

**Academic Policy & Planning Committee Minutes**  
**Thursday Oct 7, 2021 at 2:00 PM**  
**ZOOM: 988 4121 2092 (Passcode: 4y745g)**

**VOTING MEMBERS (15)**

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

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

**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  
 Stephen Bernardo  
 Community Education – vacant  
 X Part-Time Faculty Union – Jim Houlis  
 Curriculum Specialist – Rebecca Andres and  
 X Ashleigh Valero

**STANDING INVITEES**

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

**Guests**

Schedule – Ricardo Lopez  
 X Nancy Jo Ward  
 X Dayana Zepeda

**I. Approval of Minutes: Sep 23, 2021.**

A motion was made to approve the minutes of Sep 23, 2021 as distributed. (M/S/P: W. Hadley/A. Ramirez). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**II. Approval of the Agenda**

A motion was made to approve the agenda of Sep 23, 2021 with requests to accommodate the guests. (M/S/P: A. Keiser/C. Bisson). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen, and K. Soriano. No: 0. Abstain: 0.

**III. Chair Comments:**

- Next AP&P Meeting: 10/21/2021
- Next TRC Meeting: 10/14/2021
- Summary Report: 11/4/2021

**IV. Agenda Item: Consent**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Text Change	ECS 313	Science for Young Children	0.5
	ECS 314	Engineering and Technology for Young Children	0.5
	ECS 315	Math for Young Children	0.5

COMMITTEE ACTION: A motion was made to approve the consent agenda items. (M/S/P: A. Ramirez/C. Bisson). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

V. **Agenda Item:** First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	AG 116	Introduction to Precision Agriculture Justification: This course will fulfill a core requirement in a certificate in Precision Agriculture. In addition, this course will provide specific skills in Precision Agriculture that are not covered in any other course.	3.000
New Course	AJ 106	Police Patrol Procedures Program: Administration of Justice. Associate in Science	3.000
THEA 198 V – THEA 198U: Justification: These courses 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.			
New Course	THEA 198U	<b>Catalog Title: Topics in Theatrical Performance</b> Banner Title: Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Course	THEA 198V	<b>Catalog Title: Topics in Theatrical Performance</b> Banner Title: Rep of Sound of Music to Native Gardens LOE: Completion of the program application and procedures for enrollment.	3.000
New Course	THEA 199V	<b>Catalog Title: Topics in Theatre Stagecraft</b> Banner Title: Rep of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	3.000
New Course	THEA 199U	<b>Catalog Title: Topics in Theatre Stagecraft</b> Banner Title: Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Noncredit Course	PD 7000	College Success Strategies for Noncredit Students Justification: The development of this noncredit course will help bridge a gap that currently exists for our noncredit students. Our noncredit students are diverse and come to Allan Hancock College with different educational, language and developmental backgrounds. The creation of this course is focused on building support towards noncredit student academic success. The class will help student retention and completion of noncredit goals because it will help establish student connection to the college resources, support services and career opportunities available to noncredit students. Currently, there are successful PD courses available in credit that support student transition and success. However, our noncredit students need a	20 h

		course that is instructed in their language and that is focused on noncredit student needs and resources. <b>NEW: DE sync only</b>	
	PD 7001	Noncredit Bridge to Credit Seminar Justification: same as PD 7000 <b>NEW: DE sync only</b>	20 h
Major Modification	EMSP 343	Paramedic Clinical Practicum Justification: Our paramedic program is moving forward to start Fall 22. A new course title and number with amendments in the required clinical hours per title 22 is entered here. Books updated . Prerequisites: EMS 309, EMS 321, EMS 322, EMSP 323, EMSP 324, EMSP 333, and EMSP 334. LOE: Current AHA CPR certification for healthcare provider Program: Paramedic - Certificate of Achievement 16 or more semester units ( <b>Draft</b> )	5.000 to 5.420
	EMSP 353	Paramedic Field Internship Justification: The course was originally created and never run. The hours needed to be modified to only lab / field exposure and hours needed to be updated to provide the needed range of time to fulfil for COAEMSP accreditation program requirements set forth by California Code of Regulations, Title 22, Division 9, Chapter 4. Prerequisites: EMS 309, EMS 321, EMS 322, EMSP 323, EMSP 324, EMSP 333, EMS 343, and EMSP 343 <b>Program:</b> Paramedic - Certificate of Achievement 16 or more semester units ( <b>Draft</b> )	10.000 to 11.000
	THEA 103	Begin Prof Thea Dance Styles Modification: Adding new discipline placements.	2.000
	THEA 104	Int Prof Thea Dance Styles Modification: Adding new discipline placements. Advisory: THEA 103	2.000
New Programs	Life & Physical Sciences	<a href="#">Geology</a> Associate in Science for Transfer	26
	Life & Physical Sciences	<a href="#">Viticulture Level 2</a> Certificate of Achievement 16 or more semester units	35* 23 + 12
	Life & Physical Sciences	<a href="#">Viticulture Level 3</a> Certificate of Achievement 16 or more semester units	46* 35 + 11
Major Program Modification	Business Education	<a href="#">Computer Business Information Systems: Information Architecture</a> Certificate of Accomplishment Justification: Through the process of analysis for Guided Pathways, it was discovered that some electives in the certificate were being offered at an irregular schedule which affected student certificate completion. After reviewing Advisory Committee recommendations and doing a Labor Market analysis of the jobs that use the skills in the certificate, it became necessary to review course selection for the core and the electives that were listed in	15

