

**Academic Policy & Planning Committee Minutes**  
**Thursday Aug 25, 2022 at 2:00 PM**  
**AHC Board Room**

**VOTING MEMBERS (15)**

X Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Kerry Runkle
X Business – Brent Darwin	X Languages & Communication – Andria Keiser
Counseling – Brooke Souza	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 – Paul LeSage	X Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Nelson	X Student Representative – Pedro Navarrete
X Industrial Technology – Loren Bradbury	

**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 Eunice Barcenas  
Community Education – Andria Keiser  
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
X Dean, Academic Affairs – Richard Mahon	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  
DE – Fred Patrick  
X Guest - Susie Kopecky

**I. Approval of Minutes: May 12, 2022.**

Committee Action: A motion was made to approve the minutes as distributed. (M/S/P. D. Mitchem/C. Bisson).

Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, L. Bradbury, A. Keiser, D. Mitchem, T. VanderMolen, and P. Navarrete. No: 0. Abstain: K. Runkle.

**II. Approval of the Agenda**

Committee Action: A motion was made to approve the agenda. (M/S/P. D. Mitchem/C. Bisson). Yes: D. Mitchem/C. Bisson, B. Darwin, C. Kelly, S. Anderson, L. Bradbury, K. Runkle, A. Keiser, D. Mitchem, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

**III. Chair Comments:**

- Welcome: New representatives, new TRC members, and new meeting modality.
- Next AP&P Meeting: Fall Semester - 09-08-2022.
- Next TRC Meeting: 09-01-2022.
- Review of Summary Report: Sep 8, 2022. Senate: Sep 20, 2022. BOT: Oct 11, 2022. The dates will be adjusted to accommodate changes in the Senate meeting schedule.
- Curriculum Development Calendar. Certain dates will be changes due to changes in senate meeting schedule.
- Curriculum Development Guide. The guide is revised to include all the committee activities from the previous year. The guide will include:
  - Expedited approval of transfer level English and Math requisites.
  - Ethnic Studies competencies. There will be future discussions regarding graduation requirements, Ethnic Studies and Multi-culture Gender Studies graduation requirements.
  - Common numbering system.
  - The proposed CSU-UC GE transfer pathway that does not include Living Skills.
  - Course review as a review of requisites, graduation requirement/GE, and CSU-IGETC status.

**IV. Agenda Item: AP&P Committee: 2022-23 Achievements, Challenges, and Recommendations.**

Discussion: The committee reviewed the list of achievements. The committee plans on reviewing the rest of the document during the next meeting.

**V. Agenda Item:** BP/AP 4020 Program, Curriculum, and Course Development.

Discussion: Larry M. identified the edits to the documents.

Committee Action: A motion was made to approve the edits to the BP/AP 4020 Program, Curriculum, and Course Development. (M/S/P. D. Mitchem/C. Bisson). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, L. Bradbury, K. Runcler, A. Keiser, D. Mitchem, T. VanderMolen, and P. Navarrete. No: 0. Abstain: 0.

**VI. Agenda Item:** PHYS 161 Engineering Physics 1: Request for Program Submissions by fall 2022.

- Associate in Science for Transfer \*Active\* Biology
- Associate in Arts Chemistry
- Associate in Arts Engineering
- Associate in Arts Liberal Arts: Mathematics & Science (Non-transfer)
- Associate in Arts Liberal Arts: Mathematics & Science (Transfer)
- Associate in Arts Physics

Discussion: Three AST programs can no longer be offered because of the change in units of PHYS 161 (from 4 units to 5 units) exceeded the maximum allowable number of units (60 units). Dave D. will report the withdrawal of these affected AST programs once the PHYS 161 change in in the catalog. The affected programs and the respective departments need to decide on the next steps regarding these AST programs.

