

Academic Policy & Planning Committee Meeting Minutes

Thursday, Oct 16, 2025, 2:00 PM

Location: Bldg A. Captain's Room.

VOTING MEMBERS (15)

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

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

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 – Vickey Smith
X Curriculum Technician – Jay Taylor-Burns
X Library – Trevor Passage

STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica
Dean, Academic Affairs – Sean Abel
Dean, Academic Affairs – Mary Patrick
Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Academic Affairs – Andria Perdue-Keiser
X Dean, Academic Affairs – Deborah Pirman

Dean, Academic Affairs – Monica Millard
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

X Ronald Lovell
X Melanie Guido Brunet
X Chellis Ying Hood
X Megan Selby

I. Approval of Minutes: Oct 2, 2025.

Committee Action: A motion was made to approve Oct 2, 2025 minutes as distributed. M/S/P: T. Passage / K. Kruse. Yes: C. Bisson, B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: O. Abstain: K. Runkle.

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

Discussion:

A. Keiser-Perdue requested these amendments to the agenda.

- Typographical errors: Noncredit Programs. Microsoft Office Basics is replaced by a new and improved certificate that uses satisfactory grading in core courses. Beginning Computer Skills is replaced by two certificates Beginning Computer Skills and Basics Intermediate Computer Skills. Each certificate has specific focus and shorter completion time.
- Table TRCK courses.

Committee Action: A motion was made to approve Oct 16, 2025 agenda as modified. M/S/P: T. Passage / K. Kruse. Yes: C. Bisson, B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: O. Abstain: O.

III. Chair Comments

- Summary Report: Oct 16, 2025. Senate: Oct 21, 2025. BOT: Nov 18, 2025. The current summary report is scheduled for the Nov 18, 2025 BOT meeting. There will be another summary report for the Dec 2025 BOT meeting. D. DeGroot expressed concerns that Ethnic Studies courses and other courses needing CSU and UC review and action need to make it in the Nov summary report. Larry will work with the senate and the VP of Academic Affairs office to potentially include the other ethnic studies.
- Catalog Committee Update: Kerry Runkle and Vickey Smith. The catalog committee plans on recommending an earlier catalog development timeline for 2027-28. The AP&P Committee will yield to the schedule timelines for catalog production and all related postings for the curriculum modifications.
- Units and Hours: Activity Category. 2 hours in-class and 1 hour outside assignment. L. Manalo Jr. shared an exercise on configuring units and hours.

- CurriQunet: Health and Wellness criteria and new DE category: DE Hybrid. L. Manalo jr. noted that:
 - There are no criteria for the Health and Wellness and Multi-culture Gender Studies (MCGS) in CurriQunet.
 - There was an addition of DE Hybrid modality for DE addendum.

IV. Agenda Item: Consent

Drop Credit Course

Prefix & Number	Course Title	Units
PE 128	Sport Psychology Program Impact: • Course Block Library- *Active* AHC GE Area 4A: Social and Behavioral Sciences • Course Block Library- *Active* Cal-GETC ELECTIVE • Course Block Library- *Active* Core Elective - Kinesiology (AA) • Modify Credit Program-Associate in Science *Active* Cosmetology	3.0

Drop Noncredit Course

Prefix & Number	Course Title	Hours
HOEC 7100A	Beginning Clothing Construction	?
HOEC 7100B	Beginning Clothing Construction	?
HOEC 7101A	Clothing Construction 2	?
HOEC 7101B	Intermediate Clothing Construction	?
HOEC 7102A	Sewing Studio Open Lab	?
HOEC 7110A	Embroidery Machine Basics	?
HOEC 7110B	Embroidery Machine Basics	?

Note: The above noncredit courses did not have course or program impact reports.

Common Course Numbering: Phase IIB. There are 15 courses listed in this phase.

Prefix & Number	Course Title	Units
SOCI C1000	Introduction to Sociology Impact: AA *Active* Social Science AS *Active* Cosmetology Old: SOC 101	3.0

Discussion: None.

Committee Action: A motion was made to adopt course proposals on the consent agenda. M/S/P: T. Passage / C. Bisson. Yes: C. Bisson, B. Darwin, R. Navarrette, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

V. Agenda Item: CCN and Course and Program Impact.

The CCN are mandated changes. The impact of these changes on courses and programs pose undue burden to the college processes and submission to the Chancellor's Office Curriculum Inventory.

Discussion: L. Manalo Jr. shared that the CCN proposals included changes in the course number, title, and units (in certain instances) to comply with the legislative mandate. Since these course modifications are mandated and template-based, these changes impact other courses and programs. To ensure that "automatic" consequent course and program modifications are implemented, a blanket approval of these changes are proposed.