		the certificate and fine tune it to current employment market requirements. These changes also consider student preferences and enrollment trends in the CBIS discipline. Modifications: Reduce total units from 16.5 to 15 units. Removed select options. Remove BUS 380 (core), BUS 111 (selective), BUS 366 (selective), BUS 377 (selective), CBIS 372 (selective), and MMAC 114 (selective).	
	Business Education	<a href="#">Computer Business Information Systems: Small Business Web Master</a> Certificate of Accomplishment Justification: Same as CBIS: Information Architecture program. Modifications: Increase the total units from 10 to 14 units. Removed selected options. Remove BUS 111 (selective), BUS 380 (selective), CS 102 (selective), and MMAC 114 (selective).	14
	Life & Physical Sciences	<a href="#">Agricultural Business</a> Associate in Science for Transfer Modification: Because of recent approval of AG 152 for CSU GE B2 and IGETC 5B and approval of AG 161 for CSU GE B2/B3 and IGETC 5B/5C the double counting calculations for the Agricultural Business AS-T has increased from 6 units to 9 units.	57-59
	Noncredit Education	<a href="#">Basic ESL</a> <b>Certificate of Competency</b> Modifications: Make NESL 7040 a required course. Remove Level A as a required course and make it optional to reduce the number of waivers by Noncredit Counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.	120-390 h
	Noncredit Education	<a href="#">Basic Noncredit ESL</a> <b>Certificate of Completion</b> Modifications: Update by removing historical course after Course Review. Make NESL 7040 a required course. Add NESL 551 and 552 grammar courses as electives. Make Spanish Literacy & Pre-A electives. Remove Level A as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements. It will also more accurately reflect the number of hours that are required for the certificate.	112-252 h Min: 120 h
	Noncredit Education	<a href="#">Advanced ESL</a> Certificate of Competency Modifications: Make NESL 7041 a required course. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling.	120-390 h

		These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.	
	Noncredit Education	<a href="#">Advanced Noncredit ESL Certificate of Completion</a> Modifications: Update by removing historical course after Course Review. Make NESL 7041 a required course. Add NESL 551 and 552 grammar courses as electives. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements. It will also more accurately reflect the number of hours that are required for the certificate.	120-390 h Min: 120 h

Discussions:

- Request to table the Geology AST since one of the core courses is not yet reviewed by the committee.
- Request to table AG 116 due the need to further review and update the course outline of record. E. Krier indicated, via email, that she needed more time to work on the proposal.
- Request to table EMSP courses due to questions regarding the requisites.
- D. Zepeda presented PD 7000 and PD 7001. The need for the course is to promote student transition from noncredit to credit course and program.
- A. Keiser stated the ESL programs are modified to meet the needs of the students. She explained the difference between certificate of completion (hours accrued) versus certificate of competency (skills developed). She included plans to retire the certificates of completion.
  - Recommendation: For certificates of competency, consider the use of demonstrate as a program learning outcome.
  - Recommendation: Consider aligning with the ESL courses as part of the AB 705 pathways to the transfer-level English.
  - Recommendation: Consider the use of English Language Learner (ELL) instead of English as a Second Language (ESL).
- 199/399/499/599 – Special Topics. These courses are under the same catalog title (shell) while the Banner title varies depending on the “topic”. The course outline is a template.
- Viticulture stacked certificates (Level 2 and Level 3)
  - Recommendation: Include the completion of the prior certificates (Example: students who completed viticulture level 1 certificate of achievement) as part of the catalog description.
- Business Education programs – B. Darwin provided a background on the removal of several selected courses in both programs. He indicated that the selected courses were removed due to inconsistent offering and program streamlining based on student and industry trends.  
Recommendation: Consider submission to the CCCCO for low-unit certificates for the programs to be included in the students’ transcript. A. Valero would research the requirements for low-unit certificates.
- AJ 106 – Recommendation: Modify the catalog description to provide clarity. “A study of policing in our society and the corresponding relationship to the Administration of Justice system. Topics include: policing, homeland security, community policing, patrol preparations, field observations/interviews, police ethics and professionalism, and public service responsibilities.”

