

Academic Policy & Planning Committee Agenda Minutes

Thursday, Sep 17, 2026, 2:00 PM

Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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

X Academic/Student Affairs – Kerry Runkle
X Languages & Communication – Andria Perdue Keiser
Life and Physical Sciences – Brian Youngblood
X Mathematics Sciences – Chris Eachus
X Public Safety – Kurt Kruse
X Social & Behavioral Sciences – Lexy Conrad
Student Representative – vacant

NON-VOTING MEMBERS

X Chair - Larry Manalo Jr.
X Vice/TRC Chair - Andria Perdue Keiser
X Articulation - Ben Britten
X VP, Academic Affairs – Robert Curry
Admissions & Records – Josie Cabanas
Transcript Evaluation - Luis Martinez Polanco
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 – Sean Abel
Dean, Academic Affairs – Mary Patrick
Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Academic Affairs – Alicia Paniagua
Dean, Academic Affairs – Deborah Pirman

Dean, Academic Affairs – Monica Millard
Associate Dean/Athletic Director – Kim Ensing
Associate Dean/PCPA Director – Mark Booher
ASE – Ana Gomez De Torres
Schedule – Ricardo Lopez
Distance Education – Fred Patrick
Part-Time Faculty Union –

GUESTS

Thesa Roepke
David DeGroot
Meagan Selby

I. Agenda item: Approval of Sep 3, 2026 Minutes.

Committee Action: A motion was made to approve the 9-03-2026 minutes as distributed. (M/S/P: A. Perdue/ C. Bisson. Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: 0. Abstain: 0.

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

Committee Action: A motion was made to approve the Sep 17, 2026 agenda as amended. (M/S/P: A. Perdue/ C. Bisson). Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: 0. Abstain: 0.

III. Chair Comments

- Next Summary Report: Oct 1, 2026. Senate: Oct 13, 2026. This is the last summary report for inclusion in the catalog 2027-28.

Discussion: L. Manalo Jr. shared that the upcoming summary report will be included in the 2027-28 catalog. To be able to agendize the high priority course and/or program proposals, he encouraged TRC and faculty to work on those priority proposals.

IV. Vice chair/Technical Review Chair Comments

- Course and Program Deactivation.
- 2.0 requires new program
- APPC Roles
- Modifying cross-list (credit) and mirrored (noncredit) courses

Discussion: A. Perdue Keiser shared that:

- Course modifications that affect a program (prefix, number, title, and units) must be accompanied by the impacted program proposal. Also, for courses replacing existing courses, it is best that both course modification and course drops proposals be submitted at the same time.
- 2.0 version of existing program require a new course proposal to retain the control number of the existing program during the transition.

- APPC Roles. APPC representatives are encouraged to stay abreast of course and program proposals in their respective departments. This helps address APPC questions regarding the proposals and prevent APPC-related delays in curriculum approval process.
- Cross-listed and mirrored courses must be submitted when modifying these courses. Cross-linked courses are credit courses that have multiple prefixes but have identical course outlines. Mirrored courses are linked credit and noncredit courses. These courses have identical course outline except for the hours and units. Noncredit courses are based on the number of hours it takes for the instructor to teach and the student to learn the material. It is important that departments communicate with each other.

V. Agenda Item: Distance Education

If a course is deemed DE, it continues to have the option for face-to-face and any DE option unless specified as DE sync only.

Recommend: Limit the options to:

- ☐ DE Sync and Async
- ☐ DE Sync only.

Additional student information is provided during the schedule development.

Discussion: L. Manalo Jr. addressed queries regarding the options for DE modalities. Upon verification with R. Lopez, the DE modalities can be limited to DE and DE sync only. Additional information regarding the DE course can be included in the schedule that may include:

- Description of the different modalities.
- Limiting the options to two while rendering the other two options “inactive”.
- NEXT Steps: L. Manalo Jr. will present these options in the upcoming Oct 1, 2026 meeting.

VI. Agenda Item: These proposals were submitted to comply with the Standardized Attendance Accounting Method (SAAM). There are no changes in the curriculum.

