

Academic Policy & Planning Committee Minutes
Thursday Sep 23, 2021 at 2:00 PM
ZOOM: 988 4121 2092 (Passcode: 4y745g)

VOTING MEMBERS (15)

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|--|--|
| X Applied Behavioral Sciences – Christine Bisson | X Academic/Student Affairs – Trev Passage |
| Business – Brent Darwin | X Languages & Communication – Andria Keiser |
| X Counseling – Antonio Ramirez | X Life and Physical Sciences – Wendy Hadley |
| X English – Chad Kelly | X Mathematics Sciences – Derek Mitchem |
| X Fine Arts – Shane Anderson | X Public Safety – Susan Roehl |
| X Kinesiology, Rec & Athletics – Sheri Bates | X Social & Behavioral Sciences – Tom VanderMolen |
| Health Sciences – Mary Pat Nelson | Student Representative – vacant |
| X Industrial Technology – John Gerrity | |

NON-VOTING MEMBERS

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

STANDING INVITEES

- | | |
|--|---|
| X 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 – Mary Patrick | 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 |

Guests

- Schedule – Ricardo Lopez

I. Approval of Minutes: Sep 9, 2021.

A motion was made to approve the minutes of Sep 9, 2021 as distributed. (M/S/P: C. Bisson/D. Mitchem). Yes: C. Bisson, A. Ramirez, C. Kelly, S. Anderson, S. Bates, J. Garity, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, and T. VanderMolen. No: 0. Abstain: 0.

II. Approval of the Agenda

A motion was made to approve the agenda to accommodate the guest, Jody Derry. (M/S/P: C. Bisson/D. Mitchem). Yes: C. Bisson, A. Ramirez, C. Kelly, S. Anderson, S. Bates, J. Garity, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, and T. VanderMolen. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 9/23/2021
- Next TRC Meeting: 9/30/2021
- Summary Report: 11/4/2021

IV. Agenda Item: Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Text Change	CA 120	Principles of Foods 1	4.000
	CA 121	Basic Baking and Pastry	3.000
Course Drop	CBOT 350	Office Tech Procedures Lab Justification: Course Review; Deactivate course. No longer offered, previous low enrollment, has not been offered in several years. Corequisites: CBOT 131 or CBOT 334 or CBOT 360 Word - Basics or CBOT 361 No recorded course impact or program impact.	1.000

Committee Action: A motion was made to approve the consent agenda items. (M/S/P: D. Mitchem/S. Anderson). Yes: C. Bisson, A. Ramirez, C. Kelly, S. Anderson, S. Bates, J. Garity, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, and T. VanderMolen. No: 0. Abstain: 0.

V. Information Item:

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ANTH 107/ ES 107	Indigenous People of California	3.000

VI. Agenda Item: First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	THEA 198S	Exploration of Into the Woods to Native Gardens 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.	1.000
Course Review	CBOT 100	Keyboarding Modifications: Course Review. Content modified to better reflect course. Course textbook - software updated. Distance Education updated. Recommendation: Review and correct DE hours.	1.000
	CBOT 131	Intro to Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. Updated the DE information. Advisory: CBOT 100 Recommendation: Remove DE as a method of instruction. Edit text information.	3.000
	CBOT 132	Advanced Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. DE information was updated. Advisory: CBOT 131 Recommendation: Remove legacy entrance skills. Remove DE as method of instruction. Edit text information.	3.000
	CBOT 302	Records Management Justification: Course Review. Update textbook and course language. Recommendation: Align the DE hours with the weekly hours. Remove DE as a method of instruction.	2.000
	CBOT 305	Legal Office Procedures Modifications: Course Review. Update textbook and wording to reflect current terminology. DE information was updated.	3.000
	CBOT 312	Keyboarding Speed/Development Modifications: Course Review. Banner course title modified to fit in Banner. Course objectives #2 re-worded to better	1.000

		reflect course objectives. Textbook- online software updated. Advisory reviewed and Course Review Worksheet submitted. DE information updated. Advisory: CBOT 100	
	CBOT 333	Business Desktop Publishing Modifications: Course Review. Update textbook, semester course is offered, and course wording as needed based on technology changes and updates. DE information updated.	3.000
	CBOT 334	Admin Office Procedures Modifications: Course Review. Update textbook. Re-affirm advisory. DE information updated. Advisory: CBOT 131	3.000
	CBOT 337	Pres. Design - PowerPoint Modifications: Course Review. Update text and wording to reflect changes and updates in technology. DE updated. Recommendation: Move items from the methods of instruction to methods of evaluation. Consider a course as an advisory that addresses the requisite entrance skills.	3.000
	CBOT 360	Word - Basics Modifications: Course Review. Update textbook, materials and language. DE information updated.	1.000
	CBOT 361	Intro to PowerPoint Modifications: Course Review. Update textbook and course language. DE information was updated.	1.000
Major Modification	THEA 103	Begin Prof Thea Dance Styles Justification: Add new discipline placements - Dance (M).	2.000
	THEA 104	Int Prof Thea Dance Styles Justification: Add new discipline placement - Dance (M). Advisory: THEA 103	2.000
	THEA 122	Adv Int Thea Dance Styles Justification: Add new discipline placement - Dance (M). Advisory: THEA 104	2.000
	THEA 123	Adv Prof Theatre Dance Styles Justification: Add new discipline placement - Dance (M). Advisory: THEA 122	2.000
Committee Action: A motion was made to recommend the above proposals for first reading. (M/S/P: D. Mitchem/A. Ramirez). Yes: C. Bisson, A. Ramirez, C. Kelly, S. Anderson, S. Bates, J. Garity, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, and T. VanderMolen. No: 0. Abstain: 0.			

VII. Agenda Item: Program Proposal Submissions.

Committee Action: A motion was made to table discussions on program submission. (M/S/P: T. Passage/A. Ramirez). Yes: C. Bisson, A. Ramirez, C. Kelly, S. Anderson, S. Bates, J. Garity, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, and T. VanderMolen. No: 0. Abstain: 0.

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
Andria K. and Sofia R-G. requested that the noncredit proposals be moved to the next levels due to the absence of department representative and department chair.
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
- d. Administration
R. Curry – provided information regarding Townhall meetings to determine the public-facing designation for the online course offerings.
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurriQunet & Support

X. Call for Future Agenda Items.

Noncredit levels of approval.

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