

Academic Policy & Planning Committee Minutes
Thursday Nov 4, 2021 at 2:00 PM
ZOOM: 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 – 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 |
| X Health Sciences – Mary Pat Nelson | X Student Representative – Kristy Soriano |
| 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 – Josie Cabanas and
X Stephen Bernardo
Community Education – vacant
X Part-Time Faculty Union – Jim Houlis
Curriculum Specialist – Rebecca Andres and
X Ashleigh Valero

STANDING INVITEES

- | | |
|--|---|
| Dean, Academic Affairs – Margaret Lau | Dean, Extended Campus – Rick Rantz |
| X 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: Oct 21, 2021.

A motion was made to approve the minutes of Oct 21, 2021 as distributed. (M/S/P: D. Mitchem/W. Hadley). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, A. Keiser, W. Hadley, D. Mitchem, and S. Roehl. No: 0. Abstain: 0.

II. Approval of the Agenda:

A motion was made to approve the agenda to accommodate the presenters. (M/S/P: W. Hadley/A. Keiser). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, A. Keiser, W. Hadley, D. Mitchem, and S. Roehl. No: 0. Abstain: 0.

III. Chair Comments:

- Next AP&P Meeting: 2022.
- Next TRC Meeting: 11/18/2021
- Program Learning Outcomes – presented the draft of a memo detailing the current process for program learning outcomes modification. It also included a recommendation regarding the assessment of currently published PLOs in the public facing college catalog.
- Review of Summary Report: 11/4/2021. Senate: 11-16-2021. BOT: 12-07-2021. The department representatives are encouraged to review the summary report for missed information and accuracy.
- AP&P Retreat & Orientation: Jan 19, 2022. Wed. 9 AM – 12 Noon and 1 PM - 4 PM (PD: 6 hours)
- CDH 2021 – available.
- Acknowledgements:
Wendy Hadley - for her work and contributions to the committee and her dedication in the Technical Review Committee. Her increased teaching load would not make her available on Thursdays.
Antonio Ramirez – had accepted to join the CCCC workforce team on Guided Pathways.
David DeGroot – for willingly covering my absence.

IV. Agenda Item: Consent

| Proposal Type | Prefix & Number | Course/Program Title | Units/Hours |
|---------------|-----------------|-----------------------|-------------|
| Corrections | CA 120 | Principles of Foods 1 | 4.000 |

| | | | |
|-------------|---------|--|-------|
| | | Justification: Modifying requisites. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). | |
| Corrections | CA 121 | Basic Baking and Pastry Justification: Clarifying requisites Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). | 3.000 |
| Corrections | FSN 134 | Food/Nutrition/Customs/Culture Justification: Clarifying requisites Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Advisories: CA 120 and ENGL 100 | 4.000 |

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

V. Agenda Item: First Readings

| Proposal Type | Prefix & Number | Course/Program Title | Units/Hours |
|---------------|-----------------|--|-------------|
| New Course | ECS 123 | Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom Justification: Course is needed to support AHC and the ECS Justice, Diversity, Equity and Inclusion Resolution and meet the needs of the Early Care and Education/TK-3 grade workforce, as well as being considered as a possible ES course. To meet ECS Program Review action plan that aligns both with the Educational Master Plan and AHC Institution goals. Prerequisite: ECS 116 Program: Multiple listing in ECS programs. AHC GE Cat 3 Humanities CSU Area D3 Ethnic Studies / D7 Interdisciplinary Social or behavioral Sciences IGETC Area 4C Ethnic Studies AHC MCGS | 3.0 |
| New Course | GEOL 111 | Historical Geology Justification: To offer a transfer degree in Geology, this course needs to be included in the Geology TMC curriculum. In addition, this course is aligned with the C-ID GEOL 111 course descriptor (see C-ID GEOL 111 course descriptor in Attach Files screen). | 4.000 |

