

**Academic Policy & Planning Committee Minutes**  
**Thursday Mar 3, 2022 at 2:00 PM**  
**ZOOM ID: 988 4121 2092 Passcode: 4y745g**

**VOTING MEMBERS (15)**

X Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Trev Passage
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
X Counseling – Brooke Souza	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
Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Pat Nelson	Student Representative –
X Industrial Technology – John Gerrity	

**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  
X Part-Time Faculty Union – Joan Bergstrom Smith  
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
Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

**Guests**

Schedule – Ricardo Lopez

**I. Approval of Minutes:** Feb 17, 2022.

A motion was made to approve the minutes of the February 17, 2022 meeting. (M/S/P: D. Mitchem/B. Darwin)  
Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**II. Approval of the Agenda**

A motion was made to approve the agenda of the March 3, 2022 meeting. (M/S/P: D. Mitchem/A. Keiser) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**III. Chair Comments:**

- Next AP&P Meeting: 03-17-2022.
- Last AP&P Meeting: 05-12-2022.
- Next TRC Meeting: 03-10-2022
- Review of Summary Report: Mar 3, 2022. Senate: 3/15/2022. BOT: 4/19/2022.

**IV. Agenda Item:** Meeting Modality. Face-to-face or Remote Platform (ZOOM).

A motion was made to approve to continue remote platform (ZOOM) meeting modality. (M/S/P: D. Mitchem/A. Keiser) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**V. Information Item:** Request to Withdraw Proposal, FT 340 (Advanced Firefighter Continuing Education). The course proposal is withdrawn. The discipline faculty is planning to resubmit the proposal as a noncredit course that is like the College of the Canyons. They are collaborating with the noncredit dean.

**VI. Agenda Item:** Concurrent Course and Program Proposal Submission

**Background:**

The AP&P committee found that course proposals involving changes in course prefix, course number, units, and course titles were not reflected in the respective program outlines. As a result, these discrepancies cause issues with student program completion and delay attainment of academic and career goals.

Proposal:

The AP&P committee proposes that course modifications involving the prefix, number, title, and/or units must be submitted with corresponding program modifications for all programs in which the course is required (core, elective, or selective). This may necessitate faculty in other disciplines to submit program modifications if the course is not in the same discipline.

Discussion:

- Modifications in the course prefix, number, title, and units impact the program/s outlines. CurriQunet automatically changes the course prefix, number, and title. These have no effect on the total number of program units. However, only changes in the units may affect the program. For instance, selected units and electives may not affect the total number of units in the program.
- Discrepancies in the course units in programs undergoing revisions. The counselling department may initiate a temporary unit-waiver as a short-term fix while the program changes are underway.
- Delays of committee action on course proposals that affect the programs. The committee continues to review these course proposals that impact the program/s and would decide on a case-by case basis regarding the impact of the course in one or more programs.
- Recommendation: Continue discussion regarding the need to establish committee policy and procedure regarding concurrent submission and review of courses impacting program/s.

Committee Action: No committee action.

**VII. Agenda Item: First Readings**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
AAT Music was approved by the committee on Nov 4, 2021.			
AA Music "Active": MUS 130, MUS 132, and MUS 133: Each course has 2 units in the program outline.			
Major Modification	MUS 130	Mixed Ensemble Justification: Reduced unit value from 2 units to 1 unit and ERT to DE Synchronous Only conversion. Program: AA Music and NEW Credit: AAT Music.	1.000
	MUS 132	Masterworks Chorale Justification: Reduced unit value from 2 units to 1 unit and ERT to DE Synchronous Only conversion. Program: AA Music and NEW Credit: AAT Music.	1.000
	MUS 133	Chamber Voices Justification: Reduced unit value from 2.0 to 1.0 and ERT to DE Synchronous Only conversion. Program: AA Music and NEW Credit: AAT Music.	1.000
	MUS 137	Concert Chorale Justification: Unit reduction from 2.0 units to 1 unit, DE Synchronous Only conversion and Course Attributes screen completed. Program: AA Music and NEW Credit: AAT Music.	1.000
	Discussion: <ul style="list-style-type: none"> <li>• These course proposals are part of both the AAT and AA degrees in Music.</li> <li>• The committee already approved the ADT Music which already listed these unit changes. However, the AA Music degree continue to have these courses as two units.</li> </ul>		