**VII. Agenda Item:** Consent Items

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Correction	OLDR 7400	Mixed Ensemble Mirrored with MUS 130. The hours were adjusted to align with MUS 130. *Both courses have the same total number of hours.	52-58* h
Noncredit Course Drop	OLDR 7211B	Joy of Drawing Justification: Deactivate version B. Deactivate course OLDR 7211B, a new course modification was submitted for The Joy of Drawing and removed the B from the prefix number. The new course now would be under OLDR 7211 which combines min and max requirements from both the A and B version.	24-27
Noncredit Course Drop	OLDR 7213B	Painting in Oils and Acrylics Justification: Deactivate course OLDR 7213B, a new course modification was submitted for Painting in Oils and Acrylics and removed the B from the prefix number. The new course now would be under OLDR 7213 which combines min and max requirements from both the A and B version.	24-27
Course Drop	PE 145	Intercollegiate Conditioning Justification: This course is no longer needed. Dropping this course has no impact on other courses or programs.	0.500 to 3.000
Course Drop	PE 179B	Tech. & Theory of Softball Justification: This course is no longer needed. Dropping this course has no impact on other courses or programs.	3.000
Course Drop	PE 179D	Intercollegiate Swimming, Women Justification: This course is no longer needed. Dropping this course has no impact on other courses or programs.	3.000
Course Drop	PE 179E	Indoor Cycling	1.000

		Justification: This course is no longer needed. Dropping this course has no impact on other courses or programs.	
Course Drop	PE 199A	Adapted Wilderness Experience Justification: This course is no longer needed. Dropping this course has no impact on other courses or programs.	0.500

Discussion: None.

Committee Action: A motion was made to approve the consent agenda items. (M/S/P. T. VanderMolen/K. Runcl). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, K. Runcl, A. Keiser, D. Mitchem, T. VanderMolen, and P. Navarrete. No: O. Abstain: L. Bradbury.

**VIII. Agenda Item: First Readings.**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 117	Detective Fiction Justification: This course will further enhance the variety of literature courses offered to English majors and other majors seeking further instruction in literary genres, movements, representations, and history. There is currently no course offered at AHC that focuses specifically on the genre of detective and mystery fiction. NEW: Prerequisite: ENGL 101 NEW: DE synchronous and asynchronous NEW: AHC GE Cat 3 Humanities NEW: CSU GE C2 Humanities NEW: IGETC 3B Humanities	3.000
New Course	ENGL 118	Women in Literature Justification: This course will further enhance the variety of literature courses offered to English majors and other majors seeking further instruction in literary genres, movements, representations, and history. There is currently no course offered at AHC that focuses specifically on the literature by and about women. NEW: Prerequisite: ENGL 101 NEW: DE synchronous and asynchronous NEW: AHC GE Cat 3 Humanities NEW: CSU GE C2 Humanities NEW: IGETC 3B Humanities	3.000
New Course	PE 179	<b>Experimental Courses in PE</b> Justification: This proposal is to establish a shell for future Physical Education Experimental course offerings. "PE 179 - Experimental Courses in Physical Education" has been included in the 2018-19 catalog and in prior years. However, the current online catalog does not include, but should include this shell course. (Refer to content in the field below.)	0.500 to 10.000
<b>Experimental Courses (179, 379, 479, 579)</b> An experimental course refers to pilot projects to test specific curriculum. After an experimental course has been offered more than once in the same year, it must be resubmitted to AP&P committee for approval as a regular course or must discontinue offering as an experimental course. (CDG 2022.p. 19).			

