

# Academic Policy & Planning Committee Meeting Minutes

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

### Location: Bldg A. Board Room.

#### VOTING MEMBERS (15)

X Applied Behavioral Sciences – Christine Bisson	X Academic/Student Affairs – Kerry Runkle
X Business – Brent Darwin	X Languages & Communication – Melinda Nishimori
X Counseling – Ricardo Navarette	Life and Physical Sciences – Brian Youngblood
English – Kacie Wills	X Mathematics Sciences – Chris Eachus
X Fine Arts – Shane Anderson	X Public Safety – Kurt Kruse
X Kinesiology, Rec & Athletics – Patricia Koivisto	Social & Behavioral Sciences – Lexy Conrad
Health Sciences – Leanne Wolfram	Student Representative – Vacant
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 Luis Martinez  
 X Noncredit Education – Melinda Nishimori  
 X Curriculum Analyst – Vicky Smith  
 X Curriculum Technician – Jay Taylor-Burns  
 Library – Susie Kopecky/ Trevor Passage

#### STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica	Dean, Academic Affairs – Deborah Pirman
Dean, Academic Affairs – Sean Abel	Dean, Athletic Director – Kim Ensing
Dean, Academic Affairs – Mary Patrick	Dean, PCPA Director – Mark Booher
Dean, Student Services – Yvonne Teniente	Senate President – Alberto Restrepo
X Dean, Academic Affairs – Andria Perdue-Keiser	Schedule – Ricardo Lopez
Dean, Academic Affairs - Monica Millard	Distance Education – Fred Patrick
	Part-Time Faculty Union – Joan Bergstrom Smith

#### GUESTS

X Ron Lovell  
 X Megan Selby  
 X Ben Britten

**I. Approval of Minutes:** May 1, 2025. A motion was made to approve May 1, 2025 minutes as distributed. (M/S/P: Kerry Runkle/Loren Bradbury). Yes: 8. C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, C. Eachus, and Kurt Kruse. No: 0. Abstain: 1. M. Nishimori.

**II. Approval of the Agenda.** Include typographical corrections and sequence changes to accommodate guest presenters. A motion was made to approve minutes as distributed. (M/S/P: Kerry Runkle/Loren Bradbury). Yes: 10. C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, and Kurt Kruse. No: 0. Abstain: 0.

### III. Chair Comments

- Summary Report: Sep 18, 2025. Senate: Sep 23, 2025. BOT: Oct 20, 2025.
- Lecture and laboratory units.
  - Presentation: Title 5. § 58003.1 Standardized Accounting Methods. (CI 2025)
  - An overview of units and hours as currently reported the course outline.
  - The anticipated changes in accounting from a contact hour to unit-based apportionment is based on:
    - The effective length of 18 weeks regardless of local implementation.
    - Contact hour ratios are based on:
      - Lecture: 18 contact hours per unit.
      - Activity: 36 contact hours per unit.
      - Laboratory: 54 contact hours per unit.
  - Next steps: Obtain a report on lecture-lab hours and units. Identify and review courses that have “dangling hours”.

The following items were not discussed.

- Discipline placement in COR.
- Course offering and course enrollment maximum.
- CCAP or NCCAP website.

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

The catalog development calendar with monthly summary reports was distributed.

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

Guest: Ben Britten

- Presentation: Program Outlines, Course Sequencing in the Program Outline, and Program Maps.
- Current Practice: The program outline lists the core, elective, and selective requirements. Both associate degrees and certificates program outlines are the same. The associate degree requirements are included in the program map.
- COCI Requirement on Program Proposals include a narrative, labor market information, and semester sequence of courses depending on whether the program is a CTE or a non-CTE.
- CurriQunet is the data management system for catalog and public facing program maps. Any changes to courses and programs will be reflected in the catalog and public-facing information portals.
- Program Maps and AP&P Committee: Does AP&P Committee have to approve the program maps? Since the committee had already approved AHC general education and graduation requirements and programs, there is no need to approve program maps.
- Modifying Program Maps. The college has a current process for modifying the program maps as posted in the myHancock. This allows program information corrections and not for program changes.
- Creating Program Maps for New Programs. The faculty and department, in collaboration with the counseling and articulation, created a program map that is inclusive of associate degree requirements.
  - Since there is only one map per program, recommended settings are:  
AHC associate degree requirement maps for local AA/AS degrees.  
Cal-GETC pattern for transfer (AAT/AST) degrees.  
Counselors will continue to individualize CSEPs.

**VI. Information Item: Common Course Numbering. Not discussed.**

**VII. Agenda Item: First Reading**

**New Credit Courses**

Prefix & Number	Course Title	Units	Start
HOSP 140	Intro to Hotel Management Request for C-ID approval. No course or program impact. Justification: A new course for AST Hospitality Management. DE Async C-ID: HOSP 140	3	Fall 2026
INTD 172	Interior Design Studio Lec: 2 units. Lab: 1 unit. Total: 3 units.	3	Fall 2026

Discussions:

- HOSP 140. Ron Lovell presented the new course that is based on C-ID and will be part of the AST Hospitality Management program. The program proposal will be launched.  
Discussed the importance of having both course and program proposals in queue for committee review.  
Include exclusion statements for HOSP and CA cross-listed courses. The approval of the course must align with the approval of the program.
- INTD 172. Megan Selby presented the new course as part of the AS Family and Consumer Science Program.  
The program is currently in review.

**VIII. Committee Action:** A motion was made to consider these courses for first reading. (M/S/P: Christine Bisson/Kurt Kruse). Yes: 9. C. Bisson, B. Darwin, R. Navarette, S. Anderson, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, and Kurt Kruse. No: 0. Abstain: 0.

**VIII. Agenda Item: First Reading.** These proposals will be moved to the next meeting.

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

**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	16-34	Summer 2026

	<p>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 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. 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. 2. Interactive group discussion and peer review of weekly lab practice. 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 differentiate it more clearly 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 differentiate this course more clearly 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</p>	24-54	Summer 2026

	a single 3-hour session. (Current range of hours requires 6 hours of instruction for the summer semester.). Corrected grammatical and punctuation errors.		
OLDR 7355	Advanced Watercolor Painting Modifications: New course number to align with new OLDR courses. New course name to differentiate it more clearly 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

### 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?

### 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 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.

### X. 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

### XI. Reports

- a. Library
- b. AP&P Representatives
- c. AP&P Vice Chair / TRC Chair
- d. AP&P Chair
- e. Administration
- f. Admissions and Records
- g. Counseling/Matriculation
- h. Articulation
- i. CurriQunet & Support

**XII. Call for Future Agenda Items.** Not discussed.

**XIII. Call to Adjourn.** The meeting is adjourned at 3:55 PM.