

# Academic Policy & Planning Committee Meeting Agenda

## Thursday, Sep 4, 2025, 2:00 PM

### Location: Bldg A. Board Room.

#### VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson  
 Business – Brent Darwin  
 Counseling – Ricardo Navarette  
 English – Kacie Wills  
 Fine Arts – Shane Anderson  
 Kinesiology, Rec & Athletics – Patricia Koivisto  
 Health Sciences – Leanne Wolfram  
 Industrial Technology – Loren Bradbury

Academic/Student Affairs – Kerry Runkle  
 Languages & Communication – Melinda Nishimori  
 Life and Physical Sciences – Brian Youngblood  
 Mathematics Sciences – Chris Eachus  
 Public Safety – Kurt Kruse  
 Social & Behavioral Sciences – Lexy Conrad  
 Student Representative – Vacant

#### NON-VOTING MEMBERS

Chair – Larry Manalo Jr.  
 Vice chair/TRC/ Articulation - David DeGroot  
 VP, Academic Affairs – Robert Curry  
 Admissions & Records – Josie Cabanas and Luis Martinez  
 Noncredit Education – Melinda Nishimori  
 Curriculum Analyst – Vickey Smith and  
 Curriculum Technician – Jay Taylor-Burns  
 Library – Susie Kopecky/ Trevor Passage

#### STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica  
 Dean, Academic Affairs – Sean Abel/Richard Mahon  
 Dean, Academic Affairs – Mary Patrick  
 Dean, Matriculation/Counseling – Y. Teniente  
 Dean, Academic Affairs – Andria Perdue-Keiser  
 Dean, Extended Campus – Monica Miller

Associate Dean/ Public Safety Director – Mitch McCann  
 Associate Dean/Athletic Director – Kim Ensing  
 Associate Dean/PCPA Director – Mark Booher  
 Senate President – Alberto Restrepo  
 Schedule – Ricardo Lopez  
 Distance Education – Fred Patrick  
 Part-Time Faculty Union – Joan Bergstrom Smith

#### GUESTS

**I. Approval of Minutes:** May 1, 2025.

**II. Approval of the Agenda.** Include typographical corrections and sequence changes to accommodate guest presenters.

#### **III. Chair Comments**

- Summary Report: Sep 18, 2025. Senate: Sep 23, 2025. BOT: Oct 20, 2025.
- Lecture and laboratory units.
- Discipline placement in COR.
- Course offering and course enrollment maximum.
- CCAP or NCCAP website.

**IV. Agenda Item:** Catalog Development Schedule. Fall 2025.

**V. Agenda Item:** Program Outline, Program Impact, and Program Maps.  
 Guest: Ben Britten

**VI. Information Item:** Common Course Numbering

**VII. Agenda Item:** First Reading

#### **New Credit Courses**

Prefix & Number	Course Title	Units	Start
GEOG 137	Critical Geographies of Race/Ethnicity in the United States DE Sync and Async Lec: 3 units. Lab: 0 unit. Total: 3 units. AHC Area 6 Ethnic Studies AHC MCGS Cal-GETC Area 7 Ethnic Studies	3	Fall 2026
HOSP 140	Intro to Hotel Management	3	Fall 2026

	Request for C-ID approval. No course or program impact. Justification: A new course for AST Hospitality Management. DE Async C-ID: HOSP 140		
INTD 172	Interior Design Studio Lec: 2 units. Lab: 1 unit. Total: 3 units.	3	Fall 2026

#### New Noncredit Courses

Prefix & Number	Course Title	Hours	Start
OLDR 7330	Mixed Media Portrait Studio Justification: There is no current OLDR course which explores creative ways to make experimental portraits which integrate personal style with a diverse range of creative materials and unique application processes. Using personal and/or family pictures as reference photos, students will learn how to transform these by creating compelling and innovative portraits using a combination of mixed media and techniques.	24-54	Summer 2026

#### Modify Credit Courses

**Course Impact:** Any course modification that includes changes in requisites requires a corresponding course modification of the impacted course.

All course modifications must be reflected in the corresponding cross-listed (multiple prefixes) and/or mirrored courses.

**Program Impact:** Any course modification that includes changes in course number, course prefix, course title, and course units requires corresponding program modification proposal of the impacted program/s.

Prefix & Number	Course Title	Units	Start
BUS/ECON 121	Business Economics Modification. Course review. Update text.	3	Fall 2026
LE 322	Basic Law Enforcement Academy 1B Justification: The California legislature has mandated 16 hours of additional training in the area of "active shooter" to be implemented into all academy curriculum by April 1, 2026. This mandate requires LE 322 to add additional hours to the course. During this modification process, we will be adding additional hours to cover future legislative mandates.	11	Spring 2026

#### Modify Noncredit Courses

Prefix & Number	Course Title	Hours	Start
OLDR 7315	Phonetography Modifications: OLDR 7315 updates PHTO 7204B has been a vocational (short-term) non-credit course listed under Fine Arts, but the primary students who attend are through OLDR/Community Education. This course is being modified to be under OLDR through Community Education, so it is more accessible to the primary population who seek to enroll. It is	16-34	Summer 2026