New Course	PE 199	<b>Special Topics in P.E.</b> Justification: This proposal is to establish a shell for future Physical Education Special Topics course offerings. "PE 199 - Special Topics in Physical Education" has been included in the 2018-19 catalog and in prior years. However, the current online catalog does not include, but should include this shell course. (Refer to content in the field below.)	0.500 to 3.000
<b>Special Topics Courses (199, 399, 499, and 599)</b> Special Topics courses are courses "which employ a consistent disciplinary framework, but for which the specific focus may change from term to term. If a topic is addressed regularly, it must be approved as a "regular course" offering. A course shell establishes the underlying framework for offering curriculum that results in the student realizing common goals and objectives. A secondary, topic-specific, COR will be submitted for approval prior to scheduling the course. (CDG 2022. p. 19)			
New Course	PE 379	<b>Experimental Courses in P.E.</b> Justification: This proposal is to establish a shell for future Physical Education Experimental course offerings. "PE 379 - Experimental Courses in Physical Education" has been included in the 2018-19 catalog and in prior years. However, the current online catalog does not include, but should include this shell course. (Refer to content in the field below.)	0.500 to 10.000
Course Review	BIOL 120	Humans & the Environment <b>Justification:</b> Course Review completion as part of comprehensive program review. Update textbook edition, methods of evaluation, materials used, and include sample writing assignment and update field trip requirements for DE to submit for C-ID approval (ENVS 100 - see attached file). This proposal is needed to unlock data fields which are restricted fields from the textbook change proposal type. Live editing is being done to ensure all GE transfer course approvals are aligned with the current catalog.	3.000
Course Review	BIOL 125	Human Physiology <b>Justification:</b> Completion of course review as part of a comprehensive program review. Updated cover screen (modified semesters offered to indicate both spring and fall), course attributes, and <b>maintaining ENGL 101 and BIOL 124 pre-requisite and CHEM 120 advisory.</b> <b>NOTE: CSU-UC Comparison Sheet completed.</b> <b>NEED: Content Review for ENGL 101.</b>	4.000
<p>ACROSS/WITHIN DISCIPLINE COMMUNICATION OR COMPUTATION SKILLS</p> <p>Complete Content Review process and worksheet on page 13. with further levels of scrutiny, i.e., student survey, or other statistical data. Statistical data is required to establish math or English requisites.</p> <p>IF ADDING, DELETING, OR MODIFYING, SO NOTE in Course Review proposal for AP&amp;P review</p>			
<b>Reference: Course Review Packet. Requisite across discipline in communication or computation skills.</b>			
Course Review	BIOL 155	General Zoology <b>Justification:</b> Course Review completion as part of comprehensive program review. Update methods of evaluation, materials used, and <b>maintaining BIOL 150</b>	5.000

		prerequisite. Course modification per CID recommendation. ERT conversion. Textbook Change. <b>NOTE: CSU-UC Comparison Sheet completed.</b>	
Course Review	GEOL 100	Physical Geology <b>Justification:</b> Course Review. <b>Remove advisory for MATH 311.</b> Added climate change to Earth’s External Processes in Lecture Content and Laboratory Topics and Activities. Reduced and updated the SLOs. The SLOs need to be updated to current curriculum standards in Earth Science education. The existing SLOs were too detailed and out of date. Updated assignments to make them more current. Added oral presentations and field trips to methods of evaluation. Added laboratory text to Required Texts. Add technology items to Other Materials. Add Information and Technology Literacy, and Quantitative Literacy to Institutional Learning Outcomes. <b>NEW: Advisory: ENGL 101</b>	4.000
Course Review	GEOL 114	Oceanography <b>Justification:</b> Course Review. <b>Remove advisory for MATH 311.</b> Course attributes – asking for C-ID course number and there is none. Updated category titles, corrected typos and added missing subtopics in lecture content. Update SLOs to reflect modern oceanography curriculum. Update objectives to match SLOs and modern oceanography curriculum. Added Methods of Evaluation to increase student coloration, engagement, and improve presentation skills. Add request to offer course as hybrid (online lectures, in person exams and field trips). Add institutional learning outcomes for communication (student presentations) and information technology and literacy and quantitative literacy (integrating data science). <b>NEW? DE synchronous and asynchronous</b> <b>NEW? AHC GE Cat 1 Natural Sciences</b> <b>NEW? CSUGE Area B1 Physical Science</b> <b>NEW? IGETC Area 5A Physical Science</b>	3.000
Course Review	GEOL 131	Geology of California <b>Justification:</b> Course Review. New request for DE. <b>NEW? DE synchronous and asynchronous</b> <b>NEW? AHC GE Cat 1 Natural Sciences</b> <b>NEW? CSUGE Area B1 Physical Science</b> <b>NEW? IGETC Area 5A Physical Science</b>	3.000
<p>Discussions: ENGL 117 and ENGL 118. These courses are transfer level courses. The department will work on including these courses in a program/s. Recommend: Both courses: Specify or give examples of Open Educational Resources (OER). Recommend: ENGL 117. Move Instructional Materials to Supplemental. These are more of the texts or resources that are representative of the materials for the course.</p> <p>PE 179 and PE 379 – The courses are not considered experimental courses since they referred to a “shell or a template” that is planned to generate multiple courses.</p>			