	<ul style="list-style-type: none"> <li>Inform Bob Curry regarding the need to include these courses in the upcoming catalog since the degree was approved in November 2021.</li> </ul> <p>Recommendation: Submit the program modification for AA Music to reflect these changes in the number of units.</p>
Committee Action	A motion was made to approve these courses for first reading. (M/S/P: D. Mitchem/S. Anderson) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**VIII. Agenda Item: First Readings**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
	FCS 120	Principles of Foods 1 Justification: Course modification per Program Review, to align with cross-listed course CA 120 - approved by AP&P 10/29/2020. Adding DE option for lecture portion. Modifying requisites. Adding new AS Degree Program. Keeping the course in College Now. Updating text to new edition. Modifying to mirror CA 120. NEW: Prerequisites: CA 124 NEW: Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current) NEW: Corequisites: CA 124	4.000
	GEOG 102	Human Geography Justification: Course Review. Changes made: completed fields in the Attributes screen, updated texts and updated the fields in the Distance Education screen. Advisory: ENGL 514	3.000
	GEOG 103	World Regional Geography Justification: Course Review. Changes made: updated the fields in the Attributes screen, updated the texts and updated the fields in the Distance Education screen. Advisories: ENGL 513	3.000
	GEOG 110	Introduction to Weather and Climate Justification: Course Review. Changes made: updated the fields in the Attributes screen, updated texts, and update the fields in the Distance Education screen. Advisories: MATH 311 and GEOG 101	3.000
	GEOG 115	Physical Geography Lab Justification: Course Review. Changes made: completed the fields in the Attributes screen and updated texts. Prerequisite: GEOG 101 Advisory: MATH 311	1.000
	GEOG 155	Intro to GIS with Lab Justification: Course Review. Updated DE screen.	2.000
	GEOG 189	Independent Projects Justification: Update per course review.	1.000-3.000
	NURS 416	Certified Home Health Aide	2.000

		Justification: Course Review, Update to lab content.	
	NURS 420	Restorative Aide Justification: ERT conversion to DE synchronous only modality.	1.500
Course Review	VEN 325	Vineyard Equipment Practices Justification: Course review. Changed units to 1.00. Course Impact: None Program Impact: Viticulture Level 2 Certificate of Achievement and AS Viticulture	1.000
New Credit Program	LPS	Viticulture Level 2 Certificate of Achievement Reduced VEN 325 from 2 units to 1 unit.	34
Major Modification	PHYS 161	Engineering Physics 1 Justification: Updating units to reflect the appropriate level of workload required for the course. Previously the units assigned were 3 lecture hours plus four lab hours. In practice, the 4th lab hour was to be used as a discussion hour. Unfortunately, this implies only 5 hours of work were allowed for outside of class. Furthermore, using the 4th lab hour as a as a discussion hour (instead of a lecture hour) mis-represents the actual usage of the extra hour. I can provide a detailed breakdown of every minute I spend on topics over the course of the semester (I have the XL file typed up already). The net result is an undue burden on students for the number of units requested. When you compare this to my Phys 162 & Phys 163 courses, you will see the extra hour is needed as lecture to cover the material properly. Students have repeatedly made unsolicited comments about the workload outside of class being incompatible with the number of units assigned. About 2/3 of students surveyed have requested we reinstate our lost unit. The other third is mainly ambivalent about the change. Most of our students prefer the extra unit being there since it allows them to reach full time status with one less course while taking this course. <b>IN SUMMARY:</b> We need to convert that supplemental lab hour (discussion hour) back to a lecture hour and up the number of units by 1. The extra unit used to be lecture, we tried to make it work as a discussion/lab hour, the experiment failed. <b>Note:</b> You will be told this negatively impacts funding for the college in relation to Chemistry degrees. Please keep in mind the Organic Chemistry course can reduce by 1 unit to offset our increase by 1 unit without affecting college funding if this is an issue. There is no valid reason for continuing to decrease the probability of physics student success by keeping these units suppressed at a lower than realistic level.	5.000