Committee Action: A motion was made to approve the all course and program modifications that result from CCN modifications. M/S/P: K. Runkle / B. Darwin. Yes: C. Bisson, B. Darwin, R. Navarrette, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

VI. Agenda Item: First Readings

New Credit Courses

Prefix & Number	Course Title	Units
MMAC 130 / GRPH 130	Introduction to 3D Modeling	3.0
PE 119	Intermediate Indoor Cycling <i>Request AHC H&W: Physical Activity</i>	1.0
THEA 196A	Exploration of Come From Away to Beehive Banner: Topics in Theatrical Performance. <i>LOE: Program application</i>	5.0

New Noncredit Courses

Prefix & Number	Course Title	Hours
BARB 7007	Barbering 1 <i>Request for DE Hybrid.</i> LOE: Course application? Must be 18 years or older. <i>Faculty at Cosmoton Academy?</i>	500-600
BARB 7011	Barbering 2 <i>Request for DE Hybrid.</i> LOE: Course application. Must be 18 years or older.	500-600
SEWN 7200	Sewing Fundamentals 1 Justification: The Foundations of Sewing 2 course was developed in response to community interest and student demand for accessible, higher-level sewing instruction. Current offerings under the FASN prefix are designed for career-focused, apparel construction pathways, leaving a gap for hobbyists, lifelong learners, and community members who wish to learn sewing for personal use. This course provides an inclusive, affordable entry point into the new Foundations of Sewing certificate, which emphasizes personal projects, creativity, and practical application. Students gain confidence in using domestic and overlock machines, fabric selection, and construction of beginner projects. The addition of this course meets community needs by: - Offering a structured, supportive environment for new learners with no prior sewing experience. - Expanding noncredit options that align with Hancock's mission of equity, diversity, and lifelong learning. - Providing skill-building opportunities that support personal, family, and community goals (e.g., making home décor items, clothing, or crafts). Attracting students who may not pursue professional certificates but seek enrichment, creativity, and practical skills.	48-54
SEWN 7201	Sewing Fundamentals 2 As above.	48-54
SEWN 7203	Sewing Open Lab As above.	48-54

SEWN 7205	Machine Embroidery 1 Justification: This active course has not been updated since 2012-2013 catalog year. The course prefix needs to be more intuitive for students and to replace HOEC 7110 A and HOEC 7110 B . Program: Fundamentals of Machine Embroidery Certificate of Completion	48-54
SEWN 7206	Machine Embroidery 2 Justification: Machine Embroidery 2 addresses sustained student demand for deeper skill development and more complex applications. This course allows learners to explore advanced hooping, alternative threads, imported design motifs, and embroidery on diverse fabrics. Students benefit from opportunities to personalize projects with cultural or creative motifs, preparing them to continue as hobbyists, explore community craft enterprises, or pursue entrepreneurial opportunities. The SEWN prefix clearly identifies the course as part of a cohesive, hobby-focused sewing and embroidery pathway.	48-54
SEWN 7207	Machine Embroidery Open Lab As above.	48-54

Modify Credit Courses

Prefix & Number	Course Title	Units
COMM 110	Intercultural Communication Justification: C-ID alignment.	3.0
ENGL 135/ES 135	Poetry for the People's Liberation Movements Justification: Align with Cal-GETC Area 6. Ethnic Studies .	3.0
ENGL 150/ES 150	Asian American Literature Justification: Align with Cal-GETC Area 6. Ethnic Studies .	3.0
ENGL 151/ ES 151	African American and Black Literature Justification: Align with Cal-GETC Area 6. Ethnic Studies .	3.0
ENGL 152/ ES 152	Latina/o Literature Modifications. Align with Cal-GETC Area 6. Ethnic Studies .	3.0
ENGL 153/ ES 153	Native American Literature This Native American Literature course was created to meet CSU GE area F requirements and provide AHC students an opportunity to gain understanding about Native Americans' perspectives, focusing on anti-racist and decolonial approaches. This course will provide students with the opportunity to explore diverse stories, increase overall empathy of different cultures, improve racial representation on campus, and create awareness of marginalized perspectives. The most substantial revision was shifting this course to be more focused on ethnic studies concepts and to provide a community engagement component. Modifications. Align with Cal-GETC Area 6. Ethnic Studies .	3.0
FILM 117/MMAC 117	3D Computer Animation 1 Modification: Remove advisory GRPH 111.	3.0
FILM 126/MMAC 126	Introduction to Motion Graphics Modification: Remove advisory: GRPH 111.	3.0
HUSV 127 / PSY 127	Emotional Intelligence Modification: Course updates. Eventually drop the HUSV 127 course.	3.0
HUSV 128 / PSY 128	Positive Psychology	3.0

	Modification: Course updates. New prerequisite: PSYC C1000. Eventually drop the HUSV 128 course.	
LE 322	Basic Law Enforcement Academy 1B Program Impact: Basic Law Enforcement Academy	11.0
PE 135	Intermediate Yoga Fitness Request: DE Sync Only	1.0
PSY 112	Human Sexuality Modifications: Course review. C-ID alignment. Add: Prerequisite PSYC C1000 and Advisory: ENGL C1000	3.0