Recommend: Revise both courses as experimental courses if they are meant to be piloted or to test specific curriculum. The revision entails specific course elements – objectives, content, assignments, evaluations, SLOs, etc.

If deemed to be a shell for “topics in courses”, for PE 179. Use another prefix since you already have PE 199. For PE 379, convert to 399 if there is no PE 399.

**BIOL 120**

Recommend: Provide content. It was removed from the prior course outline.

**BIOL 125**

Recommend: Regarding the prerequisite, ENGL 101, submit a completed content review and statistical validation. The initiator can check with the institutional research team regarding statistical validation. The other option is to remove the prerequisite since students who are planning to transfer are required to take ENGL 101.

**GEOL 114**

Recommend: Regarding the prerequisite, ENGL 101, submit a completed content review and statistical validation. The initiator can check with the institutional research team regarding statistical validation. The other option is to remove the prerequisite since students who are planning to transfer are required to take ENGL 101. Recommend: General Education. AHC GE Guiding Principles. Identify course objectives or other course elements that align with the level, scope, integrity, etc.

**GEOL 131**

Recommend: Regarding the General Education. AHC GE Guiding Principles, identify course objectives or other course elements that align with the level, scope, integrity, etc.

Committee Action: A motion was made to consider the above proposals for first reading. (M/S/P. A. Keiser/D. Mitchem). Yes: C. Bisson, B. Darwin, C. Kelly, S. Anderson, L. Bradbury, K. Runclie, A. Keiser, D. Mitchem, T. VanderMolen, and P. Navarrete. No: 0. Abstain:0.

Thee following proposals were not discussed in the meeting.  
No committee action at this time.

Course Review	GEOL 141	Environmental Geology <b>Justification:</b> Course Review. <b>Remove advisory for MATH 311.</b> Streamline SLOs, remove redundant SLOs, correct typos and add climate change to LO. Update assignments to reflect objectives. Update Methods of Evaluation for current educational standards. Add request to offer course as DE or hybrid (online lectures, in person exams). Update Institutional Learning Outcomes supported by this course. Updated textbook to more current edition. <b>NEW: DE synchronous and asynchronous</b> <b>NEW? AHCGE Cat 1 Natural Sciences</b> <b>NEW? CSUGE Area B1 Physical Science</b> <b>NEW? IGETC Area 5A Physical Science</b> <b>NEED? Content Review for ENGL 101.</b>	3.000
Course Review	GEOL 189	Independent Projects in Geology <b>Justification:</b> Course Review. Specify course cap at 20. No C-ID descriptor available. Added Field Trips to Methods of Instruction (for field work). Update Institutional Learning	

