158	Agricultural Economics Modifications: No recommendations at this time.	3.000
	AG 160	Plant Propagation / Production Modifications: Textbook updated to most current edition, no other recommendations at this time. Prerequisite: AG 161	3.000
	AG 162	Agricultural Plant Pathology Modifications: Additional recommended textbook added, no other recommendations at this time. Corequisite: AG 161	4.000
	AG 163	Economic Entomology Modifications: Textbook updated to current edition, lab manual added, no other recommendations at this time.	4.000
	AG 164	Weed Science Modifications: Lab manual added, no other recommendations at this time. Corequisite: AG 161	4.000
	AG 165	Qualified Applicator Training Modifications: No recommendations at this time.	2.000
	ENGL 102	Freshman Comp: Literature Modifications: 6-year course review cycle. Changes were made to textbooks and the DL language was updated. Prerequisite: ENGL 101	3.000
	ENGL 112	Transfer English Composition Skills Modifications: 6-year review. The ERT/DL language was updated and reformatted.	2.000
	ENGL 133	Modern Fiction Modifications: Content Review Work Sheet, updated Distance Learning information, and updated textbooks. Prerequisite: ENGL 101	3.000
	ENGL 139	Ideas of Difference in Literature Modifications: Attached Content Review Worksheet and updated the Distance Learning information. Prerequisite: ENGL 101	3.000

V. **Agenda Item:** ERT and DE Conversions

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
ERT Conversion	MMAC 125	Computer Video Editing Modification: DL conversion	3.000
	MMAC 126	Intro to Motion Graphics Modification: DL Conversion Advisories: GRPH 111 and GRPH 112	3.000
	MMAC 128	Intermediate Motion Graphics Modification: DL Conversion Advisories: FILM 126; MMAC 126	3.000
	MUS 122	Piano 4 Modification: ERT CONVERSION	1.000
	MUS 124	Voice 3 Modification: "Synchronous Only" DL conversion.	2.000
	MUS 125	Beginning Guitar Modification: ERT to Synchronous Only DL CONVERSION	1.000
	MUS 126	Intermediate Guitar Modification: ERT to Synchronous Only DL CONVERSION	1.000
	MUS 127	Voice 4 Modification: Synchronous Only DL conversion	2.000
	PHTO 150	Intro to Commercial Photography Modification: ERT to DL Conversion. Prerequisite: PHTO 110	2.000

VI. **Agenda Item:** First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
These proposals refer to meeting the CSU Area F requirements..			
New Course	ANTH 107	Indians of California Justification: 1. To provide students with a deeper understanding of California's Native American Cultures. 2. To expose students to the past and current social and political issues facing California's Native peoples. 3. To expand the course offerings of the Anthropology program. 4. To develop an Anthropology course that will meet the CSU GE Area F requirement.	3.000
New Course	ES 107	Indians of California Justification: Cross-list with ANTH 107	3.000
New Course	ES 130	Chicano History Justification: History faculty agreed to cross-list this course with the <b>HIST 120</b> in order to submit it for CSU GE Area F review. CSU GE Area F Worksheet attached.	3.000

		HIST 120 course content, course objectives and student learning outcomes revised to align with the CSU GE Area F competencies, updated textbooks, submitting for Distance Learning and attached CSU GE Area F Worksheet.	
Course Review	AG 100	Intro to Ag Studies and Careers Modifications: Added summer session to the times course is offered and corrected SLO numbering, proposing DE modality.	1.000
Course Review	AG 125	Introduction to Soil Science Former: Soils and Plant Nutrition Program Impact: <ol style="list-style-type: none"> <li>1. Major Program Modification-Associate in Arts *Active* Agribusiness: Enology/Viticulture</li> <li>2. Major Program Modification-Associate in Science *Active* Agricultural Science</li> <li>3. Major Program Modification-Certificate of Achievement *Active* Agricultural Science</li> <li>4. New Program-Associate in Science *Active* Agribusiness: Viticulture</li> <li>5. New Program-Associate in Science for Transfer *Active* Agricultural Business</li> <li>6. New Program-Associate in Science for Transfer *Active* Agricultural Plant Science</li> <li>7. New Program-Certificate of Achievement *Active* Agribusiness: Viticulture</li> <li>8. New Program-Certificate of Achievement *Active* Pest Control Adviser Preparation</li> <li>9. Major Program Modification-Associate in Science for Transfer *In Review* Agricultural Business</li> <li>10. Major Program Modification-Associate in Science for Transfer *In Review* Agricultural Plant Science</li> <li>11. Major Program Modification-Certificate of Achievement 16 or more semester units *In Review* Viticulture Level 1</li> </ol> Modifications: course title changed to more accurately reflect course content and eliminate confusion with the "Fertilizers & Plant Nutrition" course; textbook updated; semester offered updated. Advisories: CHEM 120 Introductory Chemistry	4.000
Course Review	AG 152	Intro to Animal Science Modifications: BIOL 100 advisory added, textbook updated. Advisory: BIOL 100 (NEW)	3.000
Course Review	AG 161	Introduction to Plant Science Modifications: Advisory course added, and textbook updated to most current edition. Advisory: BIOL 100 (NEW)	4.000
Course Review	AG 189	Independent Projects in Agriculture Former: Independent Projects in Agribusiness Program Impact: None listed.	1.000 to 3.000