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|----------------------|-----------|--|---------|
| | | <p>The course is submitted for AHC GE Category 1 Natural Science CSU GE B1 Physical Science /B3 Laboratory Activity IGETC 5A Physical Science Advisories: ENGL 100 or ENGL 101 or ENGL 110 or MATH 309 Course in Programs: Geology - Associate in Science for Transfer (In Review)</p> | |
| New Course | PE 118 | <p>Indoor Cycling Justification: This new course replaces the experimental course, PE 179E, Indoor Cycling. As a result of informal student surveys in a variety of physical activity courses over previous terms indicating a desire for, not only greater opportunities regarding activity courses, but more specifically an indoor spin/cycling course, the department would like to expand the range of activity course offerings to provide greater opportunities for students. Note: PE 179E was previously approved for ERT delivery. Note: PE 179E was previously approved for Health & Wellness Area 1, Physical Fitness; Graduation Requirement.</p> | 1.000 |
| New Noncredit Course | HLTH 7113 | <p>Think Like a Registered Nurse Justification: New support course for RN students to promote clinical reasoning and clinical judgment. Students have requested a support course to help with developing plans of care.</p> | 16-36 h |
| New Noncredit Course | HLTH 7114 | <p>Think Like a Vocational Nurse Justification: New support course for VN students to promote clinical reasoning and clinical judgment. Students have requested a support course to help with developing plans of care.</p> | 16-36 h |
| Course Review | ACCT 131 | <p>Financial Accounting 1 Justification: All Accounting courses are reviewed as part of the Program Review process. This course is being updated to meet the C-ID ACCT 110 standard. See C-ID Recommendations for Approval attachment in the Attached Files screen.</p> | 3.000 |
| Course Review | ACCT 132 | <p>Financial Accounting 2 Justification: All Accounting courses are reviewed as part of the Program Review process. This course is being updated to meet the C-ID ACCT 110 standard. See C-ID Recommendations for Final Approval in the Attached Files screen.</p> | 3.000 |
| Course Review | BIOL 150 | <p>Cellular Biology Justification: Completion of course review as part of comprehensive program review. Updated methods of evaluation, materials used (websites, etc.), and maintaining CHEM 150 pre-requisite.</p> | 5.000 |
| Course Review | FCS 120 | <p>Principles of Foods 1</p> | 4.000 |

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|------------------------------------|--------------------------|---|--------|
| | | Justification: Align with cross-listed course, CA 120. Add DE, modify requisites, add to the AS program. Remove College Now. Update text. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). | |
| Major Modification/ Agency Mandate | NURS 300 | CNA/Acute Care Aide Modification: Modify number of units from 14 to 12 units. | 12.000 |
| New Credit Program | Life & Physical Sciences | Geology Associate in Science for Transfer | 26 |
| | Fine Arts | Media Arts: Graphic Design (Transfer Option) Associate in Science | 24-25 |
| | Fine Arts | Music, Associate in Arts for Transfer Associate in Arts for Transfer | 22 |
| | Public Safety | Paramedic Certificate of Achievement – 16 units or more semester units. | 32-33 |

Discussions:

- GEOL 111 – Sean A. provided an overview of the course and the corresponding AST degree in Geology program.
- ECS 123 included requests for AHC, CSU, and IGETC requirements. The course catalog is modified to provide more information regarding the course and the use of diversity, equity, and inclusion (DEI) in the Banner title. Modify the methods of instruction that listed assignments.
- FCS 120- Christine B. reinforced the need to have specific food safety management training. The current certification/card is not necessary for the course. Due to multiple programs requiring the course, the PCA is screened by the admissions and records.
- Paramedic certificate – The program is not at the committee level. However, the proposed outline is provided in the meeting agenda. The program is key to the implementation of the modifications in the paramedic courses, EMSP 343 and EMSP 353.
- HLTH 7113 and HLTH 7114. Larry M. presented the challenges with noncredit proposals and the approval process. The noncredit approval process does not include the committee representative and department chair because there are no faculty with these designations. As a result, the proposals are moved forward to the level of the dean. It is important to vet the proposals that originate from a different department by indicating the reason for moving the proposal forward.
- [Media Arts: Graphic Design \(Transfer Option\)](#). Associate in Science. Nancy J W. presented the program. She clarified that the program is providing a more streamlined course listing to transfer to CSU. Since it is not an AST, the program is carefully named as a Transfer Option.