Modify Credit Courses

Prefix & Number	Course Title	Units
ENGR 152	Statics Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 2.5 hours (2.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	3.0
MATH 105	Mathematics for Teachers Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 3.5 hours (3.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	4.0
MATH 131	College Algebra Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 2.5 hours (2.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	3.0
MATH 183	Multivariate Calculus Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 3.5 hours (3.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	4.0

MATH C2210	Calculus I: Early Transcendentals Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 3.5 hours (3.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	4.0
MATH C2220	Calculus II: Early Transcendentals Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 3.5 hours (3.5 units) Weekly lab hours: 1.5 hours (0.5 units) Active COR has undetermined unit categories.	4.0
STAT C1000	Introduction to Statistics Justification. Compliance with SAAM hours and units calculation. Weekly lecture hours: 3.5 hours (3.5 units) Weekly lab hours: 1.5 hours (0.5 units) No change in the total number of units.	4.0

Discussion: All the above courses were submitted to comply with the Standardized Attendance Accounting Method where 1 hour lecture for 16-18 weeks is awarded 1 unit. 3 hours of lab for 16-18 weeks is awarded 1 unit. These hours and units calculation includes the use of minimum threshold hours for every 0.5 units.

- R. Curry did not have any additional comments regarding these proposals.
- L. Manalo Jr. indicated that there are no other changes in these course outlines aside from SAAM compliance.
- There are questions regarding the impact of these changes in units on articulation and transfer.

Committee Action: A motion was made to adopt all the above courses that were modified to comply with the Standardized Attendance Accounting Method mandates. (M/S/P: A. Perdue/ C. Eachus). Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: 0. Abstain: 0.

VII. Agenda Item: First Readings

New Noncredit Course

LLNC 7500	Community Threads Discipline: Home Economics: Noncredit	60-128
BASK 7014L	Mathematics Lab LVC Justification: Meet needs of students in LVC.	10-320

Modify Credit Courses

Prefix & Number	Course Title	Units
MATH 100	Nature of Modern Mathematics Modifications: Modify objectives and content for Cal-GETC 2A. ATTN: Articulation.	3.0

Modify Noncredit Course

Prefix & Number	Course Title	Hours
BASK 7005	Preparing for GED Test Justification: Modified hours to accommodate terms and locations. Old: 90-216 hours.	35-216
BASK 7014	Mathematics Lab Modification: Remove weekly lab hours. Set min at 10 and max 320.	10-320

CITZ 7001	US Citizenship Interview Preparation Modification: Not part of CDCP. Update CB11 and CB24.	15-36
FTNC 7002	Fall Firefighter In-service Training Justification: Change codes to align with the course goals.	40-135
FTNC 7004	Winter Firefighter In-service Training Justification: Change codes to align with the course goals.	20-60
LLNC 7340	Image Transfer Art Applications (From Photographs) Discipline: Older Adults: Noncredit Justification: Update current prefix from OLDR to Lifelong Learning Noncredit (LLNC) and making corrections to the course outline.	24-54
TRCK 7805	DMV Refresher Modifications: Reduce the minimum required instructional hours from 8 hours to 4 hours while maintaining the maximum of 16 hours. This modification will provide greater flexibility to meet the individual needs of students who require only a limited number of additional hours to refresh or demonstrate specific skills. The current 8-hour minimum requires students who need only a few additional hours of instruction to meet required hours. Justification: Reducing the minimum to 4 hours provides greater opportunity and flexibility of instruction to support student success. Maintaining the maximum up to 16 hours provides opportunity for students who require additional support. The change does not affect course objectives or overall purpose of the course.	4-16
WKPR 7000	Planning Your Future Career Old: Planning Your Next Job/Career Modification: Course title change. Modify objectives and content.	2-8
WKPR 7001	Professional Resume Development and Career Search Old: Planning a Job Search Modification: Change course title. Updates on course description and objectives.	4-8
WKPR 7002	Career Communication and Interview Strategies Old: Impression Management Modification: Change course title. Updates on course description, content, and objectives.	4-8

