

Academic Policy & Planning Committee Agenda
Thursday Apr 7, 2022 at 2:00 PM
ZOOM ID: 988 4121 2092 Passcode: 4y745g

VOTING MEMBERS (15)

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

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

NON-VOTING MEMBERS

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

STANDING INVITEES

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

- I. **Approval of Minutes:** Mar 17, 2022.
- II. **Approval of the Agenda**
- III. **Agenda Item:** Meeting Modality. Face-to-face or Remote Platform (ZOOM).
- IV. **Chair Comments:**
 - Next AP&P Meeting: 04-21-2022.
 - Last AP&P Meeting: 05-12-2022.
 - Next TRC Meeting: 04-14-2022.
 - Course and Program Modifications
 - Program Impact
 - BP/AP 4021 - Program Vitality
 “In accordance with Title 5, Section §51022, College districts are required by regulation and statute to develop a process for the discontinuance of courses or programs and minimum criteria for the discontinuance of occupational programs. Additionally, Education Code §78106 stipulates that vocational and occupational programs shall meet certain requirements prior to termination.”
 - Requisites – Prerequisites, Corequisites, and Advisories
 - **Prerequisites** are conditions of enrollment that students are required to meet prior to enrollment in particular courses and programs. The assignment of a prerequisite to a course signifies that the course skills, or body of knowledge described in the prerequisite, are essential to the success of the student in that course and that it is highly unlikely that a student who has not met the prerequisite will receive a satisfactory grade in the course for which the prerequisite has been established.
 - **Corequisites** also signify that a body of knowledge or course skills is essential to the success of a student in a course. However, this body of knowledge or course skills can be acquired or developed concomitantly with the primary course. Therefore, a student is required to enroll in a corequisite simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.
 - **Advisories** signify that acquisition of a body of knowledge or course skills will be of great advantage to a student prior to enrollment in a specific course. However, enrollment in a course to acquire this knowledge or skills is not required, merely recommended.
 - Review of Summary Report: May 5, 2022. Senate: May 17, 2022. BOT: June 14, 2022.

V. **Agenda Item:** College Now – AP&P Representatives need to review and update.

VI. **Agenda Item:** MATH Graduation Requirement.

DRAFT, March 16, 2022

New Graduation requirement (effective 2022-2023)

1. Pass one of the following courses with a grade C or better:
 - any 100-level math course of at least three units,
 - Math 309, Math 321, or Math 331 (Note: these courses will no longer be offered after Summer 2022).
2. Successful completion of Algebra 2 or higher at an accredited collegiate institution.
3. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.

Old Graduation requirement

1. Pass ~~one of the following courses~~ with a grade C or better: ~~Math 309, Math 321, Math 331,~~ or any 100-level math course of at least three units
2. Successful completion of Algebra 2 or higher at an accredited collegiate institution.
3. A score of 3 or higher on AP Statistics or any of the AP Calculus exams.

~~NOTE: Students should consult a counselor to see if Math 309 is best for them. STEM majors and others who intend to take Math 121 or higher, should take Math 331.~~

VII. **Agenda Item:** Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Text Change	LBRY 170	Research Methods Justification: Add a new required textbook.	2.000
Noncredit Course Drop	HOEC 7001	Old World Gingerbread Justification: Being dropped by the department. No course or program impact.	48.000 - 51.000
	HOEC 7162A	Creative Oriental Bunka Art Justification: Being dropped by the department. No course or program impact.	45.000 – 51.000

VIII. **Agenda Item:** First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	FASH 149	Cooperative Work Experience: OCCUPATIONAL Justification: Work experience improves student's basic work skills and professional competencies by creating career awareness, improving habits, and fostering positive workplace habits. DE Request NOTE: CWE offerings have unit sliding scale for paid and unpaid hours.	1.000 to 8.000

	INTD 149	Cooperative Work Experience: OCCUPATIONAL Justification: Work experience improves student's basic work skills and professional competencies by creating career awareness, improving habits, and fostering positive workplace habits. DE Request. NOTE: CWE offerings have unit sliding scale for paid and unpaid hours.	1.000 to 8.000
New Course	VT 102	Intro to Animal Feed and Nutrition Justification: Cal Poly has approached AHC suggesting that an animal feeding and nutrition course be established to serve animal science transfer students and provide a second articulated major course for the pathway (in addition to AHC AG 152). Additionally, this course is needed for veterinary technology students who will benefit from this content that is pertinent to animal health. Course in Programs: Veterinary Technology - Certificate of Achievement (In Review)	3.000
	VT 308	Intro Clinical Lab Techniques Justification: This course will provide introductory academic experiences that are necessary to form foundational clinical laboratory skills in the veterinary setting. Course in Programs: Veterinary Technology - Certificate of Achievement (In Review)	3.000
Major Modification	ECS 115	Infant/Toddler Care and Education Justification: Add prerequisite of ECS 151 . Update text.	3.000
Noncredit Course Modification	OLDR 7214	Ceramics 1 Justification: This is a DE SYNC ONLY conversion proposal. The course meets a need in the older adult community to explore Creative Expression classes. Community Education offers a series of creative expression classes, and this course would fit in neatly with these. This course would also serve the need of providing older adults with an opportunity to improve their physical/mental health, reduce stress, be creative, enhance mental acuity, maintain fine motor skills, and be part of the college community.	96.000 – 108.000
	OLDR 7215	Mixed Media 1 Justification: same as above. DE SYNC ONLY conversion	96.000 – 100.00
	OLDR 7216	Ceramics 2 Justification: same as above. DE SYNC ONLY conversion	96.000 – 108.000
	OLDR 7400	Mixed Ensemble Justification: Same as above. DE SYNC ONLY conversion	64.000 – 72.000