Modify Noncredit Courses

Prefix & Number	Course Title	Hours
BASK 7003	Reading, Writing, and Math Modification: Emphasis on below 6th grade level content. Update content.	32-72
BASK 7005	Preparing for the GED Test Modification: Change course title. Update evaluation and grading. Old: HS Equivalency Exam Preparation Request: DE Sync	90-216
BASK 7005B	GED Lab	48-108
BASK 7006	GED Math Reasoning Modification: Update course title and evaluation. Request: DE Sync	90-216
BASK 7007	GED Language Arts Modification: Title change. DE request. Old: Language Arts HS Equivalency Exam Prep Request: DE Sync	16-36
BASK 7012	Basic Reading and Writing Modification: Update hours, SLOs, course content, and objectives. Emphasize 6th-8th grade level content.	16-36
BASK 7013	GED Computer/Calculator Skills Modification: Change course title. Old: Computer Skills HS Equivalency Test Preparation.	16-36
BASK 7017	Geometry for GED/ HiSET Test Modifications: Change course title, update content, DE modality, and SP grading. New SLO. Old: Geometry: High School Diploma Equivalency Exam Preparation Request: DE Sync	16-34
CCNC 7100	Computers and You: Level 1	28-36
CCNC 7101	Computers and You: Level 2	28-36
CCNC 7103	Introduction to the Internet	14-18
CCNC 7105	Intro to Microsoft Word	28-36
CCNC 7107	Intro to Microsoft Excel	28-36
CCNC 7108	Computer Skills Lab	24-48
CCNC 7109	Microsoft Windows	14-18
CCNC 7110	Social Media	14-18
CCNC 7111	Outlook	14-18
CCNC 7112	Intro to Microsoft PowerPoint	14-18
CITZ 7000	Preparation for Citizenship	27-60
CITZ 7001	U.S. Citizenship Interview Preparation	15-36

ELDV 7300	Engl Dev for Family Childcare Business Corequisite: ECSN 7300 Modifications: Course review. Review/update SLOs and objectives, add a corequisite, update assessment language in Methods of Evaluation, add SP language, change to DE synchronous, update CB codes, and add CIP code.	7-15
ELDV 7301	Engl Dev for Child Health and Safety Corequisite: ECSN 7301	9-20
ELDV 7302	Engl Dev for Developmental Needs of Children Corequisite: ECSN 7302	9-20
ELDV 7303	Engl Dev for Infant and Toddler Care Corequisite: ECSN 7303	9-20
ELDV 7304	Engl Dev for Ethics and Business Contracts Corequisite: ECSN 7304	9-20
ELDV 7310	Engl Dev for History of Child Development Corequisite: ECSN 7310	18-36
ELDV 7311	Engl Dev for Guidance and Interaction Corequisite: ECSN 7311	15-30
ELDV 7312	Engl Dev for Importance of Play Corequisite: ECSN 7312	16-36
ELDV 7313	Engl Dev for Observation Made Easy Corequisite: ECSN 7313	18-36
ELDV 7314	Engl Dev for Assessment and Delivery Systems Corequisite: ECSN 7314	9-20
VOCE 7502 Course Review	Intro to Tax Preparation Modification: Update objectives.	8
VOCE 7503 Course Review	Intro to Tax Prep Software Modification: Update objectives. Change from lab to lecture.	19
VOCE 7504 Course Review	Income Tax Prep Internship Modification: Update objectives.	40-60

New Credit Programs

Department	Course Title	Units
Mathematical Sciences	Engineering Fundamentals Certificate of Achievement Description: The certificate provides most of the courses taken by first-year engineering students at a four-year university. The certificate will prepare students for further coursework in engineering and other STEM areas, as well as for internship opportunities. Completion of the certificate will serve as a solid foundation on a student's path towards an associate's degree and/or transfer in engineering.	22.0

New Noncredit Program

Department	Course Title	Hours
Education Noncredit	Annual Firefighter In-Service Training Certificate of Completion Justification: This program is being established to capitalize on the existing stand along Fire Technology Non-Credit course curriculum. There is a current need to tie the two-semester-long courses into a Certificate of Achievement. This will help the student base and the college.	80-270

	Bulldog Bootcamp for Career Education Certificate of Completion Justification: A career readiness program for workforce.	80
	Foundations of Machine Embroidery Certificate of Completion Justification: The certificate expands the existing HOEC embroidery course, which currently does not lead to a certificate. At present, the college offers only a single stand-alone embroidery class under the HOEC prefix, with no opportunity for students to advance their skills or access an open lab environment. This certificate creates a structured pathway that responds to sustained student demand, providing progressive skill development and certificate recognition consistent with the AHC mission and statewide goals for short-term vocational and lifelong learning programs. The SEWN prefix is more intuitive for students to recognize.	144-162
	Foundations of Sewing Certificate of Completion	144-162
	Microsoft Office Basics Justification: Make certificate simpler and shorter to complete. Advisory: It is recommended to complete Computers and You: Level 1 (CCNC 7100) and Computers and You: Level 2 (CCNC 7101) prior to taking the required courses. Skills you are expected to have before beginning this program: basic computer skills such as using a mouse and keyboard, saving and copying files.	70-90
	Beginning Computer Skills Certificate of Completion	56-72
	Intermediate Computer Skills Certificate of Completion Same advisory note as above.	56-102