New Credit Program

Department	Program Title	Units
Applied Behavioral Sciences	Family and Consumer Science Certificate of Achievement Justification: CTE. The proposal is in response to labor market demand, advisory committee recommendation, and need to create a formal Family and Consumer Sciences pathway for students. The certificate organizes existing courses that supports entry-level employment preparation in community and human services, youth and family support, and related fields. It also addresses a gap in the current curriculum by allowing students to earn a certificate in an area that currently does not exist as a stand-alone program at the college. LMI: It meets these criteria: supply gap and education. It does not meet self-sufficiency standard living wage. The program was recommended.	18

Modify Noncredit Program

Department	Program Title	Hours
Education NC	Career Preparation Certificate of Completion Justification: The core courses were updated. These changes are updated in the program.	10-24

Discussions:

- LLNC 7500. The discipline faculty decides on the discipline placement of the noncredit course.
- BASK 7014L. The course was created to provide student access to the support course.
- MATH 100. The course is modified to meet the criteria for Cal-GETC 2A. Since the course continues to have successful offering, the department has the option to offer the course but is not guaranteed approval for Cal-GETC 2A until it has been vetted by both CSU and UC through an 18-month process.
- Noncredit Course Modifications. A. Perdue-Keiser presented the noncredit courses that were updated to meet the target audience and the industry standards.
TRCK 7805 was modified to accommodate students who have experience in truck driving.
- Family and Consumer Science program. M. Selby provided a brief background regarding the certificate program. When compared with the associate degree of Family and Consumer Science General program, C. Bisson noted subtle differences. The associate degree will be modified to ensure alignment with the certificate.
- Career Preparation Certificate of Completion. The program outline was updated to accommodate the changes in the core courses.

Committee Action: A motion was made to adopt all the above courses that were modified to comply with the Standardized Attendance Accounting Method mandates. (M/S/P: A. Perdue/ L. Conrad). Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: 0. Abstain: 0.

VIII. Agenda Item: Second Reading**New Credit Course**

Prefix & Number	Course Title	Units
KIN 126	Sport and Society	3.0

New Noncredit Course

Prefix & Number	Course Title	Hours
STMN 7020	Physics Skills Lab Justification: A support course for PHYS 110, 141, and 161.	16-96

Modify Credit Course

Prefix & Number	Course Title	Units
FASH 106	Digital Illustration for Fashion Justification: Corrected lecture and lab hours. Program Impact: AS Fashion Studies. Status: In review. CA Fashion Design and Production. Status: In review.	3.0

Modify Noncredit Course

Prefix & Number	Course Title	Hours
DISA 7001	Independent Living Skills	40-250

	Justification: Course update. Add clarity on AHC partnership with VTC Enterprises of Santa Maria.	
DISA 7002	Vocational Skills Training Justification: Course update. Add clarity on AHC partnership with VTC Enterprises of Santa Maria.	40-250

New Credit Program

Department	Program Title	Units
Applied Behavioral Sciences	ECS: Applied Behavioral Studies Certificate of Achievement 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. All courses are "active".	13-16

Modify Credit Program

Department	Program Title	Units
English	English Associate in Arts for Transfer (AAT) Modification: Add: ENGL 137 to List B and ENGL 155 to List C (Select units). <i>There is no net change in the total number of program units.</i>	21
Fine Arts	Film and Video Production Certificate of Achievement Justification: Align the program with AS degree.	31
Kin, PE, Ath, and Rec	Kinesiology Associate in Arts for Transfer Modifications: Keep PHYS 141 and PHYS 161. Add PSYC C1000 and SOCI C1000. Refer: TMC List A.	20-23

Discussion:

- KIN 126. The initiator deemed the course not eligible for CCAP offering. C. Provencio stated, "We asked not to include a CCAP option because the course contains content that may not be appropriate in a high school setting, which may result in it being omitted from meaningful instruction. This includes topics related to identity (e.g., sexual orientation, gender norms, and transgender issues in sport), violence (e.g., domestic violence among athletes), politics (e.g., critical theories), religion, race, and ethnicity. While some elements of these topics may be effectively captured in a high school setting, the current political and legislative climate suggests that students would not likely get to engage in these topics with adequate depth to meet the expectations for this course.
 - STMN 7020. The initiator needs to specify lecture or lab instruction.
- Committee Action: A motion was made to adopt all the above courses. (M/S/P: A. Perdue/ P. Koivisto). Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: O. Abstain: O.