		Modifications: Updates for ERT conversion, title changed from "agribusiness" to "agriculture" to reflect program name change and broader application in the discipline.	
Course Review	AG 315	Fertilizers & Plant Nutrition Modifications: Lab content added; textbook updated Suggestions from Cal Poly and Ag Advisory to convert this course to 100-level, transferable course with an advisory of AG 125. Major course modification will be launched to address these recommendations.	4.000
Course Review	BIOL 100	Introductory Biology Modifications: Update textbook, course content, student learning outcomes and updated DL. Advisory: ENGL 514	4.000
Course Review	ENGL 101	Freshman Comp: Exposition Modifications: Changes made to course content, readings, co-requisites and DL. Content Review completed for co-requisites and work sheets attached, Prerequisite: Placement based upon Allan Hancock College's placement policy or concurrent enrollment ENGL 112 or completion of ENGL 514 or ENGL 595 or READ 110 or (NEW) Corequisite: ENGL 112 or (NEW) Prerequisite: ENGL 595 or ENGL 514 (NEW) or READ 110	4.000
Course Review	ENGL 104	Technical Writing Modifications: Updated Methods of instruction, textbooks, and Distance Learning information. In addition, UC/CSU Comparison Worksheet was utilized for Content Review - worksheet attached. Prerequisite: ENGL 101	3.000
Course Review	ENGL 137	Children's Literature Modifications: Changed prerequisites and attached UC/CSU Comparison Sheet, updated Text Book, Methods of Evaluation and Distance Learning. Prerequisite: ENGL 101 (NEW) or READ 110 (NEW)	3.000
Course Review	ENGL 512	Writing Skills 2 Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now/concurrent enrollment with local high schools. Advisory: READ 510 Prerequisite: ENGL 511	4.500
Course Review	ENGL 513	Writing Skills 3 Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now / concurrent enrollment with local high schools. Advisories: READ 310 Prerequisite: ENGL 512	4.500
Course Review	ENGL 514	Writing Skills 4	4.500

		Modifications: This course appears on the Sunset List. The English Department wishes to <u>retain this course</u> as it will potentially be offered as part of College Now / concurrent enrollment with local high schools. Advisory: READ 110 Prerequisite: ENGL 513	
Course Review	SPCH 101	Public Speaking Modifications: Updating the course to include a request for <b>Distance Education</b> and correct typographical errors in the course outline. Distance Education offering would increase enrollment and accommodate students who are not able to come to campus to fulfill their general education requirements.	3.000
Course Review	SPCH 189	Independent Projects in Speech	1.000 to 3.000
Major Modification	ENGR 134	Internship Seminar DE request.	1.000
Major Modification	ES 121	African American History Modifications: Revised sections include catalog description, course content, course objectives, and Student Learning Outcomes. The course was approved for AHC GE Category 2B, AHC Multicultural Gender Studies, CSU GE Area D, and CSU US History and American Institutions, but denied for CSU GE Area F. This revision will address the issues identified in the CSU GE Area F denial. It will then also require re-submission to the above approved areas for review.	3.000
Major Modification	HIST 120	Chicano History Modifications: Revised course content, course objectives, student learning outcomes, course title (formerly History of the Mexican American). Justification: to align with the CSU GE Area F competencies, updated textbooks, submitting for Distance Education modality and attached CSU GE Area F Worksheet.	3.000
Major Modification	MUS 120	Piano 2 Modifications: Conversion from ERT to DL synchronous	1.000
Major Modification	MUS 121	Piano 3 Modifications: Conversion from ERT to DL synchronous Prerequisite: MUS 120	1.000
Major Modification	MUS 123	Voice 2 Modifications: "Synchronous Only" DL Conversion	2.000
Major Modification	MUS 129	Voice 1 Modifications: "Synchronous Only" DL Conversion	2.000
Major Modification	MUS 133	Chamber Voices Modifications: ERT to Synchronous Only DL Conversion	2.000
Major Modification	PSY 118	Human Development - Lifespan Modifications: Course review. Add Distant Education format, update textbook, assignments and ILO's.	3.000

