

Academic Policy & Planning Committee Meeting Minutes

Thursday, May 7, 2026, 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 – Andria Perdue Keiser
X Counseling – Ricardo Navarette	X Life and Physical Sciences – Brian Youngblood
X English – Trevor Passage	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
X Health Sciences – Leanne Wolfram	Student Representative – Faith Davis
X Industrial Technology – Hector Ramos Martinez	

NON-VOTING MEMBERS

X Chair – Larry Manalo Jr.
 Vice chair/TRC/ Articulation - David DeGroot
 VP, Academic Affairs – Robert Curry
 Admissions & Records – Josie Cabanas and
 X Luis Martinez
 X Noncredit Education – Andria Perdue
 Keiser
 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 – 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
Dean, Academic Affairs – Alicia Paniagua	Schedule – Ricardo Lopez
Dean, Academic Affairs – Deborah Pirman	Distance Education – Fred Patrick
	Part-Time Faculty Union – Joan Bergstrom Smith

GUESTS

Ryan Meza
 Ben Britten
 Thesa Roepke

I. Approval of Minutes: Apr 16, 2026.

Committee Action: A motion was made to approve the minutes of Apr 16, 2026 with friendly corrections. (M/S/P: B. Youngblood/P. Koivisto). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

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

The agenda added the associate degree in science, Early Childhood Studies: Program Director/Administration Emphasis, due to the need to urgently align the codes.

Committee Action: A motion was made to approve the amended agenda as presented. (M/S/P: L. Conrad/K. Kruse). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

III. Chair Comments

- Summary Report: May 7, 2026 (Last Meeting). Senate: May 12, 2026. BOT: May 19, 2026.
- Thank you, David DeGroot!
- AP&P Committee Professional Development: Aug 12, 2026. 9 AM – 12 Noon. 1 PM – 4 PM. (6 Hours). Includes: IDEAA+ and UDL in Course Outlines of Record. AI and Curriculum Development.

Comments:

- The upcoming summary report included a stipulation that DE requests can be implemented upon BOT approval.
- Acknowledge the dedication, commitment, and work of David Degroot for the AP&P Committee and the college as a whole. These include but not limited to being the vice chair and technical review committee chair, the articulation officer who is abreast of the comings and goings of the college and the state, a strong advocate of compliant AHC curricular offerings from C-ID, AST, TMC, CCN, Ethnic Studies, Cal-GETC, to name a few acronyms, and overall a great resource for everyone on curricular and related matters.
- Acknowledge the work of Derek Mitchem in the committee and the TRC. C. Eachus volunteered to take the seat.

- Schedule the upcoming professional development on creating course proposals that integrate IDEAA+ and Universal Design for Learning.
- Acknowledge the generosity of Bob Curry and Christy Lopez for the food and drinks.
- Updates on Articulation Officer and Technical Review Committee. (1) AHC Academic Senate created a resolution to continue to have the articulation officer report to the VP Academic Affairs; (2) There is an active search for the AO position. V. Smith is currently acting as a AO until the position is filled; and (3) A. Perdue Keiser accepted the TRC chair position.

IV. Information Item: Timeline for Catalog Development.

Discussion: L. Manalo Jr. presented the fall schedule as it relates to catalog development. The last day for curriculum proposals to be included in the upcoming 2027-28 catalog will be on Oct 1, 2026 Summary Report. This means that all proposals need to be at the committee level on Sep 25, 2026. The faculty and representatives are encouraged to let the committee chair know if there are curriculum proposals in the works.

V. Agenda Item: 2025-26 Accomplishments, Challenges, and Recommendations for Improvement Report.

Discussion: L. Manalo Jr. shared the draft of the committee accomplishments, challenges, and recommendations.

Committee Action: A motion was made to approve the 2025-26 Accomplishments, Challenges, and Recommendations for Improvement Report as presented. (M/S/P: B. Youngblood/K. Kruse). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