Modify Credit Programs

Department	Course Title	Units
Life & Physical Sciences	Agriculture Certificate of Achievement Modifications: Add: AG 166, AG 190, AG 191, and AG 192. Remove: AG 162, AG 163, and AG 164.	24
Life & Physical Sciences	Agriculture Associate in Science Same as above.	24
Life & Physical Sciences	Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection Certificate of Achievement Modification: Add AG 166 to replace AG 162, AG 163, and AG 164.	21
Life & Physical Sciences	Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems Certificate of Achievement Modification: Increase units from 19 to 21. Remove AG 125 (4 units). Add AG 126 (4 units) and AG 149 (2 Units) in core units. Add AG 191 (2 units) and AG 192 (2 units) in selected units.	21
Life & Physical Sciences	Biology Associate in Arts	23

	Modification: Update program LO, narratives, and institutional requirements.	
Fine Arts	Commercial Photography Certificate of Achievement Modification: New program title. Add PHTO 152 to electives. OLD: Media Arts: Commercial Photography	18
Fine Arts	Media Arts: Animation & Game Art Associate in Science Modifications: Add MMAC 131. Move MMAC 126 to core.	36
Fine Arts	Media Arts: Photography Associate in Science Modification: Remove MMAC 102. Add PHTO 152 to electives.	34
Language & Communication	Spanish Associate in Arts Modification: Add courses to the selected units . ENGL 148 (ES 148), ENGL C1001, ES 101 (SOC 120), ES 120 (HIST 120), ES 135 (ENGL 135), ES 139 (ENGL 139), ES 152 (ENGL 152), and ES 153 (ENGL 153).	18
Public Safety	Basic Law Enforcement Academy Certificate of Achievement Modifications: Adjust LE 322 units. Clarify language regarding options for LE 321 + LE 322 or LE 320.	22 – 23.5

Modify Noncredit Programs

Department	Course Title	Hours
Education NC	Alterations Specialist Certificate of Competency Modification: Change from “completion to competency.”	144-162
	Apparel Construction 1 Certificate of Competency Modification: Change from “completion to competency.”	192-216
	Apparel Construction 2 Certificate of Competency Modification: Change from “completion to competency.”	144-162
	Formal Wear Specialist Certificate of Competency Modification: Change from “completion to competency.”	96-108

Deactivate Credit Programs

Department	Program Title	Units
Social and Behavioral Sciences	Human Services: Addiction Studies Basic Certificate of Accomplishment Justification: Replaced by new degree and certificate, Substance Abuse and Treatment Studies . The new programs adequately meet current industry standards within the addiction studies and human services fields.	18
	Human Services: Addiction Studies Foundation Certificate of Accomplishment	12
	Human Services: Addiction Studies Advanced Certificate of Accomplishment	15
	Human Services: Addiction Studies Certificate of Achievement	63

	Human Services: Advanced Helping Skills 1 Certificate of Accomplishment	9
	Human Services: Advanced Helping Skills 2 Certificate of Accomplishment	9

Deactivate Noncredit Programs

Department	Program Title	Hours
Education NC	Beginning Computer Skills Certificate of Completion Justification: Replaced by two certificates (Beginning Computer Skills, and Intermediate Computer Skills). Each certificate has specific focus and shorter completion time.	124-148
Education NC	Microsoft Office Basics Certificate of Completion Justification: Replaced by a new and improved certificate that uses satisfactory grading in core courses.	124-148

Discussions:

- HOSP and CA courses. R. Lovell shared an overview of the plan to implement the Hospitality Management Program that included un-cross-listing of CA courses while allowing substitution of similar CA and HOSPI courses.
The comparable CA courses will not be cross listed but can be substitute through the course substitution process: CA 124 can substitute for HOSP 110; CA126 can substitute for HOSP 120; and CA 125 can substitute for HOSP 130.
- ENGL and ES course modifications. C. Ying Hood shared the continued course changes recommended by the CSU / UC reviewers for Cal-GETC Area 6 Ethnic Studies. These proposals are now interdisciplinary: English and Ethnic Studies. Addition of content and assignments to meet the competencies of Cal-GETC Area 6.
- HUSV 127 is uncross listed from PSY 127. HUSV 128 is also uncross listed from PSY 128.
- BARB courses focus on different student groups from Cosmetology program. It is based in Lompoc. Currently the Cosmetology program is in hiatus.
- SEWN courses are new noncredit courses. New programs are developed for hobbyists. There are enough equipment for the program.
- Community education worked on reviewing and updating several courses. A few programs were converted to certificates of completion in compliance with CCCCO TOP code designation for certificates of completion and certificates of competency.
- Basic LE Academy clarified the course options and included the changes in LE 322 in the program outline. V. Smith shared the changes are non-substantial.
- Human Services Programs were replaced by new programs to update the content and to garner greater student interest in these offerings.

