

Academic Policy & Planning Committee Meeting Minutes

Thursday, Oct 2, 2025, 2:00 PM

Location: Bldg A. Captain's Room.

VOTING MEMBERS (15)

X Applied Behavioral Sciences – Christine Bisson	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 – Trevor Passage	X Mathematics Sciences – Chris Eachus
X Fine Arts – Shane Anderson	Public Safety – Kurt Kruse
X Kinesiology, Rec & Athletics – Patricia Koivisto	Social & Behavioral Sciences – Lexy Conrad
X 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
X Luis Martinez
X Noncredit Education – Melinda Nishimori
X Curriculum Analyst – Vickie Smith
X Curriculum Technician – Jay Taylor-Burns
X Library – Trevor Passage

STANDING INVITEES

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

GUESTS

Ana Gomez De Torres
Jenny Schroeder
Ron Lovell
Thesa Roepke
Andrea Sanders

I. Approval of Minutes: Sep 18, 2025.

Committee Action: A motion was made to approve the minutes of Sep 18, 2025 as distributed. (M/S/P: M. Nishimori / L. Wolfram). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

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

Committee Action: A motion was made to approve the agenda with the tabling of all the TRCK proposals. (M/S/P: L. Bradbury / S. Anderson). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

III. Chair Comments

- Summary Report: Oct 16, 2025. Senate: Oct 21, 2025. BOT: Nov 18, 2025.
- Standardized Attendance Accounting Method: Hours and Units.
- Course and Program Impact Reports.
- MCGS Proposal.

Discussions: L. Manalo commented on the timeline for submission of the curriculum summary to the senate and the board of trustees.

- SAAM Update. L. Manalo distributed information on calculating units and hours that recognized incremental units and dangling hours. There is a need to gather and share the current hours and units calculation and to address those courses and the affected programs impact. Course and impacted program submissions to the committee are strongly encouraged to reduce drift between the courses and the programs.
- Course and program impact reports. The AP&P Committee continue to grapple with the course and program impact of curriculum proposals. With the recent common course numbering changes, these have ripple effects on the programs that include these courses. The faculty and AP&P committee are encouraged to create program proposals that are going to be affected by the course changes.
- Multi-culture Gender Studies (MCGS) Graduation Requirement. D. DeGroot and R. Navarette shared that the current MCGS requirement is an additional 3 units to the associate degree requirements. Currently,

counselors have advised students to take MCGS courses that can be double counted in any of the General Education areas. The proposal was sent to the Senate for future action.

IV. Agenda Item: Consent

Drop Noncredit Course

Prefix & Number	Course Title	Hours	Start
VOCE 7113	Intro to Microsoft Publisher Justification: Microsoft will no longer support the Publisher application as of October 2026.	?	Summer – Fall 2026
VOCE 7801	Truck Driving: Behind the Wheel Justification: This course was designed to meet the expressed training needs of several commercial trucking companies located in Northern Santa Barbara County.	?	Summer – Fall 2026

Common Course Numbering

Phase I Completed

Prefix & Number	Course Title	Status
ENGL C1000	Academic Reading and Writing	Active
POLS C1000	American Government and Politics	Active
ENGL C1001	Critical Thinking and Writing	Active
PSYC C1000	Introduction to Psychology	Active
COMM C1000	Introduction to Public Speaking	Active
STAT C1000	Introduction to Statistics	Active

Phase IIA

Prefix & Number	Course Title	Approved
ARTH C1100	Survey of Art from Prehistory to the Medieval Era Old: ART 103	Spring 2025
ARTH C1200	Survey of Art from Renaissance to Contemporary Old: ART 104	Spring 2025
ECON 2001	Principles of Microeconomics Old: ECON 102	Spring 2025
ECON 2002	Principles of Macroeconomics Old: ECON 101	Spring 2025
ENGL C1002	Introduction to Literature Old: ENGL 102	Spring 2025
ENGL C1003	Critical Thinking and Writing Through Literature	Not Offered
HIST C1001	United States History to 1877 Old: HIST 107	Spring 2025
HIST C1002	United States History Since 1865 Old: HIST 107	Spring 2025

Phase IIB. There are 15 courses listed in this phase.