VI. Information Item: Program Impact Reports. An update on the program impact of PHYS 161.

Prefix & Number	Course Title	Units
PHYS 161	Engineering Physics 1	5
Since all these programs, when submitted will be implemented in the 2027-28 catalog, PHYS 161 will need to be implemented by the same catalog year. A program removed PHYS 161. 1. New Credit Program-Associate in Science for Transfer *Active* Biology. No PHYS 161 required. These are the impacted programs that included the PHYS 161 unit change. 2. New Credit Program-Associate in Science for Transfer *Active* Chemistry Included PHYS 161 3. Modify Credit Program-Associate in Science for Transfer *In Review* Physics 2.0. Included PHYS 161 4. Modify Credit Program-Associate in Science for Transfer *In Review* Chemistry. Included PHYS 161 5. Modify Credit Program-Associate in Science for Transfer *In Review* Computer Science Included PHYS 161 6. Modify Credit Program-Certificate of Achievement *In Review* Engineering Fundamentals Included PHYS 161 7. New Credit Program-Certificate of Achievement *Active* Engineering Fundamentals 8. Modify Credit Program-Associate in Arts *In Review* Engineering Included PHYS 161 These are the impacted programs that need modification to reflect unit changes in PHYS 161. 9. Modify Credit Program-Associate in Science for Transfer *Active* Mathematics 2.0 10. Add/Modify Credit Program Map-Associate in Arts *Active* Physics 11. Add/Modify Credit Program Map-Associate in Science for Transfer *Active* Physics 12. Add/Modify Credit Program Map-Associate in Arts for Transfer *Active* Kinesiology 13. Add/Modify Credit Program Map-Associate in Arts *Active* Mathematics with Physics Emphasis 14. Add/Modify Credit Program Map-Associate in Arts *Active* Chemistry 15. Add/Modify Credit Program Map-Associate in Science for Transfer *Active* Computer Science		

16. Add/Modify Credit Program Map-Associate in Arts *Active* Liberal Arts: Mathematics & Science No units recorded.

Discussion: L. Manalo Jr. shared that the chair would continue to monitor the needed changes to programs as a result of the change in the number of units in PHYS 161.

VII. Agenda Item: Consent

Text Change

Prefix & Number	Course Title	Units
FASH 105	Race and Ethnicity in Fashion	3.0

Corrections (No proposal submitted)

Prefix & Number	Course Title	Hours
ELDV 7301	ELD for Child Health and Safety Corequisite: ECSN 7310 History of Child Development. Correction: Change the corequisite to ECSN 7301. Child Health and Safety NC.	9-20

Discussion: None.

Committee Action: A motion was made to approve the consent agenda items. (M/S/P: A. Perdue Keiser/T. Passage). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No: 0. Abstain: 0.

VIII. Agenda Item: First Reading

New Credit Course

Prefix & Number	Course Title	Units
AAS 102 / ES 102	Introduction to Asian American Studies AHC GE3 Arts and Humanities AHC GE6 Ethnic Studies AHC MCGS Cal-GETC 3B Humanities Cal-GETC 4 Ethnic Studies Cal-GETC 6 Ethnic Studies	3.0

New Noncredit Course

Prefix & Number	Course Title	Hours
STMN 7020	Physics Skills Lab Request: DE Sync and Async	16-96

Modify Credit Course

Prefix & Number	Course Title	Units
FASH 102	Fashion Design Analysis Justification: Align the course with current industry standards, updated instructional materials, transfer expectations, and comparable fashion coursework at other colleges. The catalyst for this revision is the need to keep the course current in both content and delivery, including distance education. This update will better serve students by strengthening learning in design analysis, apparel selection, consumer behavior, fit, wardrobe planning, and the cultural and psychological influences on dress. These revisions support student success in transfer, career preparation, and practical application in fashion-	3.0

	related fields, while also responding to community and workforce interest in relevant, current fashion curriculum.	
MATH 135S	Support for MATH 135 Calculus with Applications Modification: Change our categories from 3 lecture hours to 3 lab hours. Net change in units.	1.0
MATH 141S	Support for MATH 141 Precalculus Modification: Change our categories from 3 lecture hours to 3 lab hours. Net change in units.	1.0
NURS 422	Basic ECG Modifications: Title change. Offering: Spring, Summer, and Fall.	1.5
PD 110	College Success Seminar Modification: DE Request: Summer 2026 Implementation.	1.0

Modify Noncredit Course

Prefix & Number	Course Title	Hours
OLDR 7411	Barbershop Harmony Chorus Modification: Change contact hours to reflect actual meeting hours. Reduce minimum hours to fit short terms and increase maximum hours for semester offerings.	14-54

New Credit Program

Department	Program Title	Units
Applied Behavioral Sciences	ECS: Applied Behavioral Studies Certificate of Achievement Note: Combination of credit and noncredit courses in the program. Justification: This program was created to meet the Early Childhood Studies Advisory Committee recommendation from April 2024 and is also a part of the Early Childhood Studies Annual Update from 2024-2025. The college has received inquiries from the community regarding the need for Registered Behavior Technicians (RBT) to support the growing demand. The program is a pathway towards CTE employment for RBT and later BCBA.	13-16

Credit Program Modification

Department	Program Title	Units
Applied Behavioral Sciences	Early Childhood Studies: Program Director/Administration Emphasis Certificate of Achievement Modification: Update TOP and CIP codes.	48
Applied Behavioral Sciences	Early Childhood Studies: Program Director/Administration Emphasis Associate in Science Modification: Update TOP and CIP codes.	48
Math	Engineering AA Modification: Update PHYS 161 units to 5 units.	37
Math	Engineering Fundamentals Certificate of Achievement Modification: Update PHYS 161 units to 5 units.	23