Committee Action: A motion was made to include ENGL 151 and ES 151 due to the timely nature of CSU and UC review and approval for Area 6 and approve the all course and program proposals for first reading. M/S/P: T. Passage / L. Conrad. Yes: C. Bisson, B. Darwin, R. Navarrette, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

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. Agenda Item: Second Readings

Implementation: Catalog: Sum/Fall 2026.

Oct 2, 2025 Meeting.

Oct 16, 2025 Meeting.

New Credit Courses

Prefix & Number	Course Title	Units
HOSP 100	Intro to Hospitality	3.0
HUSV 100	Introduction to Social Work	3.0
LE 433	JCO to PO Transfer Academy	3.0
MMAC 130 / GRPH 130	Introduction to 3D Modeling	3.0
PE 119	Intermediate Indoor Cycling	1.0
THEA 196A	Exploration of Come From Away to Beehive Banner: Topics in Theatrical Performance.	5.0
THEA 196B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theatrical Performance.	5.0
THEA 197A	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft.	5.0
THEA 197B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft.	5.0

New Noncredit Courses

Prefix & Number	Course Title	Hours
BARB 7007	Barbering 1	500-600
BARB 7011	Barbering 2	500-600
DAX 7149	Work Education Experience	60
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
OLDR 7124	Stagecraft Mirrored Course: DRMA 124.	80-90
OLDR 7128	Stage Makeup Mirrored Course: DRMA 128.	80-90
SEWN 7200	Sewing Fundamentals 1 Justification: The Foundations of Sewing 2 course was developed in response to community interest and student demand for accessible, higher-level sewing instruction. Current offerings under the FASN prefix are designed for career-focused, apparel construction pathways, leaving a gap	48-54

	for hobbyists, lifelong learners, and community members who wish to learn sewing for personal use. This course provides an inclusive, affordable entry point into the new Foundations of Sewing certificate, which emphasizes personal projects, creativity, and practical application. Students gain confidence in using domestic and overlock machines, fabric selection, and construction of beginner projects. The addition of this course meets community needs by: • Offering a structured, supportive environment for new learners with no prior sewing experience. • Expanding noncredit options that align with Hancock's mission of equity, diversity, and lifelong learning. • Providing skill-building opportunities that support self, family, and community goals (e.g., making home décor items, clothing, or crafts). Attracting students who may not pursue professional certificates but seek enrichment, creativity, and practical skills.	
SEWN 7201	Sewing Fundamentals 2	48-54
SEWN 7203	Sewing Open Lab	48-54
SEWN 7205	Machine Embroidery 1 Justification: This active course has not been updated since 2012-2013 catalog year. The course prefix needs to be more intuitive for students and to replace HOEC 7110 A and HOEC 7110 B. Program: Fundamentals of Machine Embroidery Certificate of Completion	48-54
SEWN 7206	Machine Embroidery 2	48-54
SEWN 7207	Machine Embroidery Open Lab	48-54
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
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

Modify Credit Courses

Prefix & Number	Course Title	Units
COMM 106	Critical Thinking through Argumentation Modification: Align with Cal-GETC.	3.0
COMM 108	Oral Interpretation Modification: C-ID changes.	3.0
COMM 110	Intercultural Communication Justification: C-ID alignment.	3.0
EDUC 130	Intro to Elementary Classroom Teaching Justification: Changes CID EDUC 200, AAT-ADT offerings to align with CSU and university bachelor and credentialing programs.	3.0

	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. Old: Exploring Teaching.	
ENGL 135/ES 135	Poetry for the People's Liberation Movements Justification: Align with Cal-GETC Area 6. Ethnic Studies.	3.0
ENGL 150/ES 150	Asian American Literature Justification: Align with Cal-GETC Area 6. Ethnic Studies.	3.0
ENGL 151/ ES 151	African American and Black Literature Justification: Align with Cal-GETC Area 6. Ethnic Studies.	3.0
ENGL 152/ ES 152	Latina/o Literature Modifications. Recommended changes to meet Cal-GETC Area 6. Ethnic Studies.	3.0
ENGL 153/ ES 153	Native American Literature This Native American Literature course was created to meet CSU GE area F requirements and provide AHC students an opportunity to gain understanding about Native Americans' perspectives, focusing on anti-racist and decolonial approaches. This course will provide students with the opportunity to explore diverse stories, increase overall empathy of different cultures, improve racial representation on campus, and create awareness of marginalized perspectives. The most substantial revision was shifting this course to be more focused on ethnic studies concepts and to provide a community engagement component.	3.0
FILM 117/ MMAC 117	3D Computer Animation 1 Modification: Remove advisory GRPH 111.	3.0
FILM 126/ MMAC 126	Introduction to Motion Graphics Modification: Remove advisory: GRPH 111.	3.0
HOSP 110	Sanitation and Safety Program: Hospitality Management C-ID Hospitality Management courses. Cross-list: CA 124.	3.0
HOSP 120	Hospitality Cost Control Cross-list: CA 126. Program: Hospitality Management	3.0
HOSP 130	Intro to Food & Beverage Management Program: Hospitality Management	3.0
HUSV 127 / PSY 127	Emotional Intelligence Modification: Course updates.	3.0
HUSV 128 / PSY 128	Positive Psychology Modification: Course updates. New prerequisite: PSYC C1000.	3.0
KIN 129	First Aid-CPR: Educator/Coach Old: PE 129. Program Impact: AS Sports Medicine.	1.0
LE 322	Basic Law Enforcement Academy 1B Program Impact: Basic Law Enforcement Academy	11.0
PE 135	Intermediate Yoga Fitness	1.0
PHYS 141	General Physics 1	4.0