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

VI. 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.

VII. Agenda Item: Second Readings (Oct 21, 2021)

| Proposal Type | Prefix & Number | Course/Program Title | Units/Hours |
|--------------------------|----------------------------|---|---------------------|
| New Topic/ New Course | LE 390 | Driver Awareness Instructor | 1.000 |
| New Topic/ New Course | LE 391 | Driver Training Instructor | 2.000 |
| Major Modification | DANC 110 | Modern Dance I (OLD: Beginning Modern Dance) | 2.000 |
| | DANC 111 | Modern Dance II (OLD: Intermediate Modern Dance) | 2.000 |
| | DANC 115 | Modern Dance III (OLD: Advanced Modern Dance) | 3.000 |
| | DANC 120 | Ballet Dance I (OLD: Beginning Ballet) | 2.000 |
| | DANC 121 | Ballet Dance II | 2.000 |
| | DANC 125 | Ballet Dance III (OLD: Advanced Ballet) | 3.000 |
| | DANC 130 | Jazz Dance I (OLD: Beginning Jazz) | 2.000 |
| | DANC 131 | Jazz Dance II (OLD: Intermediate Jazz) | 2.000 |
| | DANC 133 | Hip Hop Dance I (OLD: Hip Hop Dance) | 2.000 |
| | DANC 135 | Jazz Dance III (OLD: Advanced Jazz) | 3.000 |
| | DANC 138 | Hip Hop Dance II (OLD: Intermediate Hip Hop) | 2.000 |
| | DANC 152 | Tap Dance I (OLD: Beginning Tap) | 2.000 |
| | DANC 153 | Tap Dance II (OLD: Intermediate Tap) | 2.000 |
| | DANC 154 | Clinic in Dance Partnering (OLD: Clinic in Partnering) | 1.000 |
| | DANC 156 | Techniques for Stretch & Wellness (OLD: Techniques for Stretch) | 1.000 |
| | DANC 171 | Dance Composition/Choreography I (OLD: Dance Composition/Choreography) | 3.000 |
| | DANC 188 | Dance Composition/Choreography II (OLD: Intermediate Dance Composition/Choreography) | 3.000 |
| | EMSP 343 | Paramedic Clinical Practicum | 5.0 |
| | EMSP 353 | Paramedic Field Internship | 10.000 to 11.000 |
| | FASH 101 | Fashion Industry and Marketing | 3.000 |
| FASH 102 | Fashion Design Analysis | 3.000 | |
| FASH 103 | Textiles | 3.000 | |

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|----------------------------|--------------------------|---|-------|
| | FASH 104 | Historic Fashion/Costume | 3.000 |
| | FASH 110 | Apparel Construction 1 | 3.000 |
| | GRPH 112 | Digital Imagery | 3.000 |
| | GRPH 117 | Typography | 3.000 |
| | GRPH 129 | Digital Tools for Visual Media | 3.000 |
| | GRPH 130 | 3D Modeling for Production | 3.000 |
| | INTD 170 | Interior Design | 3.000 |
| | INTD 171 | Interior Design Materials | 3.000 |
| Course Review | CHEM 120 | Introductory Chemistry | 4.000 |
| | CHEM 140 | Intro Organic Chemistry | 4.000 |
| | CHEM 150 | General Chemistry 1 | 5.000 |
| | CHEM 151 | General Chemistry 2 | 5.000 |
| | CHEM 180 | Organic Chemistry 1 | 5.000 |
| | CHEM 181 | Organic Chemistry 2 | 5.000 |
| | GEOG 105 | Geography of California | 3.000 |
| Major Program Modification | Life & Physical Sciences | Agricultural Plant Science Associate in Science for Transfer | 53-55 |

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

VIII. Agenda Item: Second Readings (Nov 4, 2021) for inclusion in the summary report.

| Proposal Type | Prefix & Number | Course/Program Title | Units/Hours |
|---------------------------------------|--------------------------|---|-------------|
| New Course | ECS 123 | Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom | 3.0 |
| New Course | GEOG 111 | Historical Geology | 4.000 |
| New Course | PE 118 | Indoor Cycling | 1.000 |
| New Noncredit Course | HLTH 7113 | Think Like a Registered Nurse | 16-36 h |
| New Noncredit Course | HLTH 7114 | Think Like a Vocational Nurse | 16-36 h |
| Course Review | ACCT 131 | Financial Accounting 1 | 3.000 |
| Course Review | ACCT 132 | Financial Accounting 2 | 3.000 |
| Course Review | BIOL 150 | Cellular Biology Justification: Completion of course review as part of comprehensive program review. Updated methods of evaluation, materials used (websites, etc.), and maintaining CHEM 150 pre-requisite. | 5.000 |
| Course Review | FCS 120 | Principles of Foods 1 | 4.000 |
| Major Modification/ Agency Mandate | NURS 300 | CNA/Acute Care Aide | 12.000 |
| New Credit Program | Life & Physical Sciences | Geology Associate in Science for Transfer | 26 |
| | Fine Arts | Media Arts: Graphic Design for Transfer | 24-25 |

| | | | |
|--|---------------|--|-------|
| | | Associate in Science | |
| | Fine Arts | Music, Associate in Arts for Transfer Associate in Arts for Transfer | 22 |
| | Public Safety | Paramedic Certificate of Achievement – 16 units or more semester units. | 32-33 |