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
New Course	ARCH 107	Sustainable Design Methods & Technology	3.000
Course Review	ACCT 105	Introduction to Accounting	3.000
	ACCT 140	Managerial Accounting	3.000
	ACCT 150	Intro to Acct Info Systems	3.000
	ACCT 160	Intro Fin Statement Analysis	3.000
	ACCT 170	Introduction to Tax Accounting	3.000
	ACCT 317	Bookkeeping 1	3.000
	ACCT 318	Bookkeeping 2	3.000
	ACCT 327	Payroll Accounting	3.000
Major Modification	AJ 101	Intro to Criminal Justice	3.000
	AJ 102	Criminal Procedures	3.000
	AJ 103	Concepts of Criminal Law	3.000
	AJ 104	Legal Aspects of Evidence	3.000
	AJ 105	Community Relations	3.000
	AJ 111	Criminal Investigation	3.000
	AJ 120	Juvenile Law and Procedures	3.000
	AJ 130	Intro to Corrections	3.000
Minor Program Modification	Public Safety	Basic Law Enforcement Academy Certificate of Achievement	20.00 - 23.50
Modify Noncredit Course	VOCE 7800B	Commercial Truck Driving: Preparation for Learner's Permit	56.000- 64.000 H
Modify Noncredit Program		Commercial Truck Driving Certificate of Competency	131-149 H

XI. Agenda Item: Request for Distance Education

DE Type	Prefix & Number	Course Title
ERT	AG 154	Introduction to Fruit Science The course was approved as consent agenda on 8/26/2021. It had an ERT request.
DE	ACCT 317	Bookkeeping 1
DE	ACCT 318	Bookkeeping 2
DE	ACCT 327	Payroll Accounting
DE Sync Only	ARCH 107	Sustainable Design Methods & Technology
DE	AJ 101	Intro to Criminal Justice
DE	AJ 102	Criminal Procedures
DE	AJ 103	Concepts of Criminal Law
DE	AJ 104	Legal Aspects of Evidence
DE	AJ 105	Community Relations
DE	AJ 111	Criminal Investigation
DE	AJ 120	Juvenile Law and Procedures
DE	AJ 130	Intro to Corrections

DE Sync Only	VOCE 7800B	Commercial Truck Driving: Preparation for Learner's Permit
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XII. Agenda Item: New/Modified Requisites

Prefix & Number	Course Title	Requisites
AJ 101	Intro to Criminal Justice	Remove: Advisory ENGL 514
AJ 102	Criminal Procedures	Remove: Advisory ENGL 514
AJ 103	Concepts of Criminal Law	Remove: Advisory ENGL 514
AJ 105	Community Relations	Remove: Advisory ENGL 514
AJ 111	Criminal Investigation	Remove: Advisory ENGL 514
AJ 120	Juvenile Law and Procedures	Remove: Advisory ENGL 514
GEOL 111	Historical Geology	Remove: Advisory MATH 309 and MATH 311

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

XIV. Information Items:

- Course Review Status Report
- 2022 Program Review Memo

XV. 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

XVI. Call for Future Agenda Items.

XVII. Call to Adjourn

Builder » Approval Workflows » New Noncredit Course Workflow » 1st Draft

Approval Workflow Builder

Process Title: New Noncredit Course Workflow

Version Title: 1st Draft

Design Surface

Level 01 (Originator)

Originator

Level 02

Level Name: [] Select a position

LRC Staff Learning Resources C ...

Level 03

Level Name: [] Select a position

Noncredit Dean

Level 04

Level Name: [] Select a position

TRC Member APP Committee Co-Cha... Noncredit Rep

Level 05

Level Name: [] Select a position

Discipline Faculty Discipline Chair Noncredit Coordinato...

Level 06

Level Name: [] Select a position

Noncredit Dean Academic Dean

Level 07

Level Name: [] Select a position

APP Committee Chair APP Committee Member VP Academic Affairs

Level 08

Level Name: [] Select a position

Curriculum Specialis ...

Proposed workflow and approval process for noncredit courses and programs.

- **Noncredit Dean** – academic dean of community education that includes noncredit courses and programs.
- **Noncredit Representative** – noncredit faculty who reviews noncredit proposals
- **Discipline Faculty** – discipline experts of discipline-specific noncredit courses and programs.
- **Discipline Chair** – Chair of the department that shares discipline expertise with the noncredit faculty.
- **Noncredit Coordinator** – coordinates all noncredit courses. Collaborates with respective department/s on discipline-specific noncredit courses and programs.

The redundancy in the levels of approval ensures faculty involvement, dean review and support, and coordinator management of noncredit curriculum.