PSY 112	Human Sexuality Modifications: Course review. C-ID alignment. Add: Prerequisite PSYC C1000 and Advisory: ENGL C1000	3.0
SPAN 101	Elementary Spanish I	5.0
SPAN 102	Elementary Spanish II	5.0
SPAN 103	Intermediate Spanish I	5.0
SPAN 104	Intermediate Spanish II <i>Change semester offering from spring to fall.</i>	5.0
SPAN 105	Adv Composition and Grammar	5.0
SPAN 111	Intermediate Spanish Conversation <i>Change semester offering from fall to spring.</i>	2.0
SPAN 112	Advanced Spanish Conversation	3.0

Modify Noncredit Courses

Prefix & Number	Course Title	Hours
BASK 7003	Reading, Writing, and Math	32-72
BASK 7005	Preparing for the GED Test Old: HS Equivalency Exam Preparation	90-216
BASK 7005B	GED Lab	48-108
BASK 7006	GED Math Reasoning Modification: Update course title and evaluation. Old: Math Reasoning	90-216
BASK 7007	GED Language Arts Old: Language Arts HS Equivalency Exam Prep	16-36
BASK 7012	Basic Reading and Writing	16-36
BASK 7013	GED Computer/Calculator Skills Old: Computer Skills HS Equivalency Test Preparation.	16-36
BASK 7017	Geometry for GED/ HiSET Test Old: Geometry: High School Diploma Equivalency Exam Preparation	16-34
CCNC 7100	Computers and You: Level 1	28-36
CCNC 7101	Computers and You: Level 2	28-36
CCNC 7103	Introduction to the Internet	14-18
CCNC 7105	Intro to Microsoft Word	28-36
CCNC 7107	Intro to Microsoft Excel	28-36
CCNC 7108	Computer Skills Lab	24-48
CCNC 7109	Microsoft Windows	14-18
CCNC 7110	Social Media	14-18
CCNC 7111	Outlook	14-18
CCNC 7112	Intro to Microsoft PowerPoint	14-18
CITZ 7000	Preparation for Citizenship	27-60
CITZ 7001	U.S. Citizenship Interview Preparation	15-36
ECSN 7300	Family Childcare Business NC Modification: Update course description regarding ELDV 7300 support course.	9-15
ECSN 7301	Child Health and Safety NC Modification: Update course description regarding ELDV 7302 support course.	18-30
ECSN 7302	Development Needs of Child NC	15-25

	Modification: Update course description regarding ELDV 7302 support course.	
ECSN 7303	Infant and Toddler Care NC Modification: Update course description regarding ELDV 7303 support course.	12-20
ECSN 7304	Ethics & Business Contracts NC Modification: Update course description regarding ELDV 7304 support course.	15-25
ELDV 7300	Engl Dev for Family Childcare Business Corequisite: ECSN 7300 Modifications: Course review. Review/update SLOs and objectives, add a corequisite, update assessment language in Methods of Evaluation, add SP language, change to DE synchronous, update CB codes, and add CIP code.	7-15
ELDV 7301	Engl Dev for Child Health and Safety Corequisite: ECSN 7301	9-20
ELDV 7302	Engl Dev for Developmental Needs of Children Corequisite: ECSN 7302	9-20
ELDV 7303	Engl Dev for Infant and Toddler Care Corequisite: ECSN 7303	9-20
ELDV 7304	Engl Dev for Ethics and Business Contracts Corequisite: ECSN 7304	9-20
ELDV 7310	Engl Dev for History of Child Development Corequisite: ECSN 7310	18-36
ELDV 7311	Engl Dev for Guidance and Interaction Corequisite: ECSN 7311	15-30
ELDV 7312	Engl Dev for Importance of Play Corequisite: ECSN 7312	16-36
ELDV 7313	Engl Dev for Observation Made Easy Corequisite: ECSN 7313	18-36
ELDV 7314	Engl Dev for Assessment and Delivery Systems Corequisite: ECSN 7314	9-20
VOCE 7502	Intro to Tax Preparation	8
VOCE 7503	Intro to Tax Prep Software	19
VOCE 7504	Income Tax Prep Internship	40-60

New Credit Programs

Department	Course Title	Units
Mathematical Sciences	Engineering Fundamentals Certificate of Achievement Description: The certificate provides most of the courses taken by first-year engineering students at a four-year university. The certificate will prepare students for further coursework in engineering and other STEM areas, as well as for internship opportunities. Completion of the certificate will serve as a solid foundation on a student's path towards an associate's degree and/or transfer in engineering.	22.0

