Academic Policy & Planning Committee Minutes
Thursday, Oct 15, 2026, 2:00 PM
Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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
Health Sciences – Leanne Wolfram
Industrial Technology – Hector Ramos Martinez
X Academic/Student Affairs – Kerry Runkle
X Languages & Communication – Andria Perdue Keiser
X Life and Physical Sciences – Brian Youngblood
X Mathematics Sciences – Chris Eachus
Public Safety – Kurt Kruse
X Social & Behavioral Sciences – Lexy Conrad
X Student Representative – Arena Sanchez

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
X 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

Dana Avila

I. Agenda item: Approval of Oct 1, 2026 minutes.
Committee Action: A motion was made to approve the committee minutes for the Oct 1, 2026 meeting. (M/S/P: A. Perdue-Keiser / S. Anderson). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, C. Eachus, and L. Conrad. No:0. Abstain: B. Youngblood.

II. Approval of the Agenda. Approval of the Oct 15, 2026 agenda. Include typographical corrections and sequence changes to accommodate guest presenters.
Agenda Additions: These items are added to the agenda due to the urgent nature of their implementation.
Review and Modify Course
Implement: Fall 2027

Prefix & Number	Course Title	Units
PHYS 141	General Physics 1 Lec 2.5 hours = 2.5 units Lab 4.5 hours = 1.5 units	4.0
PHYS 142	General Physics 2 As above	4.0
PHYS 162	Engineering Physics 2 As above	4.0
PHYS 163	Engineering Physics 3 As above.	4.0

Review and Modify Course

Prefix & Number	Course Title	Units
AG 166	Crop Protection Modification: The course was submitted for Cal-GETC 5A or 5C. The reviewer denied the request due to a missing requisite lab manual. The course is also going to be offering in spring.	4.0

New Course
Implement: 2026-27.

Prefix & Number	Course Title	Units
APRN 400	Early Care & Education Teacher	1.0

Discussion: The course needs to be included in the current catalog. The catalog committee supports the inclusion in the current catalog under the circumstance. The apprenticeship course is deliverable for a grant.

Review and Modify Credit Program

Department	Program Title	Units
Life & Physical Sciences	Viticulture and Enology: Winemaking Certificate of achievement Modification: Add VEN 325 to the list of electives.	32

Committee Action: A motion was made to approve the agenda with the course and program additions and accommodations to re-sequence agenda items for initiators and presenters. (M/S/P: A. Perdue-Keiser / S. Anderson). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

III. Chair Comments

- Summary Report. Oct 15, 2026. Senate: Oct 27, 2026. BOT: Nov 17, 2026.
- Technical Review Committee, faculty, departments, and deans.
- Conditional Approval. Aligning APPC Approval with pending initiator modifications.
- AHC General Education, Graduation requirements (H&W and MCGS), and Cal-GETC
- CCN, C-ID, and Cal-GETC. The CSU and UC review of courses.
- Curriculum Development Workflow.

Discussions:

- L. Manalo Jr. shared the addition of the committee actions on course and program proposals for this meeting in the upcoming summary report for implementation in the 2027-28 catalog.
- Acknowledge the work of the TRC and the articulation officer in following up course and program proposals that needed a 2027-28 catalog implementation.
- L. Manalo Jr. shared upcoming committee discussions on conditional approval, reconsideration of MCGS as a local graduation requirement, and the review of mandated changes in courses.
- L. Manalo Jr. shared the curriculum development workflow to the AHC senate. With A. Perdue-Keiser, they shared the contact points for curriculum development. There are plans to regularly present in the AHC senate on curriculum-related matters.

IV. Agenda Item: Consent Items

Deactivate Credit Courses

Prefix & Number	Course Title	Units
COS 301	Introduction to Cosmetology	5.0
COS 302	Beginning Cosmetology	9.0
COS 303	Intermediate Cosmetology	9.0
COS 304	Advanced Cosmetology	9.0

Deactivate Noncredit Courses

Prefix & Number	Course Title	Hours
HLTH/CST 7200	CR Central Service Technician Concepts	90-100
HLTH/CST 7201	CR Central Service Technician Applications	400

Discussions: None.

Committee Action: A motion was made to adopt the consent agenda items. (M/S/P: A. Perdue-Keiser / S. Anderson). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No:0. Abstain: 0.

