

Academic Policy & Planning Committee Meeting Minutes

Thursday, Sep 18, 2025, 2:00 PM

Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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
X English – Susi3 Kopecky	X Mathematics Sciences – Chris Eachus
X Fine Arts – Shane Anderson	X Public Safety – Kurt Kruse
X Kinesiology, Rec & Athletics – Patricia Koivisto	X Social & Behavioral Sciences – Lexy Conrad
Health Sciences – Leanne Wolfram	X Student Representative – Faith Davis
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 – X Susie Kopecky/ Trevor Passage

STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica	Associate Dean/ Public Safety Director – Mitch McCann
Dean, Academic Affairs – Sean Abel/Richard Mahon	Associate Dean/Athletic Director – Kim Ensing
Dean, Academic Affairs – Mary Patrick	Associate Dean/PCPA Director – Mark Booher
Dean, Matriculation/Counseling – Y. Teniente	Senate President – Alberto Restrepo
X Dean, Academic Affairs – Andria Perdue-Keiser	Schedule – Ricardo Lopez
Dean, Extended Campus – Monica Miller	Distance Education – Fred Patrick
	Part-Time Faculty Union – Joan Bergstrom Smith

GUESTS

Ron Lovell

I. Approval of Minutes: Sep 4, 2025.

Committee Action: A motion was made to approve Sep 4, 2025 minutes as distributed. (M/S/P: B. Darwin/ K. Runkle). Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: F. Davis.

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

Discussion: Remove DAX 7149.

Committee Action: A motion was made to approve the agenda as amended . (M/S/P: P. Koivisto/ B. Darwin). Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: F. Davis.

III. Chair Comments

- Summary Report: Sep 18, 2025. Senate: Sep 23, 2025. BOT: Oct 20, 2025.
- SCC Consortium Review and Approval for CTE courses and programs.
- Standardized Attendance Accounting Method
- Curriculum Development Handbook 2025
- Grading for Equity. Joe Feldman. Sep 19, 2025. 8:30 AM – 12:30 Noon. Refreshments available prior to the event.

Discussions:

L. Manalo Jr. provided updates on the submission of summary report to the senate.

- Shared experiences with submitting a program proposal for South Central Coast Consortium review and recommendation.
- Revisited current conversations regarding the upcoming fall 2027 implementation of the Standardized Attendance Accounting Method (SAAM). SAAM is basing apportionment and FTES on itemized unit-hours calculations (lecture, activity, and laboratory). With the anticipated implementation date, current aggregation of units and hours of AHC courses are underway. The courses that have dangling hours or not meeting the 0.5 unit threshold will be brought to the respective departments and faculty for recalculation of units and hours.
- The Curriculum Development HB Is attached to the CCCCCO technical manual and the program and course approval HB publications.

- Announced the upcoming professional development opportunity: Joe Feldman and Grading for Equity.
- Ron Lovell shared the plans for Hospitality Management program. He stated that the labor market information indicated a need, the department and dean fully supported the program, and the VP Academic Affairs gave support to the program.

IV. Agenda Item: Consent

Text Change

Prefix & Number	Course Title	Units	Start
INTD 170	Interior Design	3.0	

Drop Noncredit Course

Prefix & Number	Course Title	Hours	Start
VOCE 7800	Commercial Truck Driving: Preparation for the Learner's Permit	?	

Change CEM

Prefix & Number	Course Title	Units	Start
ANTH 102	Intro to Cultural Anthropology Modification: no course outline modifications. Increase CEM from 40 to 60.	3.0	?

Discussions:

Although the consent items were deemed as not requiring additional considerations, there were related considerations regarding the proposals.

- The implementation dates for changes in text and course drops, even though requiring chaptering by the CCCC prior to inclusion in the catalog, these changes can be implemented as soon as approved by the AP&P Committee.
- The process of changing course enrollment maximum (CEM) includes creating a course proposal. Current practices involving CEMs include:
 - Faculty and department discretion on increasing seats in a given course offering above CEM.
 - Reporting CEM changes for existing courses can be expedited and simplified by submitting the CEM modification form. The curriculum team can ensure that the CEM request is attached to the course outline of record. There is no need for a course proposal if the CEM change did not warrant curricular changes.

Committee Action: A motion was made to approve the consent agenda items. (M/S/P: K. Runkle/ L. Conrad).

Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C.

Eachus, K. Kruse, and L. Conrad. No: O. Abstain: F. Davis.