New Noncredit Program

Department	Course Title	Hours
	Annual Firefighter In-Service Training	80-270

Education Noncredit	Certificate of Completion Justification: This program is being established to capitalize on the existing stand along Fire Technology Non-Credit course curriculum. There is a current need to tie the two-semester-long courses into a Certificate of Achievement. This will help the student base and the college.	
	Bulldog Bootcamp for Career Education Certificate of Completion Justification: A career readiness program for workforce.	80
	Foundations of Machine Embroidery Certificate of Completion Justification: The certificate expands the existing HOEC embroidery course, which currently does not lead to a certificate. At present, the college offers only a single stand-alone embroidery class under the HOEC prefix, with no opportunity for students to advance their skills or access an open lab environment. This certificate creates a structured pathway that responds to sustained student demand, providing progressive skill development and certificate recognition consistent with the AHC mission and statewide goals for short-term vocational and lifelong learning programs. The SEWN prefix is more intuitive for students to recognize.	144-162
	Foundations of Sewing Certificate of Completion	144-162
	Microsoft Office Basics Certificate of Completion Justification: Make certificate simpler and shorter to complete.	70-90
	Beginning Computer Skills Certificate of Completion	56-72
	Intermediate Computer Skills Certificate of Completion	56-102

Modify Credit Programs

Department	Course Title	Units
Life & Physical Sciences	Agriculture Certificate of Achievement Modifications: Add: AG 166, AG 190, AG 191, and AG 192. Remove: AG 162, AG 163, and AG 164.	24
Life & Physical Sciences	Agriculture Associate in Science Same as above.	24
Life & Physical Sciences	Agricultural Pest Control Adviser Preparation (1 of 2): Crop Protection Certificate of Achievement Modification: Add AG 166 to replace AG 162, AG 163, and AG 164.	21
Life & Physical Sciences	Agricultural Pest Control Adviser Preparation (2 of 2): Production Systems Certificate of Achievement Modification: Increase units from 19 to 21. Remove AG 125 (4 units). Add AG 126 (4 units) and AG 149 (2 Units) in core units. Add AG 191 (2 units) and AG 192 (2 units) in selected units.	21
Life & Physical Sciences	Biology Associate in Arts	23

	Modification: Update program LO, narratives, and institutional requirements.	
Fine Arts	Commercial Photography Certificate of Achievement Modification: New program title. Add PHTO 152 to electives. OLD: Media Arts: Commercial Photography	18
Fine Arts	Media Arts: Animation & Game Art Associate in Science Modifications: Add MMAC 131. Move MMAC 126 to core.	36
Fine Arts	Media Arts: Photography Associate in Science Modification: Remove MMAC 102. Add PHTO 152 to electives.	34
Language & Communication	Spanish Associate in Arts Modification: Add courses to the selected units . ENGL 148 (ES 148), ENGL C1001, ES 101 (SOC 120), ES 120 (HIST 120), ES 135 (ENGL 135), ES 139 (ENGL 139), ES 152 (ENGL 152), and ES 153 (ENGL 153).	18
Public Safety	Basic Law Enforcement Academy Certificate of Achievement Modifications: Adjust LE 322 units. Clarify language regarding options for LE 321 + LE 322 or LE 320.	22 – 23.5

Modify Noncredit Programs

Department	Course Title	Units
Education NC	Alterations Specialist Certificate of Competency Modification: Change from “completion to competency.”	144-162
	Apparel Construction 1 Certificate of Competency Modification: Change from “completion to competency.”	192-216
	Apparel Construction 2 Certificate of Competency Modification: Change from “completion to competency.”	144-162
	Formal Wear Specialist Certificate of Competency Modification: Change from “completion to competency.”	96-108

Deactivate Credit Programs

Department	Program Title	Units
Social and Behavioral Sciences	Human Services: Addiction Studies Basic Certificate of Accomplishment Justification: Replaced by new degree and certificate, Substance Abuse and Treatment Studies . The new programs adequately meet current industry standards within the addiction studies and human services fields.	18
	Human Services: Addiction Studies Foundation Certificate of Accomplishment	12
	Human Services: Addiction Studies Advanced Certificate of Accomplishment	15

	Human Services: Addiction Studies Certificate of Achievement	63
	Human Services: Advanced Helping Skills 1 Certificate of Accomplishment	9
	Human Services: Advanced Helping Skills 2 Certificate of Accomplishment	9

Deactivate Noncredit Programs

Department	Program Title	Hours
Education NC	Beginning Computer Skills Certificate of Completion Justification: Replaced by a new and improved certificate that uses satisfactory grading in core courses.	124-148
Education NC	Microsoft Office Basics Certificate of Completion Justification: Replaced by two certificates (Beginning Computer Skills, and Microsoft Office Basics). Each certificate has specific focus and shorter completion time.	124-148

Committee Action: A motion was made to adopt all course and program proposals. M/S/P: C. Bisson / B. Darwin. Yes: C. Bisson, B. Darwin, R. Navarrette, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