V. Agenda Item: First Readings

New Credit Courses

Prefix & Number	Course Title	Units
THEA 196C	Exploration of Les Misérables to Murder in the Orient Express	5.0
THEA 197C	Rep of Exploration of Les Misérables to Murder in the Orient Express	5.0

Modify Credit Courses

Prefix & Number	Course Title	Units
AG 166	Crop Protection Modification: The course was submitted for Cal-GETC 5A or 5C. The reviewer denied the request due to a missing requisite lab manual. The course is also going to be offering in spring.	4.0
ART 137	Life Drawing 3 Modification. Lecture-lab hours. No net change in units.	3.0
COS 301A	Introduction to Cosmetology Modification: Add CIP Code and revise the course to 5 units with 15.0 lab hours and 240–270 total course hours. The unit and hour adjustments address dangling units and align the course with the 1,000-hour program requirement. Removing from AS Degree and revising the certificate. Updated textbook and workbook.	5.0
COS 302A	Beginning Cosmetology As above.	5.0
COS 303A	Intermediate Cosmetology As above.	5.0
COS 304A	Advanced Cosmetology As above.	5.0
COS 310	Manicuring Justification: Update CIP Code and text.	9.0
MUS 123	Voice 2 Modification. Lecture-lab hours. No net change in total units.	2.0
MUS 124	Voice 3 Modification. Lecture-lab hours. No net change in total units.	2.0
MUS 126	Intermediate Guitar Modification. Lecture-lab hours. No net change in total units.	1.0
MUS 127	Voice 4 Modification. Lecture-lab hours. No net change in total units.	2.0
MUS 129	Voice 1 Modification. Lecture-lab hours. No net change in total units.	2.0

PHYS 141	General Physics 1 Lec 2.5 hours = 2.5 units Lab 4.5 hours = 1.5 units	4.0
PHYS 142	General Physics 2 As above	4.0
PHYS 162	Engineering Physics 2 As above	4.0
PHYS 163	Engineering Physics 3 As above.	4.0

Modify Credit Program

Department	Program Title	Units
Education NC	Cosmetology (New) Certificate of achievement	20.0
Kin, PE, Ath, & Rec	Recreation, Event, and Sports Management Associate in science Justification and Modifications: Update TOP and CIP codes. The program was intended as a CTE. Add electives: KIN 128, ECS 125, and ART 160. • KIN 128 (sport psychology) gives students insight into motivation, leadership, group dynamics, and other relevant topics that improve the delivery, recruitment, and retention of athletes. These concepts are transferable to other recreation fields. The course is also currently an AHC General Education course, so it may accelerate student progress toward degree completion. • ECS 125 (curriculum for after-school and recreational programs) provides an education-based perspective on program design for students looking to work with school-based populations (e.g., after-school childcare, sport, arts, or student clubs). This appears desirable for organizations like Boy's and Girl's Club, Think Together, and YMCA as well as for those going into campus recreation roles. • ART 160 (ceramics 1) provides an option for students looking to understand the basics of a ceramics course, including equipment needs, fundamental skills, organization, and other relevant topics. While a student taking this course is not expected to be able to operate their own ceramics course, they should be able to assess the needs of a ceramics course that a parks and recreation department would offer.	21.0
Life & Physical Sciences	Viticulture and Enology: Winemaking Certificate of achievement Modification: Add VEN 325 to the list of electives.	32

Deactivate Credit Program

Department	Program Title	Units
Ext Campus	Cosmetology Certificate of Achievement	32.0
Ext Campus	Cosmetology (New) Associate in Science	22.0

Ext Campus	Cosmetology Associate in Science	32.0

New Noncredit Program

Department	Program Title	Hours
Noncredit BASK	Secondary Education Certificate of Competency Note: The program requires two selected courses to total 70-110 hours.	70-110

Delete Noncredit Program

Department	Program Title	Hours
Health Sciences	Certified Registered Central Service Technician Certificate of Completion	490-500
Health Sciences	Personal Care Attendant Certificate of Completion	48-54
Noncredit CITZ	Pathways to US Citizenship Certificate of Completion	

Discussion:

- COS Courses and Program. D. Avila presented the COS courses and program. The changes align with the approving agency and agreements with the local community partner. It addressed California Board of Cosmetology and Barbering requirements for licensure. The current proposals clarified that the courses remain as credit courses, not eligible for financial aid, and continues to be housed in the community education department. There are plans to model the noncredit Barbering certificate for the cosmetology program in the near future.
- PHYS course hours and units. The committee previously approved the unit changes in PHYS 161 from 4 units to 5 units. The unit changes had impacted multiple programs that are in various stages of implementation. With this hours and units adjustment in compliance with Standardized Attendance Accounting Method (SAAM), the committee will be kept abreast of the need for additional committee to align the courses and the programs affected by these changes.
- Noncredit courses and Program Deactivation for Certified Registered Central Service Technician and Personal Care Attendant. L. Manalo Jr. shared that the noncredit courses and programs were never included in the schedule and never has a successful offering. There is no current support or need for the program, and these were in dire need of updates and realignment with industry standards.

Committee Action: A motion was made to accept the above course and program proposals for first readings. (M/S/P: A. Perdue-Keiser / B. Darwin). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

VI. Agenda Item: Request for Inclusion in the 2026-27 Catalog

Implement: 2026-27.