New Noncredit Course	OLDR 7035	Jewelry Making & Repair Justification: This was renamed from VOCE 7035A to OLDR 7035. Eliminated the A/B versions of the class and instead allow a broader range of contact hours to ease scheduling. The Labor Market Data no longer justifies offering this as a short-term vocational course, yet it is extremely popular, and we will continue offering it as an enrichment course.	
	<p>Discussions:</p> <p>GEOG 102, GEOG 103, GEOG 110, and GEOG 115: Since the ENGL department is no longer offering ENGL 513 and ENGL 514 and the MATH department is also no longer offering MATH 311, the committee recommends reconsidering these requisite courses.</p> <p>PHYS 161: The changes in the number of units have multiple impacts on programs. Also, the hours and unit adjustment seemed to really reduce the number of contact hours but increased the number of units.</p> <p>Recommendation: Review the course modifications and its impact on students and programs. Consider other options that would not increase the number of units of the course.</p>		
Committee Action	A motion was made to approve these courses for first reading except for PHYS 161. (M/S/P: D. Mitchem/S. Anderson) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

**IX. 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.

**X. Agenda Item: Second Readings.**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Major Modification	MUS 130	Mixed Ensemble	1.000
	MUS 132	Masterworks Chorale	1.000
	MUS 133	Chamber Voices	1.000
	MUS 137	Concert Chorale	1.000
Course Review	FCS 120	Principles of Foods 1	4.000
	GEOG 102	Human Geography	3.000
	GEOG 103	World Regional Geography	3.000
	GEOG 110	Introduction to Weather and Climate	3.000
	GEOG 115	Physical Geography Lab	1.000
	GEOG 155	Intro to GIS with Lab	2.000
	GEOG 189	Independent Projects	1.000-3.000
	NURS 416	Certified Home Health Aide	2.000
	NURS 420	Restorative Aide	1.500
Course Review	VEN 325	Vineyard Equipment Practices	1.000

New Credit Program	LPS	Viticulture Level 2	34
New Noncredit Course	OLDR 7035	Jewelry Making & Repair	
Committee Action	A motion was made to recommend adoption of 2 <sup>nd</sup> readings these courses except for PHYS 161. (M/S/P: D. Mitchem/A. Keiser) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

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

DE Type	Prefix & Number	Course Title
DE Sync only	MUS 130	Mixed Ensemble
DE Sync only	MUS 132	Masterworks Chorale
DE Sync only	MUS 133	Chamber Voices
DE Sync only	AG 150	Intro to Agribusiness
DE Sync only	AG 152	Intro to Animal Science
DE Sync only	AG 153	Introduction to Sustainable Ag
DE Sync only	AG 157	Ag Sales, Communication & Lead
DE Sync only	AG 158	Agricultural Economics
DE	FCS 120	Principles of Foods 1
DE Synch only	NURS 420	Restorative Aide
Committee Action	A motion was made to recommend adoption of distance education offerings for the above courses. (M/S/P: D. Mitchem/A. Keiser) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.	

**XII. Agenda Item: New or Modified Requisites**

Prefix & Number	Course Title	Requisites
FCS 120	Principles of Foods 1	Prerequisites: CA 124 Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current) Corequisites: CA 124
Committee Action	A motion was made to recommend adoption of new and modified requisites. (M/S/P: D. Mitchem/A. Keiser) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.	

**XIII. Agenda Item: Noncredit (Community Education) Approval Process**

Current Practice:

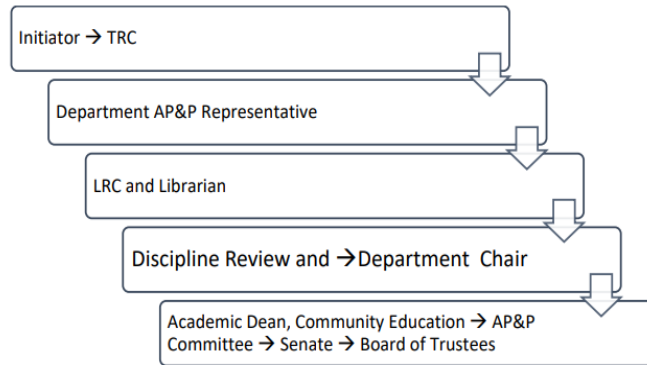
Proposals are assigned to faculty for review based on department, discipline assignment, and the roles assigned in CurriQunet.