	<p>no longer a vocational skills course. In addition, the following updates have been made:</p> <p>Changed the prefix from PHTO to OLDR so the target population (older adults) can more easily locate this course. As is, this course is often confused as being a for-credit course instead of a non-credit community education course designed for older adults.</p> <p>Changed the course number so it aligns with the new course development OLDR courses. Adjusted the catalog description to emphasize the relevance of course content for older adults.</p> <p>Changed the range of hours from 24-32 hours to 16-34 hours so it may be a 2-hour course during the Spring, Summer, or Fall terms.</p> <p>Adjusted the course content to be more appropriate for older adults. (Deleted the history of Phonetography and added additional content which is more relevant to older adults.)</p> <p>Method of instruction added: 3. Examples; 4. Interactive peer review</p> <p>Assignments added: 1. Simple homework assignment whereby students will practice the weekly photography theme which will gradually develop each student's personal portfolio.</p> <p>2. Participate in interactive online peer review of weekly photography homework.</p> <p>3. Complete one capstone photography project.</p> <p>Method of Evaluation: Expanded from Class participation to also include: 1. Ongoing evaluation of the weekly lab practice.</p> <p>2. Interactive group discussion and peer review of weekly lab practice.</p> <p>3. Instructor critique of weekly homework</p> <p>Added representational texts and materials.</p> <p>Updated student learning outcomes.</p> <p>The updated course is not designed for distance education.</p> <p>Added course outcomes. (Not included in previous version.)</p> <p>Added that it is available for early and concurrent enrollment.</p>		
OLDR 7350	<p>Introduction to Watercolor Painting</p> <p>Modifications: New course number to align with new OLDR courses. New course name to more clearly differentiate it as a beginner version of watercolor painting for older adults. New course description to add clarity that this course is for beginners. Specifies representative assignments (current version does not include any assignments). Course content remains unchanged. Updated representative texts (none are included in the previous version), representative assignments to more clearly differentiate this course for beginners in watercolor, student outcomes to align more closely with course content, and representative materials to be more inclusive of the types of materials and media which students would expect to use. Lowered the minimum hours in the range so that it could be offered during the summer semester during a single 3-hour session. (Current range of hours requires 6 hours of instruction for the summer semester.). Corrected grammatical and punctuation errors.</p>	24-54	Summer 2026

OLDR 7355	<b>Advanced Watercolor Painting</b> Modifications: New course number to align with new OLDR courses. New course name to more clearly differentiate it from the beginner version of watercolor painting for older adults. Updates: Representative texts (none are included in the previous version), representative assignments to more clearly differentiate that this course is advanced watercolor, student outcomes to align more closely with course content, and representative materials to be more inclusive of the types of materials and media which students would expect to use in an advanced watercolor class for older adults. Not DE.	24-54	Summer 2026
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### Deactivate Noncredit Programs

Department	Course Title	Hours	Start
Noncredit	Commercial Truck Driving Certificate of Competency	32-60	Fall 2026?
Noncredit	Intermediate English Language Development Certificate of Competency Justification: The program is a duplicate certificate.	112-150	Fall 2026?

### VIII. 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 comments not pertaining to specific agenda items are 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.

### IX. Information Item: Technical Review Committee Assignments.

Updated: Fall 2025.

David DeGroot	Brent Darwin	Derek Mitchem	David DeGroot	Melinda Nishimori Andria Perdue-Keiser
<b>Counseling</b> LDER, LS, PD, PROD  <b>Social-Behave Sc</b> ANTH, ECON, ES, GEOG, GBST, HIST, HUM, HUSV, LGBT, PHIL, POLS, PSY, SOC  <b>Public Safety</b> EMS, FT, LE, WFT, WFTL, WFTO  <b>Health Sciences</b> DA, NURS, MA, MB, RT, HIT  <b>Kin, Rec, and Athletics</b> ATH, HED, PE, PEIA	<b>Business</b> ACCT, BUS, CBIS, CBOT, ENTR, PLGL, RE  <b>Industrial Tech</b> AB, AT, EL, CEL, ENVT, ET, MT, WLDT, ARCH	<b>Fine Arts</b> ART, DANC, DRMA, FILM, GRPH, MMAC, MUS, PHTO, THEA  <b>Math Sciences</b> CS, MATH, ENGR, STEM  <b>Physical Sciences</b> AG, ASTR, BIOL, CHEM, GEOL, PHSC, PHYS, RVT, VEN	<b>Applied Behave Sci</b> AJ, CA, ECS, EDUC, FCS, FSN  <b>APRN</b>  <b>Cosmetology</b>  <b>CWE</b>	<b>Community Ed Noncredit</b>  <b>English</b> ENGL, LBRY, READ  <b>Languages &amp; Comm</b> ASL, EDTC, ESL, FRCH, SPCH, SPAN

### X. Reports

- Library
- AP&P Representatives
- AP&P Vice Chair / TRC Chair

- d. AP&P Chair
- e. Administration
- f. Admissions and Records
- g. Counseling/Matriculation
- h. Articulation
- i. CurriQunet & Support

**XI. Call for Future Agenda Items**

**XII. Call to Adjourn**