Prefix & Number	Course Title	Units
APRN 400	Early Care & Education Teacher	1.0

Discussion: The course needs to be included in the current catalog. The catalog committee supports the inclusion in the current catalog under the circumstance. The apprenticeship course is deliverable for a grant.

Committee Action: A motion was made to modify the implementation date for 2026-27 catalog. (M/S/P: A. Perdue-Keiser / K. Runkle). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

VII. Agenda Item: Distance Education.
Proposal: Reduce the number of options to:

- ☐ Distance Education All Modalities
- ☐ Distance Education Synchronous Only

Clarify DE Practices:

- DE designation does not exclude face-to-face instructional modality.
- DE designation indicates all modalities including but not limited to asynchronous DE, synchronous DE, and/or any hybrid forms. It also includes notices for face-to-face orientation and testing.
- DE Synchronous Only designation limits the DE to scheduled instructor led online meetings.

Discussion:

- L. Manalo Jr. provided a summary of the committee discussions regarding the Distance Education options in CurriQunet and the college practices in scheduling distance education. The options were reviewed with R. Lopez to align with current practices.
- **J.** Taylor Burns shared data drifts associated with the current CurriQunet data fields and recommended further discussions when transitioning to the two options.

Committee Action: A motion was made for first reading of options for Distance Education. (M/S/P: A. Perdue-Keiser / T. Passage). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

VIII. Agenda Item: Credit for Prior Learning

TO: Academic Senate Executive Team and Academic Senate
FROM: Academic Policy and Planning Committee
DATE: Oct 14, 2026

SUBJECT: Credit for Prior Learning

This proposal presents a process to approve, manage, and track credit for prior learning (CPL).

Since CPL determinations do not change course and/or program outlines nor require submission to the Chancellor's Office Curriculum Inventory (COCI), the AP&P Committee recommends:

- A faculty and/or department-led workflow. The faculty and/or department decides on the different CPL types and processes. These types include credit by exam, portfolio review, credit by exam (CBE), industry certification, portfolio, military joint services transcripts (JST), etc.
- The department votes on the CPL modalities and informs the APP Committee for inclusion in the summary reports and in the curriculum management system (CurriQunet).

The CPL Coordinator and team process the requests for CPL consideration. These requests are processed by existing processes like course substitutions, course waivers, and transcript evaluation. Specific processes may be created for CPL requests for credit by exam, Military Joint Services transcript review, noncredit course conversions, and evaluation of industry certification and portfolio.

CurriQunet Data Fields
A set of check boxes can be created for Credit for Prior Learning.

- ☐ Credit by exam
- ☐ Military Joint Services transcript
- ☐ Industry certification
- ☐ Portfolio
- ☐ Open Text Field to accommodate other options.

Consideration: For mirrored noncredit courses, consider credit by exam and/or portfolio review and evaluation. Check for UC transferability of these CPL.

Committee Action: A motion was made for first reading of the CPL plan. (M/S/P: A. Perdue-Keiser / B. Youngblood). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

IX. 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.

X. Agenda Item: Second Readings.

For inclusion in the Nov 17, 2026 Summary Report.

New Credit Courses

Prefix & Number	Course Title	Units
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COS 302A	Beginning Cosmetology As above.	5.0
COS 303A	Intermediate Cosmetology As above.	5.0
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COS 310	Manicuring Justification: Update CIP Code and text.	9.0
MUS 123	Voice 2	2.0

	Modification. Lecture-lab hours. No net change in total units.	
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Life & Physical Sciences	Viticulture and Enology: Winemaking Certificate of achievement Modification: Add VEN 325 to the list of electives.	32

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Health Sciences	Personal Care Attendant Certificate of Completion	48-54
Noncredit CITZ	Pathways to US Citizenship Certificate of Completion	

Committee Action: A motion was made to adopt all the above courses and programs for inclusion in the summary report. (M/S/P: A. Perdue-Keiser / T. Passage). Yes: B. Darwin, R. Navarette, T. Passage, P. Koivisto, K. Runkle, A. Perdue-Keiser, B. Youngblood, C. Eachus, and L. Conrad. No: 0. Abstain: 0.

XI. 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	AJ	LBRY
PD	CBIS	DANC	APRN	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				

XII. Reports

a. Library
b. AP&P Representatives
c. AP&P Vice Chair / TRC Chair. A. Perdue-Keiser discussed options for non-CCAP considerations that include age limitation, external mandate, athletic limitation, and other. Course requisites, equipment, and facility requirements may change and can be considered on a case-by-case basis. These conditions are not indications for denying CCAP offering.
d. AP&P Chair
e. Administration
f. Admissions and Records
g. Counseling/Matriculation
h. Articulation
i. CurriQunet & Support

XIII. Call for Future Agenda Items

- Financial Aid Eligibility Data Fields in CurriQunet
- MCGS Sunset

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