Discussions:

- AAS 102. L. Manalo Jr. recommended the prefix change to AAM (Asian American Studies), but the course is already on its way for CSU and UC review for Cal-GETC Ethnic Studies approval.
- STMN 7020. B. Britten commented that the course may have compliance issues relating to AB 1705 due to implied “developmental” nature.
- PD 110. B. Britten clarified that the DE request is for both sync and async modality.
- ECS: Applied Behavioral Studies. Certificate of Achievement. L. Manalo Jr. commented that the unit range 13-16 fall under the minimum requirement of 16 units for a certificate of achievement. Also, the college has not yet combined credit and noncredit courses in a credit program. Thus, it is recommended that the noncredit course be removed from the program and consider creating a credit for prior learning pathway for the noncredit course. T. Roepke concurred.

Committee Action: A motion was made to approve the above agenda items for first reading. (M/S/P: K. Kruse/T. Passage). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

IX. Agenda Item: Second Reading

New Credit Course

Prefix & Number	Course Title	Units
AAS 102 / ES 102	Introduction to Asian American Studies DE Async AHC GE3 Arts and Humanities AHC GE6 Ethnic Studies AHC MCGS Cal-GETC 3B Humanities Cal-GETC 4 Ethnic Studies Cal-GETC 6 Ethnic Studies	3
ES 119	Introduction to Chicana/o Studies DE Request. AHC 4a Social and Behavioral Science AHC 6 Ethnic Studies Cal-GETC 4 Social and Behavioral Sciences. Ethnic Studies. Cal-GETC 6 Ethnic Studies	3
ES 154 / ENGL 154	Ethnic Literature in the U.S. DE Request. AHC 4a Social and Behavioral Science AHC 6 Ethnic Studies Cal-GETC 4 Social and Behavioral Sciences. Ethnic Studies. Cal-GETC 6 Ethnic Studies	3
LE 315	Crisis Intervention Training Justification: The Santa Barbara Sheriff's Department has presented a POST certified 40 hour crisis intervention course for the past 20 years through their department to first responders. The sheriff's department requested public safety training at Allan Hancock College take over the presenter responsibilities of this course. During the past eight months, we have collaborated with the sheriff's department to transition the course through POST from their agency to Allan Hancock College and the transition has been approved. We will now present the 40 hour CIT course through public safety training at LVC.	2.5

Review and Modify Course

Prefix & Number	Course Title	Units
ASL 120	American Sign Language 1 Modification: DE asynchronous conversion to enhance enrollment. Completed missing fields. Request for DE implementation for Fall 2026.	3
ASL 121	American Sign Language 2 Modification: DE asynchronous conversion to enhance enrollment. Completed missing fields. Request for DE implementation for Fall 2026.	3
ASL 124	American Sign Language 3 Modification: DE asynchronous conversion to enhance enrollment. Completed missing fields. Request for DE implementation for Fall 2026.	3
ASL 126	American Sign Language 4 Modification: DE asynchronous conversion to enhance enrollment. Completed missing fields. Request for DE implementation for Fall 2026.	3
ASL 138 / HIST 138	Deaf History Modification: DE asynchronous conversion to enhance enrollment. Completed missing fields. Request for DE implementation for Fall 2026.	3
FASH 102	Fashion Design Analysis Justification: Align the course with current industry standards, updated instructional materials, transfer expectations, and comparable fashion coursework at other colleges. The catalyst for this revision is the need to keep the course current in both content and delivery, including distance education. This update will better serve students by strengthening learning in design analysis, apparel selection, consumer behavior, fit, wardrobe planning, and the cultural and psychological influences on dress. These revisions support student success in transfer, career preparation, and practical application in fashion-related fields, while also responding to community and workforce interest in relevant, current fashion curriculum.	3
MATH 135S	Support for MATH 135 Calculus with Applications Modification: Change our categories from 3 lecture hours to 3 lab hours. Net change in units.	1.0
MATH 141S	Support for MATH 141 Precalculus Modification: Change our categories from 3 lecture hours to 3 lab hours. Net change in units.	1.0
NURS 422	Basic ECG Modifications: Title change. Offering: Spring, Summer, and Fall.	1.5
PD 110	College Success Seminar Modification: DE Request: Summer 2026 Implementation.	1.0

New Noncredit Course

Prefix & Number	Course Title	Hours
STMN 7020	Physics Skills Lab Request: DE Sync and Async	16-96