COMMITTEE ACTION: A motion was made to consider for first readings the above course and program proposals except Geology AST, AG 116, and EMSP courses. (M/S/P: D. Mitchem/W. Hadley). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**VI. Agenda Item: Second Readings**

<b>Proposal Type</b>	<b>Prefix &amp; Number</b>	<b>Course/Program Title</b>	<b>Units/Hours</b>
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.	1.000
	CBOT 131	Intro to Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. Updated the DE information.	3.000
	CBOT 132	Advanced Word Processing Modifications: Course Review. Update textbook. Re-establish advisory - Content Review Worksheet attached. DE information was updated.	3.000
	CBOT 302	Records Management Justification: Course Review. Update textbook and course language.	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 reflect course objectives. Textbook- online software updated. Advisory reviewed and Course Review Worksheet submitted. DE information updated. Advisory: CBOT 100	1.000
	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	Presentation Design - PowerPoint Modifications: Course Review. Update text and wording to reflect changes and updates in technology. DE updated.	3.000
	CBOT 360	Word - Basics	1.000

		Modifications: Course Review. Update textbook, materials and language. DE information updated.	
	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	Intermediate Professional Theatre Dance Styles Justification: Add new discipline placement - Dance (M).	2.000
	THEA 122	Adv Int Thea Dance Styles Justification: Add new discipline placement - Dance (M).	2.000
	THEA 123	Adv Prof Theatre Dance Styles Justification: Add new discipline placement - Dance (M).	2.000

COMMITTEE ACTION: A motion was made to adopt the above course proposals. (M/S/P: D. Mitchem/ W. Hadley). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**VII. Agenda Item: New and Modified Requisites**

Prefix & Number	Course Title	Requisites
CBOT 312	Keyboarding Speed/Development	Reestablish: Advisory: CBOT 100
CBOT 334	Admin Office Procedures	Reestablish: Advisory: CBOT 131

COMMITTEE ACTION: A motion was made to adopt the new and modified requisites. (M/S/P: A. Ramirez/ W. Hadley). Yes: C. Bisson, B. Darwin, A. Ramirez, S. Anderson, S. Bates, T. Passage, A. Keiser, W. Hadley, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.

**VIII. Information Item: Program Proposals**

The program proposal form is being modified to better align with the required CO program narrative document. The Technical Review Committee and the curriculum specialists are working on developing more user-friendly and efficient processes.

**IX. Information Item: Cross-listing and Discipline Placement**

The current practice is that the source course (the original course proposal) is the responsible discipline/faculty for the requisite periodic review of these courses. This ensures that the source course is the “template” for all the cross-listed courses. It is important to note that the cross-listed courses do not necessarily have the same distance education status since the course modality is based on the needs of the target audience.

**X. Information Item: Requisites**

The discussion on requisites is postponed to a future date.

**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.

Public Comment:

Nancy Jo Ward – inquired about the feasibility of developing discipline/program-specific transfer pathways to CSU and UC. She indicated that there are cross-overs among different programs that may serve as a barrier to the students’ pursuit of their academic transfer goals. A. Ramirez and D. DeGroot will work with her in exploring viable options to create the pathway for transfer for these students.

**XII. Reports**

- a. AP&P Representatives – none
- b. AP&P Vice Chair / TRC Chair - none
- c. AP&P Chair – reported on the status of summary report in the senate agenda. Communications with the senate executive are underway to determine how the summary report would be placed in the agenda in the future senate meetings.
- d. Administration – none
- e. Admissions and Records – none
- f. Counseling/Matriculation – none
- g. Articulation – GE transfer pattern. Legislators are working on a common numbering system and course descriptors. There are ripple effects on transfer and articulation.
- h. CurriQunet & Support – shared her support and enthusiasm over the upcoming projects.

**XIII. Call for Future Agenda Items.**

**XIV. Call to Adjourn.** The meeting was adjourned at 4:05 PM.