		Advisories: ENGL 101 and PSY 101	
	Electronics	<u>Computer Networking &amp; Electronics Technology: Digital Systems Technician</u> Former: Electronics Technology: Digital Systems Technician Certificate of Achievement Justification: During the 2017-2018 program review, the Electronics Technology Industry Advisory Committee and the Validation Team recommended that the program name be modified to more accurately reflect the content of the program, which includes computer networking training.	22
		<u>Computer Networking &amp; Electronics Technology: Electronic Engineering Technology</u> Former: Electronic Engineering Technology Justification: as above. Associate in Science	41
		<u>Computer Networking &amp; Electronics Technology: Electronic Training</u> Former: Electronics Technology: Electronic Training Certificate of Achievement	18
		<u>Computer Networking &amp; Electronics Technology: Electronics Technology</u> Former: Electronics Technology Associate in Science	22
		<u>Computer Networking &amp; Electronics Technology: Mechatronics</u> Former: Electronics Technology: Mechatronics Associate in Science	49
		<u>Computer Networking &amp; Electronics Technology: Mechatronics</u> Former: Electronics Technology: Mechatronics Certificate of Achievement	49
		<u>Computer Networking &amp; Electronics Technology: Network Maintenance and Digital Technologies</u> Former: Electronics Technology: Network Maintenance and Digital Technologies Modifications: EL 108 – increase units from 2 units to 4 units. EL 109 – dropped 2 units. No net change in the total number of units. Certificate of Achievement	24
		<u>Viticulture Level 1</u> Justification: This program is being expanded and separated into three stacked certificates. This is the existing certificate and is being modified to the first of these to focus on more introductory level skills. Certificate of Achievement	23

**VII. Agenda Item: 2020-2021 AP&P Committee Accomplishments, Challenges, and Recommendations for Improvement Report**

**Academic Policy and Planning Committee**

**2020-21 ACCOMPLISHMENTS, CHALLENGES, AND RECOMMENDATIONS FOR IMPROVEMENT REPORT**

The AP&P committee completes an annual report of the accomplishments, challenges, and recommendations for improvement report to the Academic Senate in May.

Accomplishments	Challenges	Recommendations
<ul style="list-style-type: none"> <li>• Faculty, staff, and administration collaboration and response on timely proposal submissions and approvals to meet the CCCCCO mandates.</li> <li>• Completion of 90-95% of CCCCCO mandated ERT conversion.</li> <li>• Completion of ERT to DE conversions to meet fall 2021.</li> <li>• Integration of online catalog development (including refresh) with curriculum proposal timelines.</li> <li>• Development of strategies to facilitate review and approval of course and program proposals.</li> <li>• Review of evaluation team report on Environmental Health and Safety programs.</li> <li>• Submission of 4 summary reports to AHC Academic senate and Board of Trustees.</li> <li>• Submission of 4-5 courses for CSU Area F consideration.</li> <li>• Annual update curriculum development guide.</li> <li>• Update on course review packet.</li> <li>• Review of prerequisites, corequisites, and advisory processes.</li> <li>• Annual review of College Now and sunset lists.</li> <li>• Innovative use of noncredit courses and programs.               <ul style="list-style-type: none"> <li>○ Implement “satisfactory progress” rating.</li> <li>○ Mirrored credit and noncredit courses</li> </ul> </li> <li>• Alignment of curriculum management system (CurriQunet)</li> </ul>	<ul style="list-style-type: none"> <li>• Impact of guided pathways, online catalog production, and other curriculum-linked activities on integrity of college publications.</li> <li>• Response and turn-around time from Governet to implement changes in the curriculum management system (CurriQunet).</li> <li>• program deactivation proposals do not meet the criteria of BP/AP 4021, Program Vitality.</li> <li>• Opportunities for professional development for further training on curriculum development and related matters</li> <li>• Need for clerical support during high volume of proposal submissions and processing.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase opportunity for faculty engagement in curriculum-related professional development opportunities.</li> <li>• Continue collaboration with Governet regarding implementation of the needed changes to align CurriQunet with committee processes.</li> <li>• Ongoing dialogue with guided pathways design teams, catalog committee, and learning outcomes committee.</li> <li>• Continue semester retreats to provide curriculum-rated updates.</li> <li>• Provide supplemental clerical support.</li> </ul>



<p>with curriculum development processes.</p> <ul style="list-style-type: none"> <li>○ PCA and LOE requisite fields</li> <li>○ AHC GE, CSU GE, and IGETC</li> <li>○ DE Addendum</li> <li>○ ERT, DE synchronous only, and DE synchronous and asynchronous</li> </ul>		
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**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
- h. CurriQunet & Support

**X. Call for Future Agenda Items.**

**XI. Call to Adjourn.**