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

Prefix & Number	Course Title	Requests

Distance Education		
Credit Courses		
KIN 126	Sport and Society	DE Sync and Async
Noncredit Courses		
DISA 7001	Independent Living Skills	DE Sync and Async
STMN 7020	Physics Skills Lab	DE Sync and Async
Requisites		
KIN 126	Sport and Society	Prerequisite: ENGL C1000
AHC GE, AHC GR, and Cal-GETC		
KIN 126	Sport and Society	AHC 4A Social and Behav Sciences Cal-GETC 4 Interdisciplinary, Social and Behav Sciences

Committee Action: A motion was made to adopt all the above courses. (M/S/P: A. Perdue/ P. Koivisto). Yes: C. Bisson, B. Darwin, R. Navarrete, T. Passage, S. Anderson, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, K. Kruse, and Lexy Conrad. No: 0. Abstain: 0.

X. Agenda Item: Credit for Prior Learning

- Credit for Prior learning List
- Current CurriQunet Data Fields: Course Details. Note: Credit By Exam.

Course Details Last Updated: 9/11/2026 5:36:48 PM by Larry Manalo Jr	17/17
Institutional Requirements Last Updated: 9/1/2026 6:57:40 PM by Chris Eachus	10/10
General Ed and Articulation Last Updated: 9/11/2026 3:32:27 PM by Larry Manalo Jr	
Chancellor's Office Requirements Last Updated: 12/8/2025 7:29:04 PM by Chris Eachus	16/16
Attachments	

Attributes CCAP (College and Career Access Pathways)* Yes ✓ ▾
Grading Method* Letter Grade Only ✓ ▾
Credit by Exam* No ✓ ▾
Course Enrollment Maximum* CEMs for existing courses have been established. If you are creating a new course, please work with your dean and AP&P. 36 ✓

Role of AP&P Committee regarding Credit for Prior Learning.

- A full course approval process is not necessary because CPL does not require COCI submission. It also slows the CPL by at least a full curriculum development cycle.
- Roles and Processes Proposal:
 - CurriQunet will be a repository of CPL information.
 - The discipline faculty and the department will review and approve course and program eligibility for CPL. The department will update APPC on the specific CPL.
 - A faculty-led CPL team will process the student request for CPL. In the event a new student request for CPL consideration arises, the CPL team will contact respective discipline faculty, program coordinator, and/or department chair.
 - The discipline faculty, program coordinator, and/or department chair will decide on the student request and will inform APPC for record keeping.
- Creating a Noncredit course CPL Pathway.

- This applies to mirrored courses.
- Since UC recognizes Credit by Exam, the discipline faculty and department can consider the final exam as the mechanism for CBE for these noncredit mirrored courses.
- CurriQunet Fields Proposals.
 - Keep current CBE and create a new field: Credit for Prior Learning.
 - Remove CBE and create a new field: Credit for Prior Learning with multiple options that include:
 - ☐ Credit by Exam
 - ☐ Industry Certification
 - ☐ Portfolio
 - ☐ Military Joint Service Transcripts
 - ☐ College Level Exam Program (CLEP)
 - ☐ Advanced Placement (AP)
 - ☐ International Baccalaureate (IB)
 - ☐ Other: Include a fillable field.

Discussion:

- Credit for Prior Learning List. B. Britten will share the current CPL for department vetting. The APPC representatives will report back for any faculty and department recommendations.
- CPL Approval.
 - CPL will continue to be approved by the discipline faculty and/or the department.
 - CurriQunet will be the repository of the CPL information. CPL approvals will be housed in CurriQunet.
 - Since CPL requests are not submitted as a change in the Chancellor's Office Curriculum Inventory (COCI), these requests will not require course modification process and APPC review and approval.
 - CPL Requests will be reported to the APPC Chair for inclusion in the agenda as an information item, summary report, and CurriQunet.
- CurriQunet Data Fields for CPL. The proposed data fields are:
 - Credit for Prior Learning.
 - ☐ Credit by Exam. UC only accepts CBE.
 - ☐ Industry Certification
 - ☐ Portfolio
 - Open narrative box. This allows for additional information.
 - Regarding the current Credit by Exam field. It can be repurposed to accommodate these changes.
- Noncredit CPL. There are no strong recommendations regarding the pathway to awarding credit and/or grade for noncredit courses or mirrored courses. It is important to take into consideration that UC only recognized CBE.