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

IX. Agenda Item: New and Modified Requisites

| Prefix & Number | Course Title | Requisites |
|-----------------|---|--|
| CA 120/FCS 120 | Principles of Foods 1 | Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. |
| CA 121 | Basic Baking and Pastry | Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. |
| CHEM 120 | Introductory Chemistry | Remove: Prerequisite: MATH 313 and MATH 314 Prerequisite: MATH 311 or MATH 309 |
| CHEM 150 | General Chemistry 1 | Prerequisite: MATH 309 |
| DANC 110 | Modern Dance I (OLD: Beginning Modern Dance) | Remove ENGL 514 advisory |
| DANC 111 | Modern Dance II (OLD: Intermediate Modern Dance) | Remove ENGL 513 advisory |
| DANC 120 | Ballet Dance I (OLD: Beginning Ballet) | Remove ENGL 514 advisory |
| DANC 121 | Ballet Dance II | Remove ENGL 543 advisory |
| DANC 125 | Ballet Dance III (OLD: Advanced Ballet) | Remove ENGL 514 advisory |
| DANC 130 | Jazz Dance I (OLD: Beginning Jazz) | Remove ENGL 514 advisory |
| DANC 131 | Jazz Dance II (OLD: Intermediate Jazz) | Remove ENGL 514 advisory |
| DANC 133 | Hip Hop Dance I (OLD: Hip Hop Dance) | Remove ENGL 514 advisory |
| DANC 135 | Jazz Dance III | Remove ENGL 514 advisory |

| | | |
|----------|---|--|
| | (OLD: Advanced Jazz) | |
| DANC 138 | Hip Hop Dance II (OLD: Intermediate Hip Hop) | Remove ENGL 514 advisory |
| DANC 152 | Tap Dance I (OLD: Beginning Tap) | Remove ENGL 514 advisory |
| DANC 153 | Tap Dance II (OLD: Intermediate Tap) | Remove ENGL 514 advisory |
| DANC 156 | Techniques for Stretch & Wellness (OLD: Techniques for Stretch) | Remove ENGL 514 advisory |
| ECS 123 | Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom | Prerequisite: ECS 116 |
| FASH 102 | Fashion Design Analysis | Clarify advisory: Remove "eligibility for" ENGL 101. Retain ENGL 101. |
| FASH 103 | Textiles | Advisory: ENGL 100 |
| FSN 134 | Food/Nutrition/Customs/Culture | Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. |
| GEOL 111 | Historical Geology | Advisories: ENGL 100 or ENGL 101 or ENGL 110 or MATH 309 |
| LE 390 | Driver Awareness Instructor | Advisories: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Limitations on Enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two- year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination. |

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

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

| DE Type | Prefix & Number | Course Title |
|---------|-----------------|--------------|
|---------|-----------------|--------------|

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|----------|----------|--------------------------------|
| DE | FASH 101 | Fashion Industry and Marketing |
| DE | FASH 102 | Fashion Design Analysis |
| DE | FASH 103 | Textiles |
| DE synch | GRPH 112 | Digital Imagery |
| DE synch | GRPH 117 | Typography |
| DE synch | GRPH 129 | Digital Tools for Visual Media |
| DE synch | GRPH 130 | 3D Modeling for Production |
| DE | INTD 170 | Interior Design |
| DE | INTD 171 | Interior Design Materials |
| DE | NURS 300 | CNA Acute Care Aid |
| ERT | PE 118 | Indoor Cycling |

COMMITTEE ACTION: A motion was made to adopt distance education offering for the above courses. (M/S/P: C. Bisson/S. Roehl). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.

