

Academic Policy & Planning Committee Meeting Minutes
Thursday Feb 3, 2022 at 2:00 PM
ZOOM ID: 988 4121 2092

VOTING MEMBERS (15)

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| X Applied Behavioral Sciences – Christine Bisson | X Academic/Student Affairs – Trev Passage |
| X Business – Brent Darwin | X Languages & Communication – Andria Keiser |
| Counseling – Brooke Souza | X Life and Physical Sciences – Brian Youngblood |
| 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 – Kristy Soriano |
| X Industrial Technology – John Gerrity | |

NON-VOTING MEMBERS

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

Guests

- John Cecena, Fire Tech
Sydney Sorenson
Jesus Solorio, Dance
Susie Kopecky, Library. OER, ZTC, and LTC Liaison
Ken George, Law Enforcement
Sherman Vernon, Public Safety

STANDING INVITEES

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

I. Approval of Minutes: Nov 04, 2021

A motion was made to approve the minutes of the November 4, 2021 meeting with amendments. (M/S/P C. Bisson/S. Roehl) Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: B. Youngblood.

II. Approval of the Agenda

A motion was made to approve the agenda as amended. (M/S/P S. Roehl/C. Bisson) Yes: C Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 02-17-2022
- Next TRC Meeting: 02-10-2022
- Review of Summary Report: 05-05-2022. Senate: 05-17-2022. BOT: 06-14-2022.
- CDH 2021 and Accreditation
- Additional Meeting: The additional meeting is set for May 5, 2022. The meeting will allow additional time for faculty to submit proposals.
- CSU Area F Ethnic Studies – CurriQunet has a check-box for Area F. However, the worksheet aligning Area F competency with the course objectives and other elements of the course outline continues to be a required attachment.

IV. Agenda Item: Consent.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Corrections	PHYS 162	Engineering Physics 2 Justification: Correcting semester offered from fall to spring	4.000
COMMITTEE ACTION:	A motion was made to approved consent agenda items. (M/SP B. Youngblood /S. Roehl). Yes: C Bisson, B. Darwin, C. Kelly, S. Anderson, S.		

	Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.	
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V. **Agenda Item: First Readings**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ES 120	Race & Ethnic Relations Justification: Cross-listed course for SOC 120 for submission to CSU GE Area F. Discipline: ES or SOC NEW: DE	3.000
Course Review	SOC 120	Race & Ethnic Relations Justification: Following changes made to align with CSU GE Area F competencies (see attached worksheet), modification of course description, course content and course objectives. Discipline: ES or SOC	3.000
New Course	FT 340	Advanced Firefighter Continuing Education Justification: This course satisfies annual mandatory continuing education requirements of local fire agencies. Curriculum will be derived from the California State Fire Marshal’s Office, National Fire Protection Agency, National Fire Academy, and appropriate sections of the California Code of Regulations. The course may encompass requisite lecture and lab sessions as established by the authority having jurisdiction, California State Fire Marshal, Local Fire Agencies and Emergency Medical Associations. COMMITTEE RECOMMENDATIONS: Contact dean to complete feasibility section of the proposal and to assign TOP/SAM codes.	1.500 to 2.000
	FT 379A	Public Safety Fitness Triade Justification: Many students enroll into a public safety academy and are not aware of the physical requirements needed to participate and pass. The students who are not ready to physically participate in the academy, due to fitness deficiencies will experience emotional embarrassment and be penalized with being advised to drop the course. This course can help to eliminate experiencing embarrassment and penalty. In the Fire academy there is often a waiting list of students wanting to enroll, during this time of waiting the student s can enroll in this preparatory course. In the EMS academy the students get little if any physical preparation during the academy. This course will be able to service and support these situations and more. COMMITTEE RECOMMENDATIONS: Contact dean to complete feasibility section of the proposal and to assign TOP/SAM codes.	4.000

	LE 450	Firearms Instructor Justification: POST (Peace Officers Standards and Training) and CLEC (County Law Enforcement Committee) both agree the need for AHC to develop this course. AHC trains students from other academies for required driver's training. COMMITTEE RECOMMENDATIONS: Contact dean to complete feasibility section of the proposal and to assign TOP/SAM codes.	1.00
Course Review	ENGL 101	Freshman Comp: Exposition Justification: This proposal is part of our course review. Changes made to course content, readings, corequisites and DE. Content Review completed for co-requisites and work sheets attached.	4.000
	NURS 422	EKG/Monitor Observer Justification: Course Review. No changes to course content or hours. DE: Added Lecture Synchronous Only.	1.500
	VEN 325	Vineyard Equipment Practices Justification: Course review. Changed units to 1.00. Course Impact: None Program Impact: Viticulture Level 2 AS Viticulture	1.000
New Credit Program	Public Safety	Paramedic Certificate of Achievement 16 or more semester units	32.00 – 33.00
Major Program Modifications	Fine Arts	Commercial Dance Certificate of Achievement Justification: Program modification proposal submitted to reflect course modifications. These changes will be included in the catalog 2023-24.	16.5
		Dance Associate in Arts Program modification proposal submitted to reflect course title changes. The program units are changing from 32 units to 29 units. These changes will be included in the catalog 2023-24.	29.00
		Dance , Certificate of Achievement Program modification proposal submitted to reflect course title changes. The program units are changing from 32 units to 29 units.	29.00
New Noncredit Course	HEAL 7103	Meditation: Beyond Relaxation Justification: Current medical research indicates that stress adversely impacts health while relaxation, mindfulness, and awareness provide substantial health benefits -- emotionally, physically, and mentally. Although most of us recognize we must handle stress better and learn to relax, it is often difficult for individuals to adopt and incorporate a regular program of stress reduction into their lives on their own. This class provides a structured program of relaxation and concentration	12.000-16.000