Prefix & Number	Course Title	Units	Start
ANTH C1001	Intro to Biological Anthropology Encouraged to concurrently enroll in ANTH C1001L. Old: ANTH 101.	3.0	Sum/Fall 2026

ANTH C1001L	Biological Anthropology Lab Corequisite: ANTH C1001 or completion of ANTH C1001. Old: ANTH 110	1.0	Sum/Fall 2026
ASTR C1001	Astronomy Old: ASTR 100	3.0	Sum/Fall 2026
CDEV C1000	Child Growth and Development Old: ECS 100	3.0	Sum/Fall 2026
COMM C1004	Interpersonal Communication Old: COMM 103	3.0	Sum/Fall 2026
MATH C2210	Calculus I: Early Transcendentals Modification: Update text. Validate GE. Old: MATH 181 Units and Hours Calculation.	4.0	Sum/Fall 2026
MATH C2220	Calculus II Modification: Update text. Validate GE. New: DE Old: MATH 182 Units and Hours Calculation	4.0	Sum/Fall 2026

Discussion: Due to the template and prescribed nature of Common Course Numbering, the AP&P Committee continues to move these proposals to the consent agenda. However, with the additional requests for adding requisites and DE instructional modalities, an addition agenda item was created to ensure separate consideration for these course attributes.

- L. Manalo provided a recap of all the CCN proposals that the committee had approved.

Committee Action: A motion was made to adopt the course proposals for inclusion in the upcoming summary report. (M/S/P: L. Bradbury / S. Anderson). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

V. Agenda Item: Request for Distance Education and Requisites for Consent Agenda Items.

Distance Education

Prefix & Number	Course Title	DE Modality
MATH C2220	Calculus II	DE Sync and Async

Request for Requisites

Prefix & Number	Course Title	Requisites
ANTH C1001L	Biological Anthropology Lab Old: ANTH 110	Corequisite: ANTH C1001 or completion of ANTH C1001.

Discussion: These proposed course changes were identified as needing a separate action.

Committee Action: A motion was made to accept rational and adopt course requisites and DE instructional modality. (M/S/P: C. Bisson / P. Koivisto). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

VI. Agenda Item: First Reading

New Credit Courses

Prefix & Number	Course Title	Units	Start
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HOSP 100	Intro to Hospitality Justification: According to data from California EDD, the hospitality industry has climbed to the number one private sector employer in Santa Barbara and San Luis Obispo counties. https://labormarketinfo.edd.ca.gov/geography/santabarbara-county.html. We currently offer a local AS degree in Culinary Arts & Management, but there are few options available for students who wish to earn a bachelor's degree. The Hospitality Management AS-T has 12 California State Universities that offer a Hospitality Management related bachelor's degree. Note: The catalog description indicates that the course is not open to students who have taken CA 119 Intro to Hospitality Industry. 2 units.	3.0	Sum/Fall 2026
HUSV 100	Introduction to Social Work Justification: This course addition is based on Human Services program review findings, advisory committee input, and student interest in transfer and career pathways related to social work, behavioral health, and wellness. Currently, no course in the program meets the needs required for developing an AAT in Social Work or Human Services. Adding this course will support the creation of a new Certified Wellness Coach Certificate and a Social Work transfer degree, meeting both student demand and regional employer needs for culturally responsive, ethically grounded professionals trained to work with diverse populations in community and wellness settings.	3.0	Sum/Fall 2026
LE 433	JCO to PO Transfer Academy Justification: The demand for this course was based on discussion with law enforcement agencies that employ juvenile institution officers to become probation officers and their need to fill positions over the next 5-10 years and beyond. NOTE: JCO – Juvenile Corrections Officer. Units and Hours. This is a 71 hour course. Dangling hours.	3.0	Sum/Fall 2026
THEA 196B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theatrical Performance. Justification: This course will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors, and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form. LOE: Completion of program application and procedures for enrollment. Units and hours calculation.	5.0	Summer – Fall 2026
THEA 197A	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft. Justification: as above. LOE: Completion of program application and procedures for enrollment. Units and Hours calculation.	5.0	Summer – Fall 2026
THEA 197B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft.	5.0	Summer – Fall 2026