XI. Agenda Item: Request for Graduation Requirements and/or CSU/UC Transfer

| Prefix & Number | Course Title | Graduation Requirements |
|-----------------|---|--|
| ECS 123 | Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom | AHC GE Category 3 Humanities CSU GE D3 Ethnic Studies /D7 Interdisciplinary Social or Behavioral Science IGETC 4C Ethnic Studies MCGS |
| GEOL 111 | Historical Geology | AHC GE Category 1 Natural Science CSU GE B1 Physical Science /B3 Laboratory Activity IGETC 5A Physical Science |
| FASH 104 | Historic Fashion/Costume | AHC GE Category 3 Humanities IGETC Area 3B Humanities AHC Multicultural/Gender Studies |
| PE 118 | Indoor Cycling | Health & Wellness Area 1: Physical Fitness |

COMMITTEE ACTION: A motion was made to adopt the graduation requirements and/or CSU/UC transfer of the above courses. (M/S/P: C. Bisson/S. Roehl). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.

XII. Agenda Item: AP 4022 Course Approval

COMMITTEE ACTION: A motion was made to approve the modifications to the AP 4022. (M/S/P: C. Bisson/S. Roehl). Yes: C. Bisson, B. Darwin, A. Ramirez, C. Kelly, S. Anderson, S. Bates, M. Nelson, T. Passage, A. Keiser, W. Hadley, D. Mitchem, S. Roehl, T. VanderMolen. No: 0. Abstain: 0.

XIII. 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

XIV. Call for Future Agenda Items.

XV. Call to Adjourn

Title: Paramedic

Award Type: Certificate of Achievement 16 or more semester units

This Paramedic Certificate of Achievement program prepares the students to take and pass the National Registry Emergency Medical Technician – Paramedic (NREMT-P) examination allowing them to become a Licensed Paramedic in the state of California. Upon licensure, the graduate can gain employment as a paramedic on ambulances, as a firefighter paramedic that serves the community, as advanced life support 9-1-1 pre-hospital health providers, and as a member of the acute care settings.

The graduate of the Certificate of Achievement 16 or more semester units in Paramedic will:

- Demonstrate integration of pathophysiologic principles of trauma and medical illnesses and analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
 - Examine and analyze the nature and seriousness of the patient's condition or extent of injuries. Determine the need for emergency medical care, perform appropriate medical care based on assessment findings.
 - Demonstrate the roles and responsibilities of a paramedic within an EMS system.
 - Apply the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.
 - Properly and accurately administer medications.
 - Demonstrate effective communication with patients, peers, and healthcare professionals.
 - Demonstrate effective airway management and maintenance.
 - Integrate pathophysiology of trauma and medical illnesses. Analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
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Program Requirements

The Paramedic Certificate of Achievement requires completion of a total of 32-33 units.

Fall Semester

Units: 17

| | | |
|---------|---|---|
| EMSP323 | Paramedic Theory 1 | 6 |
| EMSP324 | Paramedic Laboratory 1 | 2 |
| EMSP333 | Paramedic Theory 2 | 4 |
| EMSP334 | Paramedic Laboratory 2 | 2 |
| EMS322 | Pediatric Advanced Life Support | 1 |
| EMS409 | Prehospital Trauma Life Support (PHTLS) Refresher | 1 |
| EMS321 | Advanced Cardiac Life Support | 1 |

Spring Semester

Units: 15 - 16

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|----------------|-------------------------------------|----------|
| EMSP343 | Paramedic Clinical Practicum | 5 |
|----------------|-------------------------------------|----------|

Total Program Units

32.00 - 33.00



TO: Robert Curry, VP Academic Affairs
Paul Murphy, VP Institutional Effectiveness
Alberto Restrepo, Academic Senate President
Liz West, LOAC Chair

FROM: Larry Manalo Jr. AP&P Chair and David DeGroot, AP&P Vice-chair

November 4, 2021

RE: Program Learning Outcomes

The AP&P committee is dedicated to support program faculty efforts to periodically review and modify courses and programs. Every course and program proposal go through the approval process: The discipline faculty, department, and deans review every course and program proposal. And then, the committee reviews and acts on these proposals.

The AP&P committee periodically submits summary reports to the AHC academic senate and then to the AHC board of trustees. Upon approval by the AHC board of trustees, these proposals are submitted for chaptering or review, depending on the course or program, by the California Community Colleges Chancellor's Office (CCCCO). When approved by the CCCCCO, these course and program proposals are implemented in the catalog and the schedule. This has been a calendar (January-December) year-long process.