		to help individuals make stress reduction practice an ongoing part of their daily lives – a healthy habit. Students will also develop awareness that there is life beyond, or free from, the subjective thinking that engenders stressful states commonly known as suffering. New: DE	
	HLTH 7001 TABLE	Personal Care Attendant I Justification: The personal care attendant course is designed to meet the increasing demands of an aging population in the community. Serving Consumers with complex needs require certain skills, good judgement, and personal accountability. This course will provide the student with the ability to provide the duties of the personal care attendant for clients in various settings. The modules address knowledge, attitudes, and skills, including infection control, body mechanics, body systems, and common diseases. The student will be able to assist in the care of elders in the community, respect cultural differences, and learn effective communication skills. Corequisite: HLTH 7002 – pending. Course in Programs: Personal Care Attendant - Certificate of Completion (In Review)	32.000-36.000
New Noncredit Program	Noncredit TABLE	Personal Care Attendant Certificate of Completion	48.000-54.000
COMMITTEE ACTION:	A motion was made to recommend 1 st readings for consideration except VEN 325, HLTH 7001, and Personal Care Attendant Certificate of Completion (M/S/P A. Keiser/C. Bisson). Yes: C Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.		

VI. Public Remarks

Susie Kopecky, Librarian, is the representative/liaison for online education resources (OER), zero-textbook cost (ZTC), and low-textbook costs (LTC) initiatives. Current OER activities include a student survey on student perspective on low cost textbooks. Appropriate designations for OER, ZTC, and LTC, including terminology for public-facing college publications (Banner and schedule), are ongoing discussions. Susie K. encourages AP&P committee recommendations on OER, LTC, and ZTC language in the course outlines.

VII. Agenda Item: Request for Distance Education (Includes ERT, DE, and DE sync only)

DE Type	Prefix & Number	Course Title
ERT Conversion	MT 110	CNC G CODE
	MT 112	CNC MULTI-AXIS
	MT 114	SolidWorks 2
	MT 115	Lean Manufacturing
	MT 118	Understanding and Measuring G
	MT 315	Advanced Machining
DE Requests	ES/ANTH 107	Indigenous People of California
	ES 130/HIST 120	Chicano History

COMMITTEE ACTION:	A motion was made to recommend adoption of DE Requests. (M/S/P C. Bisson/D. Mitchem) Yes: C Bisson, B. Darwin, C. Kelly, S. Anderson, S. Bates, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0
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VIII. Agenda Item: Request for Graduation Requirements and/or CSU/UC General Education.

Prefix & Number	Course Title	General Education Pattern
These proposals may include prior committee and/or CSU/UC approvals.		
ANTH 107	Indigenous People of California	CSU GE Area D1 Anthropology and Archeology CSU GE Area D3 Ethnic Studies CSU GE Area F Ethnic Studies (Attached) IGETC Area 4A Anthropology and Archeology AHC MCGS
ES 107	Indigenous People of California	AHC GE 2A Social Sciences CSU GE Area D1 Anthropology and Archeology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4A Anthropology and Archeology AHC MCGS
ES 130	Chicano History	AHC GE Cat 3 Humanities CSU GE Area D6 History CSU GE Area F Ethnic Studies (Attached) IGETC Area 4F History AHC MCGS
HIST 120	Chicano History	AHC GE Cat 3 Humanities CSU GE Area D6 History CSU GE Area F Ethnic Studies (Attached) IGETC Area 4F History AHC MCGS
ES 120	Race & Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4J Sociology and Criminology AHC MCGS
SOC 120	Race & Ethnic Relations	AHC GE Cat 2A Social Science CSU GE Area D0 Sociology and Criminology CSU GE Area F Ethnic Studies (Attached) IGETC Area 4J Sociology and Criminology AHC MCGS
COMMITTEE ACTION:	None. The CSU/UC GE requests for ES 130/HIST 120 Chicano History and ANTH 107/ES 107 Indigenous People of California were previously approved by the committee. The ES 120/SOC 120 Race and Ethnic Relations requests will be reviewed on the second reading for these proposals.	

IX. Information Item: Text and Instructional Materials.
The item was not discussed.

X. Reports
a. AP&P Representatives

Regarding the noncredit course drops, Christine B. and Andria K. will be resubmitting noncredit courses proposals.

- 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

XI. Call for Future Agenda Items.

XII. Call to Adjourn

The meeting was adjourned at 4:10 pm