	Justification: as above. LOE: Completion of program application and procedures for enrollment. Units and Hours calculation.		
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New Noncredit Courses

Prefix & Number	Course Title	Hours	Start
DAX 7149	Work Education Experience Justification: provides work immersion opportunities for dental assisting program graduates.	60	Summer – Fall 2026
OLDR 7004	Acting I Justification: The Fine Arts dean and the department chair discussed the need for more inclusive pathways between noncredit and credit courses. All Drama program faculty support the proposal. Noncredit is unable to offer acting courses. It would serve the need to provide older adults with an opportunity to improve their physical health, reduce stress, and be part of the college community. Mirrored Course: DRMA 104 Acting 1.	6-72	Summer – Fall 2026
OLDR 7124	Stagecraft Justification: As above. Mirrored Course: DRMA 124.	80-90	Summer – Fall 2026
OLDR 7128	Stage Makeup Justification: As above. Mirrored Course: DRMA 128.	80-90	Summer – Fall 2026
WKPR 7198	WKPR Applied Skills Justification: This program is being created to provide students with career readiness skills needed for the workforce. Corequisite: WKPR 7199 Grading: Satisfactory Progress	40	Summer – Fall 2026
WKPR 7199	WKPR Special Topics Justification: This program is being created to provide students with career readiness skills needed for the workforce. Corequisite: WKPR 7198 Grading: Satisfactory Progress.	40	Summer – Fall 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
COMM 106	Critical Thinking through Argumentation Modification: Align with Cal-GETC.	3.0	Summer – Fall 2026

COMM 108	Oral Interpretation Modification: C-ID changes.	3.0	Summer – Fall 2026
EDUC 130 Modify Credit Course	Intro to Elementary Classroom Teaching Justification: Changes CID EDUC 200, AAT-ADT offerings to align with CSU and university bachelor and credentialing programs. Modifications: Remove cross listing with ECS 130 . Add program outcomes consistent with transfer model curriculum (CID EDUC 200). Revise course details, covered topics, and assessment/assignments. OER Textbook was added. Update advisory to CCN ENGL C1001 and catalog description. Program Impact: Add/Modify Credit Program Map: AAT Elementary Teacher Education *Active* Add/Modify Credit Program Map: AS Early Childhood Studies: Elementary Education in Diversity Studies *Active* Add/Modify Credit Program Map: C of Ach Early Childhood Studies: Elementary Education *Active* Add/Modify Credit Program Map: C of Ach Early Childhood Studies: Elementary Education in Diversity Studies *Active* Course Block Library: Cal-GETC Elective *Active* Deactivate Credit Program: AS *In Review* Early Childhood Studies: Elementary Education Deactivate Credit Program: C of Ach *In Review* Early Childhood Studies: Elementary Education Old: Exploring Teaching.	3.0	Summer – Fall 2026
HOSP 110	Sanitation and Safety Justification: Culinary Arts refers to cooking and baking, which is a subsector of the hospitality industry. Sanitation and Safety likewise is a subsector of the hospitality industry. Program: Hospitality Management C-ID Hospitality Management courses. Cross-list: CA 124.	3.0	Summer – Fall 2026
HOSP 120	Hospitality Cost Control Cross-list: CA 126. Program Impact: TMC AS-T Hospitality Management 2026.pdf	3.0	Summer – Fall 2026
HOSP 130	Intro to Food & Beverage Management Program Impact: TMC AS-T Hospitality Management 2026.pdf	3.0	Summer – Fall 2026
KIN 129	First Aid-CPR: Educator/Coach Modification: Prefix change to KIN. Old: PE 129. Program Impact: AS Sports Medicine. Course Block Library: Core Elective for AA Kinesiology.	1.0	Summer – Fall 2026
PHYS 141	General Physics 1 Modification: Restore missing SLOs. Update content.	4.0	Summer – Fall 2026
SPAN 101	Elementary Spanish I Modification: Update OER text and SLO.	5.0	Summer – Fall 2026
SPAN 102	Elementary Spanish II Modification: Update OER text. Update SLO.	5.0	Summer – Fall 2026