V. Agenda Item: First Reading

New Credit Courses

Prefix & Number	Course Title	Units	Start
AJ 165	Introduction to Digital Forensics Program: Admin of Justice: Homeland Security Justification: Aligns CJ V37 (Ventura Community College) and IT C257 (Cerro Coso Community College).	3	Fall 2026
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	3	Fall 2026

	AHC MCGS Cal-GETC Area 7 Ethnic Studies		
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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
CBIS 321	Internet Business Applications Justification: Course update.	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. Program Impact: Certificate of Achievement. Basic Law Enforcement Academy. There is a need to modify the program.	11	Spring 2026 (Mandate)
RT 101	Introduction to Radiography Modification: Add RT 100 and BIOL 124 prerequisites.	3	Fall 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	16-34	Summer 2026

	<p>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 a single 3-hour session. (Current range of hours requires 6</p>	24-54	Summer 2026

	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 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

Modify Credit Programs

Department	Course Title	Units	Start
Health Sciences	Pre-radiography Associate Degree in Science Modifications: Added Electives 6.5 units and associate degree requirements.	23.5-25.5	Fall 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?

Discussions:

- LE 322. The course hours and units need to be reviewed and recalculated to align with units and hours calculation. It needed clarification regarding the duration of term offering (8 weeks versus 16 weeks).
 - There is a similar units-and-hours calculation with the other LE 321 that warrant course modification.
 - Regarding the certificate of achievement, there is a need to indicate an “or” for LE 320 or LE 321 + LE 322. This will reduce the total number of units.

Committee Action: A motion was made to table LE 322, include cross-listed Ethnic Studies 137, and approve the above proposals for first readings. (M/S/P: P. Koivisto/ B. Darwin). Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: F. Davis.

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 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.

VII. Agenda Item: Second Reading

Sep 18, 2025 First Readings are considered for adoption if there are no issues with the proposals and for inclusion in the Summary Report.

Sep 4, 2025 Meeting

Prefix & Number	Course Title	Units	Start
HOSP 140	Intro to Hotel Management Justification: A new course for AST Hospitality Management.	3	Fall 2026
INTD 172	Interior Design Studio	3	Fall 2026

Sep 18, 2025 Meeting.

New Credit Courses

Prefix & Number	Course Title	Units	Start
AJ 165	Introduction to Digital Forensics Program: Admin of Justice: Homeland Security	3	Fall 2026
GEOG 137/ES 137	Critical Geographies of Race/Ethnicity in the United States	3	Fall 2026

New Noncredit Courses

Prefix & Number	Course Title	Hours	Start
OLDR 7330	Mixed Media Portrait Studio	24-54	Sum 2026

Modify Credit Courses

Prefix & Number	Course Title	Units	Start
BUS/ECON 121	Business Economics	3	Fall 2026
CBIS 321	Internet Business Applications Justification: Course update.	3	Fall 2026
LE 322	Basic Law Enforcement Academy 1B	11	Spring 2026 (Mandate)
RT 101	Introduction to Radiography	3	Fall 2026

Modify Noncredit Courses

Prefix & Number	Course Title	Hours	Start
OLDR 7315	Phonetography	16-34	Sum 2026
OLDR 7350	Introduction to Watercolor Painting	24-54	Sum 2026
OLDR 7355	Advanced Watercolor Painting	24-54	Sum 2026

Modify Credit Programs

Department	Course Title	Units	Start
Health Sciences	Pre-radiography Associate Degree in Science	23.5-25.5	Fall 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	112-150	Fall 2026?

Committee Action: A motion was made to adopt the above proposals. (M/S/P: K. Kruse/ L. Conrad). Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: O. Abstain: F. Davis.

VIII. Agenda Item: Request for Distance Education, Requisites, and AHC GE, AHC Graduation Requirements, and/or Cal-GETC.

Distance Education

Prefix & Number	Course Title	Request
GEOG 137	Critical Geographies of Race/Ethnicity in the United States	DE Sync and Async
HOSP 140	Intro to Hotel Management	DE Async

Requisites

Prefix & Number	Course Title	Request
RT 101	Introduction to Radiography	Prerequisite: RT 100. Prerequisite: BIOL 124

AHC GE, AHC Graduation Requirements, and Cal-GETC

Prefix & Number	Course Title	Request
GEOG 137/ES 137	Critical Geographies of Race/Ethnicity in the United States	AHC Area 6 Ethnic Studies AHC MCGS Cal-GETC Area 7 Ethnic Studies

Committee Action: A motion was made to approve requests for distance education, requisites, and AHC GE, AHC graduation requirements. (M/S/P: L. Bradbury/ B. Darwin). Yes: B. Darwin, R. Navarette, S. Kopecky, S. Anderson, P. Koivisto, L. Bradbury, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: F. Davis.

IX. Information Item: Common Course Numbering

Phase IIB

Phase III

X. Information Item: Technical Review Committee Assignments.

Updated: Fall 2025.

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

XI. 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

XII. Call for Future Agenda Items.

Common Course Numbering
Standardized Attendance Accounting Method
Noncredit approval process and department designation.

XIII. Call to Adjourn. The meeting was adjourned at 4:00 PM.