		Outcomes supported by this course. <b>Units:</b> 1.000 to 3.000	
Course Review	GEOL 199D	Topics in Geology: CA (Transect) <b>Justification:</b> Course Review. Specify course cap at 18 – allows for one instructor to teach course and three staff drivers of 7-person vehicles. No C-ID descriptor available. Streamline student learning outcomes.	2.000
Course Review	PHSC 111	Matter and Energy <b>Justification:</b> Course Review. <b>Remove advisory for MATH 311 and ENGL 514.</b> Complete course attributes. Correct typos in Course Content. Updated and streamlined SLOs. Update Methods of instruction to include all possible methods used. Added laboratory assignment examples. Check boxes for Methods of Evaluations to be consistent with existing description. Updated textbook to more current edition. Update Institutional Learning Outcomes supported by this course. <b>NEW? AHC GE Cat 1 Natural Sciences</b> <b>NEW? CSUGE Area B1 Physical Science</b> <b>NEW? CSUGE Area B3 Laboratory Activity</b> <b>NEW? IGETC Area 5A Physical Science</b>	4.000
Course Review	PHSC 112	Earth & the Universe <b>Justification:</b> Course Review <b>NEW? AHC GE Cat 1 Natural Sciences</b> <b>NEW? CSUGE Area B1 Physical Science</b> <b>NEW? CSUGE Area B3 Laboratory Activity</b> <b>NEW? IGETC Area 5A Physical Science</b>	4.000
New Noncredit Course	CITZ 7001	U.S. Citizenship Interview Preparation Justification: To provide additional time/course/practice to allow students enough preparation and guidance to succeed in preparing for the U.S. Citizenship exam. <b>NEW: DE synchronous only.</b>	18-24
New Noncredit Course	FTNC 7001	Spring Firefighter In-Service Training Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college. <b>LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.</b> <b>NEW: DE synchronous and asynchronous</b>	40-135
New Noncredit Course	FTNC 7002	Fall Firefighter In-Service Training Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college.	40-135

		<p>LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.</p> <p><a href="#">NEW: DE synchronous and asynchronous</a></p>	
New Noncredit Course	FTNC 7003	<p>Summer Firefighter In-Service Training</p> <p>Justification: This course is designed to provide education and training to Public Safety Agencies that have entered into an Instructional Service Agreement (ISA) with the college.</p> <p>LOE: Must have passed a college California State Fire Marshal's (CSFM) Office Firefighter I Academy or a Local Government Basic Training Recruit Academy. Must be free of felony convictions, possess a valid California Driver's License. Students may be required to provide evidence of the minimum skills necessary to be successful in this course as demonstrated through a skills validation test prior to the start of the course.</p> <p><a href="#">NEW: DE synchronous and asynchronous</a></p>	
Major Course Modification	COS 301	<p>Intro to Cosmetology</p> <p>Justification: SB 803 has reduced instruction from 1,600 hours to 1,000 hrs.</p> <p>LOE: Admission to the Cosmetology program</p>	5.500
Major Course Modification	COS 302	<p>Beginning Cosmetology</p> <p>Justification: same as COS 301.</p>	5.500
Major Course Modification	COS 303	<p>Intermediate Cosmetology</p> <p>Justification: same as COS 301.</p>	5.500
Major Course Modification	COS 304	<p>Advanced Cosmetology</p> <p>Justification: same as COS 301.</p>	5.500
Minor Program Modification	Fine Arts	<p>Music</p> <p>Associate in Arts</p> <p>Justification: Update MUS 130, 132, 133, and 137 to 1 unit to match the requirements for Transfer degree.</p>	32
Major Program Modification	Community Education	<p><a href="#">Cosmetology</a></p> <p>Certificate of Achievement</p> <p>Justification: Modification to the program to reflect course unit reduction due to SB 803.</p>	32
Major Program Modification	Applied Behavioral Sciences	<p><a href="#">Culinary Arts and Management</a></p> <p>Associate in Science</p> <p>Justification: The Culinary Arts &amp; Management Program currently offers an Associate degree in addition to the Certificates of Achievement. We have made changes to specific courses that are included in the AS degree options for students pursuing the degree. The list of "additional units" includes courses that no longer exist (CA 323 and CA 324). They have been replaced with CA 325. We would also like to</p>	27



		add CA 118 Beverage Management (1 unit) and CBIS 101 (3 units) to the list of options for additional units. I have also updated the instructors that teach the program and attached a new narrative "Narrative Culinary AA corrected April-2022"	
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**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: Request for Distance Education**

The proposal was not discussed.

DE Type	Prefix & Number	Course Title
DE Synch & Async	FILM 126	Introduction to Motion Graphics NOTE: The proposal type: Minor modification.

**XI. Reports: None**

- 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

**XII. Call for Future Agenda Items. None.**

**XIII. Call to Adjourn.** The meeting was adjourned at 3:59 pm.