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

Distance Education

Prefix & Number	Course Title	DE Modality
Credit Courses		
PE 135	Intermediate Yoga Fitness	DE Sync Only
Noncredit Courses		
BARB 7007	Barbering 1	DE Hybrid
BARB 7011	Barbering 2	DE Hybrid
BASK 7005	Preparing for the GED Test	DE Sync Only
BASK 7006	GED Math Reasoning	DE Sync Only
BASK 7007	GED Language Arts	DE Sync Only
BASK 7017	Geometry for GED/ HiSET Test	DE Sync Only
ELDV 7300	Engl Dev for Family Childcare Business	DE Sync Only
ELDV 7301	Engl Dev for Child Health and Safety	DE Sync Only
ELDV 7302	Engl Dev for Developmental Needs of Children	DE Sync Only
ELDV 7303	Engl Dev for Infant and Toddler Care	DE Sync Only
ELDV 7304	Engl Dev for Ethics and Business Contracts	DE Sync Only
ELDV 7310	Engl Dev for History of Child Development	DE Sync Only
ELDV 7311	Engl Dev for Guidance and Interaction	DE Sync Only
ELDV 7312	Engl Dev for Importance of Play	DE Sync Only
ELDV 7313	Engl Dev for Observation Made Easy	DE Sync Only
ELDV 7314	Engl Dev for Assessment and Delivery Systems	DE Sync Only

Request for Requisites

Prefix & Number	Course Title	Requisites
Credit Courses		
FILM 117/MMAC 117	3D Computer Animation 1	Remove advisory GRPH 111.
FILM 126/MMAC 126	Introduction to Motion Graphics	Remove advisory GRPH 111.
HUSV 128 / PSY 128	Positive Psychology.	Prerequisite: PSYC C1000
PSY 112	Human Sexuality	Prerequisite: PSYC C1000 Advisory: ENGL C1000
THEA 196A	Catalog: Exploration of Come From Away to Beehive Banner: Topics in Theatrical Performance.	LOE: Program application
THEA 196B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theatrical Performance.	LOE: Program application
THEA 197A	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft.	LOE: Program application
THEA 197B	Catalog Title: Rep of Come From Away to Beehive Banner: Topics in Theater Stagecraft.	LOE: Program application
Noncredit Courses		
BARB 7007	Barbering 1	LOE: Course application? Must be 18 years or older.
BARB 7011	Barbering 2	LOE: Course application. Must be 18 years or older.
ELDV 7300	Engl Dev for Family Childcare Business	Corequisite: ECSN 7300
ELDV 7301	Engl Dev for Child Health and Safety	Corequisite: ECSN 7301
ELDV 7302	Engl Dev for Developmental Needs of Children	Corequisite: ECSN 7302
ELDV 7303	Engl Dev for Infant and Toddler Care	Corequisite: ECSN 7303
ELDV 7304	Engl Dev for Ethics and Business Contracts	Corequisite: ECSN 7304
ELDV 7310	Engl Dev for History of Child Development	Corequisite: ECSN 7310
ELDV 7311	Engl Dev for Guidance and Interaction	Corequisite: ECSN 7311
ELDV 7312	Engl Dev for Importance of Play	Corequisite: ECSN 7312
ELDV 7313	Engl Dev for Observation Made Easy	Corequisite: ECSN 7313
ELDV 7314	Engl Dev for Assessment and Delivery Systems	Corequisite: ECSN 7314

Request for AHC GE, AHC Graduation Requirements, and/or Cal-GETC

Prefix & Number	Course Title	Requisites
ENGL 135/ES 135	Poetry for the People's Liberation Movements	Cal-GETC Area 6. Ethnic Studies.
ENGL 150/ES 150	Asian American Literature	Cal-GETC Area 6. Ethnic Studies.
ENGL 151/ ES 151	African American and Black Literature	Cal-GETC Area 6. Ethnic Studies.
ENGL 152/ ES 152	Latina/o Literature	Cal-GETC Area 6. Ethnic Studies.
ENGL 153/ ES 153	Native American Literature	Cal-GETC Area 6. Ethnic Studies.
PE 119	Intermediate Indoor Cycling	AHC H & W: Activity

Committee Action: A motion was made to approve requests for distance education, requisites, and AHC GE, AHC Graduation Requirements, and/or Cal-GETC. M/S/P: P. Koivisto / C. Bisson. Yes: C. Bisson, B. Darwin, R. Navarrette, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, K. Runkle, M. Nishimori, C. Eachus, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

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. Information Item: [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

XII. Reports

- a. Library. T. Passage is working on the impact report memo to the committee.
- b. AP&P Representatives. S. Anderson will have a field trip to Riverside next week.
- c. AP&P Vice Chair / TRC Chair. None.
- d. AP&P Chair. None.
- e. Administration. None.
- f. Admissions and Records. None.
- g. Counseling/Matriculation. R. Navarrette is working on modifying PD courses.
- h. Articulation: None.
- i. CurriQunet & Support: None.

XIII. Call for Future Agenda Items.

XIV. Call to Adjourn. Adjourn at 3:55 PM.