XI. Agenda Item: Cross-list and Mirrored Courses

Cover Screen Last Updated: 9/11/2026 6:14:33 PM by Larry Manalo Jr	5/5
Proposal Information Last Updated: 9/11/2026 1:25:12 PM by Andria Perdue-Kaiser	9/9
Course Details Last Updated: 9/11/2026 6:14:25 PM by Larry Manalo Jr	17/17
Institutional Requirements Last Updated: 8/24/2026 10:49:01 AM by Jenny Schroeder	10/10
General Ed and Articulation Last Updated: 9/11/2026 1:37:41 PM by Andria Perdue-Kaiser	
Chancellor's Office Requirements Last Updated: 9/11/2026 1:28:27 PM by Andria Perdue-Kaiser	16/16

Course Title*

This is the full title as it will appear in the catalog

Introduction to the Aerospace Industry ✓

Banner Course Title*

Banner has a 30 character limit for course titles, including

Intro to Aerospace Industr ✓

Cross-Listed and Mirrored Course

If this is cross-listed or Mirrored with another course, credit course being mirrored by a noncredit course.

Discussion: See Vice Chair Comments.

XII. 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.

D. DeGroot. provided an update on the Phase III CCN.

- C-ID and CCN review process is currently underway. There is a move toward adopting the review cycle of C-ID to CCN periodic review.
- 40-50 CCN templates are currently under review for eventual implementation. CSU and UC continue to work on reaching an agreement.
- Phase III CCN implementation is experiencing delays.

XIII. Information Item: Technical Review Committee Review and Support Assignments by Course Prefixes, Subjects, and Departments

LEAD/SUPPORT Ben/Larry Articulation	LEAD/SUPPORT Brent/Chris	LEAD/SUPPORT Chris/Brent	LEAD/SUPPORT Christine/Andria CTE	LEAD/SUPPORT Andria/Christine Noncredit
Counseling	Business	Fine Arts	Applied & Behavioral Sciences	English
LDER	ACCT	ART		ENGL
LS	BUS	ARTH		LBRY
PD	CBIS	DANC		READ
PROD	CBOT	DRMA	CA	
	ENTR	FILM	CDEV	Language & Communication
Social & Behavioral Sciences	PLGL	GRPH	ECS	
	RE	MMAC	EDUC	ASL
ANTH		MUS	FCS	COMM
ECON	Industrial Tech	PHTO	FSN	EDTC
ES	AB	THEA	HOSP	ELD
GBST	AT			FRCH
GEOG	CEL	Math Sciences	Cosmetology (Inactive)	SPAN
HIST	ENVT	CS		
HUM	ET	MATH	(WEE)	CE/Noncredit
HUSV	MT	ENGR	(CTE)	ELDN
LGBT	WLDT	STEM		BARB
PHIL	ARCH	STAT		BASK
POLS	CNET			CCNC
PSY	AERO	Physical Sciences		CITZ
PSYC		AG		CTD
SOC		ASTR		DNCN

SOCI		BIOL		ECSN
		CHEM		EDUN
Public Safety		GEOL		ELDV
EMS		PHSC		FASH
FT		PHYS		FTNC
LE		RVT		HEAL
WFT		VEN		HOEC
WFTL				NURX
WFTO				PARN
EMSP				PDNC
Health Sciences				SEWN
DA				STEM
HLCR				VOCE
MA/MB				WKPR
NURS				
RT				
Kin, Rec, & Ath				
ATH				
HED				
KIN				
PE				
PEIA				
REC				

XIV. 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

XV. Call for Future Agenda Items

- Financial Aid Eligibility Data Fields in CurriQunet

XVI. Call to Adjourn. Meeting adjourned at 4:03 PM.