SPAN 103	Intermediate Spanish I Modifications: Update OER text and SLOs.	5.0	Summer – Fall 2026
SPAN 104	Intermediate Spanish II Modifications: Update OER text and SLOs. Change semester offering from spring to fall.	5.0	Summer – Fall 2026
SPAN 105	Adv Composition and Grammar Modification: Update SLOs.	5.0	Summer – Fall 2026
SPAN 111	Intermediate Spanish Conversation Modification: Update OER text and SLOs. Change semester offering from fall to spring.	2.0	Summer – Fall 2026
SPAN 112	Advanced Spanish Conversation Modification: Update SLOs.	3.0	Summer – Fall 2026

Modify Noncredit Courses

Prefix & Number	Course Title	Hours	Start
ECSN 7300 Course Review	Family Childcare Business NC Modification: Update course description regarding ELDV 7300 support course.	9-15	Summer – Fall 2026
ECSN 7301 Course Review	Child Health and Safety NC Modification: Update course description regarding ELDV 7302 support course.	18-30	Summer – Fall 2026
ECSN 7302 Course Review	Development Needs of Child NC Modification: Update course description regarding ELDV 7302 support course.	15-25	Summer – Fall 2026
ECSN 7303 Course Review	Infant and Toddler Care NC Modification: Update course description regarding ELDV 7303 support course.	12-20	Summer – Fall 2026
ECSN 7304 Course Review	Ethics & Business Contracts NC Modification: Update course description regarding ELDV 7304 support course.	15-25	Summer – Fall 2026

Discussions:

- J. Schroeder highlighted the COMM proposals. There were no questions regarding the proposals. Regarding new WKPR courses, there is a need to submit a program proposal (certificate of completion or certificate of competency) depends on the TOP code of the component courses.
- Gomez de Torres highlighted review changes on the Spanish courses. The change in semester offerings warranted submission of program modification (associate degree and certificate) to reflect the semester sequence of the courses. These course changes were done to increase student access and enrollment.
- R. Lovell presented all the HOSP courses and the upcoming AST Hospitality Management program. He recapped the core courses for the program and the cross-listed courses.

Hospitality Management	
Hospitality	Cross-listed Culinary Arts
HOSP 100*	CA 119
HOSP 110*	CA 124
HOSP 120*	CA 126
HOSP 130*	CA 125
HOSP 140	

- There is a need to submit the program proposal for AST Hospitality Management. As a CTE program, provide the required narrative, Labor Market Information, and review and approval by the consortium for South Central Coast area.
- There is a need to review the impacted courses and programs.

- T. Roepke provided background on the ECSN course proposals that included the specific corresponding ELDV support courses.
- S. Anderson provided a brief background regarding the THEA and OLDR courses. The THEA courses are based on seasonal PCPA productions. The mirrored credit courses can be included in the catalog description.
- P. Koivisto presented KIN 129 as part of aligning all the KIN courses from the PE courses.

Committee Action: A motion was made to accept the above proposals for first reading. (M/S/P: C. Bisson / P. Koivisto). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

A motion was made to move the remaining course and program proposals to the next committee meeting for inclusion in the upcoming summary report. (M/S/P: L. Bradbury / S. Anderson). Yes: C. Bisson, B. Darwin, R. Navarette, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, M. Nishimori, C. Eachus, and F. Davis. No:0. Abstain: T. Passage.

VII. 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.

VIII. Information Item: Common Course Numbering

Phase IIB

Phase III

IX. 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

X. Reports

- Library
- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records

- g. Counseling/Matriculation
- h. Articulation
- i. CurriQunet & Support

XI. Call for Future Agenda Items

XII. Call to Adjourn. The meeting was adjourned at 3:55 PM.