Noncredit courses and programs are routed to community education levels of approval. Community Education, as a department, does not have adequate number of full-time faculty to have AP&P Committee representation. Also, there is no designated department chair position.

The noncredit courses and programs are proposed by both credit and noncredit faculty. The proposal is then reviewed by the technical review committee (TRC) and then by the community education dean, followed by AP&P review. With increasing numbers of new noncredit proposals, a review process that includes appropriate faculty review is needed.

Proposal:

- Discipline faculty identify noncredit courses and programs (disciplines) that would be within the purview of the respective disciplines. The discipline faculty and the respective faculty in noncredit would be designated to review noncredit courses and programs at the department chair level.
- The academic dean, community education would review noncredit course and program proposals.



The above proposal was reviewed and approved by the Board of Trustees on June 9, 2020.

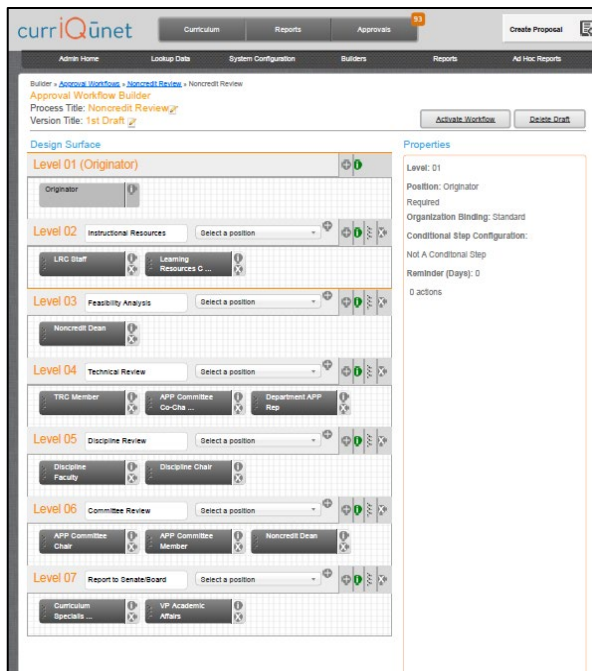
**Next Steps: Review and modify BP/AP 4400 Community Education Programs. Develop an approval process for noncredit (community) education as described in the BP/AP 4400.**

The proposed workflow implements the approval process described in BP/AP 4400 Community Education Programs.

Level 01	(Originator) Originator
Level 02	LRC Staff. LRC Dean.
Level 03	(NEW) Noncredit Dean.
Level 04	TRC Member. AP&P Co-Chair. (NEW) Noncredit Representative.
Level 05	Discipline Faculty. Discipline Chair. (NEW) Noncredit Coordinator.
Level 06	Noncredit Dean. (NEW) Discipline Dean.
Level 07	APP Committee Chair. APP Committee Member. VP Academic Affairs.
Level 08	Curriculum Specialist.

Definitions:

- Noncredit Dean – the academic dean for noncredit courses and programs
- Noncredit Representative – the noncredit faculty expert on noncredit curriculum.
- Noncredit coordinator – oversees all noncredit courses and programs approvals.
- Discipline Faculty and Discipline Chair – refer the credit disciplines involved or impacted by the noncredit proposal. NOTE: The initiator’s assigned discipline determines the involved disciplines in the noncredit proposal approval process.



#### Recommended Noncredit Course Prefixes

- The current course prefixes and 7000-level numbering remain. They are based on the approved noncredit categories.
- The discipline faculty noncredit course-program initiator may use: (1) a credit course prefix with a 7000-course number; or (2) a new noncredit prefix that is similar but not the same as the credit prefix with a 7000-course number.

#### XIV. Reports

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

#### XV. Call for Future Agenda Items.

#### XVI. Call to Adjourn.

The meeting was adjourned at 4:01 PM.