Regarding program learning outcomes (PLOs), the AP&P committee recommends:

- Discipline faculty deliberately and periodically review all the PLOs. If the discipline faculty deems the PLOs need revision, launch a PROGRAM MODIFICATION proposal in CurriQunet.
- To preserve the integrity and consistent information in the public facing publications, the program faculty may assess the existing PLOs (as published in the college catalog) or defer assessment (the following year) of the revised PLOs.

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4022 COURSE AND PROGRAM APPROVAL ~~APPROVAL~~

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 Section §58050).

The procedure for course and program approval includes: ~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor’s Office shall include the following:~~

- The discipline faculty creates a ~~creation of a course or program~~ proposal that meets the ~~by discipline faculty which states~~ development criteria: ~~for the proposed course,~~ including: (1) appropriateness to the mission of the college; (2) demonstrated need for the ~~course~~ within the college community; (3) adherence to Title 5 curriculum standards; (4) provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and (5) guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

The technical review committee reviews the course proposal and the academic dean/s ascertains feasibility of the course/program ~~An initial review of a proposal.~~

~~ur~~ se pr ~~The course/ program proposal is then reviewed and/or approved by the discipline faculty, department and department chair,~~ proposal(s) takes place which includes: library/distance education/adaptive media specialist, counseling and articulation.
~~the discipline faculty,~~

- ~~coordinator and/or department chair,~~
- ~~dean,~~
- ~~articulation officer,~~
- ~~library/Learning Resources,~~
- ~~Technical Review~~
- ~~adaptive technology Internet access specialist and DL coordinator for DL proposals, when the course is being proposed as a distance learning course~~

~~Then, T~~he Academic Policy and Planning (AP&P) Committee ~~formally~~ reviews and acts on course and program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.

The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

The AP&P Committee regularly conducts orientation and training for all faculty and staff that review and approve curriculum.

~~-courseproposal(s). The review includes two readings by AP&P. After this level of review has~~

~~been completed, all course proposals are recommended by AP&P to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval. After this approval has been granted, the Academic Affairs Office submits the course proposal(s) to the State Chancellor's Office Curriculum Inventory for statewide review and final approval.~~

~~Effective fall 2007, and until December 31, 2013, the Academic Policy and Planning Committee and the Governing Board also approved non-degree applicable credit courses and degree applicable credit courses that were not part of a state approved educational program (aka "stand-alone" courses). Additional requirements for these types of courses included:~~

- ~~• The AP&P Committee received annual training provided for in Title 5 Section 55100 regarding local approval of stand-alone courses. This training occurred within the first three weeks of each fall semester in compliance with Title 5 Section 55100.~~
- ~~• If a stand-alone course was denied approval by the State Chancellor's Office, the reason for denial was reviewed by the course initiator in collaboration with the AP&P Committee Chair. At that time, a determination was made as to whether to resolve the issue causing the course denial, or to pull the course from the State Chancellor's Office approval process. No course shall be offered at the college, credit or non-credit, unless it has approval from the State Chancellor's Office.~~
- ~~• Students may count no more than 18 units of stand-alone semester units toward satisfying the requirements for a certificate or completion of an associate degree.~~
- ~~• When 18 or more semester units of non-degree applicable courses in the same TOP code are linked to each other via prerequisites or co-requisites, such courses are submitted to the State Chancellor's Office for approval as a program. The AP&P Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.~~

~~Effective January 1, 2013, the Board of Trustees, upon the recommendations of the AP&P Committee and the Academic Senate, shall separately submit for approval by the Chancellor all nondegree applicable credit courses and individual degree applicable credit courses which are not part of any approved educational program.~~

~~All approved courses will be reported to the State Chancellor's Office Curriculum Inventory.~~

Noncredit Courses

~~All noncredit courses are submitted to the Board of Trustees according to the following procedure:~~

- ~~I. Courses and their affiliated student learning outcomes are proposed by faculty.~~
- ~~II. Courses are reviewed by the appropriate credit department chair when applicable, noncredit support supervisor, and dean of Community Education.~~
- ~~III. Courses are evaluated, reviewed for compliance with local and state standards, and approved by AP&P.~~
- ~~IV. All courses approved by AP&P are recommended to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval.~~

Reference: Title 5 Section §55100

Approved: 12/13/16