Modify Noncredit Course

Prefix & Number	Course Title	Hours
OLDR 7411	Barbershop Harmony Chorus Modification: Change contact hours to reflect actual meeting hours. Reduce minimum hours to fit short terms and increase maximum hours for semester offerings.	14-54

New Credit Program

Department	Program Title	Units
Social and Behavioral Sciences	Chicana and Chicano Studies AAT	20
Applied Behavioral Sciences	ECS: Applied Behavioral Studies Certificate of Achievement Note: Combination of credit and noncredit courses in the program. Justification: This program was created to meet the Early Childhood Studies Advisory Committee recommendation from April 2024 and is also a part of the Early Childhood Studies Annual Update from 2024-2025. The college has received inquiries from the community regarding the need for Registered Behavior Technicians (RBT) to support the growing demand. The program is a pathway towards CTE employment for RBT and later BCBA.	16
Social and Behavioral Sciences	Economics AAT	20-22

Credit Program Modification

Department	Program Title	Units
Math Sciences	Computer Science AS for Transfer Modifications: Modify PHYS 161. Increase total 1 unit.	31
Applied Behavioral Sciences	Early Childhood Studies: Program Director/Administration Emphasis Certificate of Achievement Modification: Update TOP and CIP codes.	48
Math	Engineering AA Modification: Update PHYS 161 units to 5 units.	37
Math	Engineering Fundamentals Certificate of Achievement Modification: Update PHYS 161 units to 5 units.	23
Health Sciences	Nursing: Registered Nursing (LVN to RN) AS Modification: Updated catalog description.	26.5
Life and Physical Sciences	Viticulture Level 2 Certificate of Achievement Modification: Add: VEN 314 (3u) and VEN 325 (2u). The proposal date was 10/14/2024. The LMI is dated 2020.	17

Discussion: None.

Committee Action: A motion was made to adopt the above items. (M/S/P: A. Perdue Keiser/T. Passage). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

X. Agenda Item: Request for Distance Education Modalities, Requisites, AHC GE, AHC Graduation Requirements, and Cal-GETC.

Distance Education Modalities.

Note: DE Modalities can be implemented as soon as the Board of Trustees approves the curriculum proposals. * Request for immediate implementation.

Prefix and Number	Course Title	Request
ASL 120*	American Sign Language 1	DE Sync and Async
ASL 121*	American Sign Language 2	DE Sync and Async
ASL 124*	American Sign Language 3	DE Sync and Async
ASL 126*	American Sign Language 4	DE Sync and Async
ASL 138 / HIST 138*	Deaf History	DE Sync and Async
AAS 102 / ES 102	Introduction to Asian American Studies	DE Async
ES 119	Introduction to Chicana/o Studies	DE Async
ES 154 / ENGL 154	Ethnic Literature in the U.S.	DE Async
PD 110*	College Success Seminar	DE
STMN 7020*	Physics Skills Lab	DE Sync and Async

AHC GE, AHC Graduation Requirements (MCGS and H&W), and/or Cal-GETC

Prefix and Number	Course Title	Request
AAS 102 / ES 102	Introduction to Asian American Studies	AHC GE3 Arts and Humanities AHC GE6 Ethnic Studies AHC MCGS Cal-GETC 3B Humanities Cal-GETC 4 Ethnic Studies Cal-GETC 6 Ethnic Studies
ES 119	Introduction to Chicana/o Studies	AHC 4A Social and Behavioral Sc AHC 6 Ethnic Studies Cal-GETC 4 Ethnic Studies. Cal-GETC 6 Ethnic Studies
ES 154 / ENGL 154	Ethnic Literature in the U.S.	AHC 4a Social and Behavioral Science AHC 6 Ethnic Studies Cal-GETC 4 Ethnic Studies. Cal-GETC 6 Ethnic Studies

Requisites

Prefix and Number	Course Title	Request
ELDV 7301	ELD for Child Health & Safety	Corequisite ECSN 7301

Discussion: None.

Committee Action: A motion was made to approve the requests for Distance Education Modalities, AHC GE, AHC Graduation Requirements (MCGS and H&W), and/or Cal-GETC, and Requisites. (M/S/P: K. Kruse/B. Youngblood). Yes: B. Darwin, T. Passage, S. Anderson, P. Koivisto, L. Wolfram, H. Ramos Martinez, K. Runkle, A. Perdue Keiser, B. Youngblood, K. Kruse, and L. Conrad. No:0. Abstain: 0.

XI. 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.

XII. Information Item: Technical Review Committee Assignments.

David DeGroot	Brent Darwin	Derek Mitchem	David DeGroot	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

XIII. 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

XIV. Call for Future Agenda Items

- Distance Education Modalities in CurriQunet.
- Credit for Prior Learning Pathway

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