

Academic Policy & Planning Committee Meeting Minutes
Thursday, Feb 6, 2025, 2:00 PM
Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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|--|--|
| X Applied Behavioral Sciences – Christine Bisson | X Academic/Student Affairs – Kerry Runkle |
| X Business – Brent Darwin | X Languages & Communication – Andria Perdue Keiser |
| Counseling – Ricardo Navarette | Life and Physical Sciences – Brian Youngblood |
| X English – Kacie Wills | X Mathematics Sciences – Chris Eachus |
| X Fine Arts – Shane Anderson | Public Safety – Kurt Kruse |
| X Kinesiology, Rec & Athletics – Patricia Koivisto | X Social & Behavioral Sciences – Lexy Conrad |
| X Health Sciences – Leanne Wolfram | Student Representative – Vacant |
| X Industrial Technology – Loren Bradbury | |

STANDING INVITEES

- | | |
|--|---|
| Dean, Academic Affairs – Thomas Lamica | Associate Dean/ Public Safety Director – Mitch McCann |
| Dean, Academic Affairs – Sean Abel/Richard Mahon | Associate Dean/Athletic Director – Kim Ensing |
| Dean, Academic Affairs – Mary Patrick | Associate Dean/PCPA Director – Mark Booher |
| Dean, Matriculation/Counseling – Y. Teniente | Senate President – Alberto Restrepo |
| Dean, Academic Affairs – Alicia Paniagua | Schedule – Ricardo Lopez |
| Dean, Extended Campus – Rick Rantz | Distance Education – Fred Patrick |
| | Part-Time Faculty Union – Joan Bergstrom Smith |

NON-VOTING MEMBERS

- X Chair – Larry Manalo Jr.
X Vice chair/TRC/ Articulation - David DeGroot
X VP, Academic Affairs – Robert Curry
Admissions & Records – X Josie Cabanas and X Luis Martinez
X Noncredit Education – Andria Perdue Keiser
X Curriculum Analyst – Vickey Smith
X Curriculum Technician – Jay Taylor-Burns
Library – Trevor Passage & X Susie Kopecky

GUESTS

- X Nancy Jo Ward
X Ron Lovell

I. Approval of Minutes: Nov 21, 2024.

Committee Action: A motion was made to approve the minutes as distributed. (M/S/P). Andria P-K/Pat K. Yes: C. Bisson, B. Darwin, K. Wills, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and L. 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 agenda as posted. (M/S/P). Andria P-K/Pat K. Yes: C. Bisson, B. Darwin, K. Wills, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and L. Conrad. No:0. Abstain:0.

III. Chair Comments

- Catalog Development Calendar 2025.
- NEXT: TRC Meeting. Feb 13, 2025.
- Next: AP&P Committee Meeting: Feb 20, 205.
- Summary Report: Apr 17, 2025. Academic Senate: Apr 22, 2025. BOT/VPAA Report: May 14, 2025. First Offering: Sum/Fall 2026.
- Program Impact Reports
- Curriculum Development: Faculty Purview

Comments: Larry M. provided a brief overview of the upcoming meeting and summary report schedules. There will be a planned summary report for the upcoming Feb 20, 2025 to accommodate curriculum proposals that need to be in the upcoming fall 2025 schedule of classes.

Program Impact reports continue to raise questions regarding course changes and the need to create program modification proposals.

A brief clarification of the role of the AP&P Chair regarding curriculum development. “It takes collaboration among discipline faculty and academic deans to ensure that curriculum proposals have academic dean support (faculty, equipment, and space).” The curriculum committee chair does not provide permission to non-faculty to develop

curriculum. Instead, discipline faculty and departments are responsible for making sure that there is collaboration between the discipline faculty and the non-faculty initiator in curriculum development.

IV. Agenda Item: Consent Items.

Deactivate Course Proposals

Prefix & Number	Course Title	Units
CA 323	Specialty and Wedding Cakes Program Impact: New Credit Program-Certificate of Achievement *Active* Culinary Arts and Management: Restaurant Management Add/Modify Credit Program Map-Cert of Accomplishment *In Review* Culinary Arts and Management: Restaurant Management	1.0
CA 324	Cake Decorating and Decorative Work Program Impact: New Credit Program-Certificate of Achievement *Active* Culinary Arts and Management: Restaurant Management Add/Modify Credit Program Map-Cert of Accomplishment *In Review* Culinary Arts and Management: Restaurant Management	1.0
THEA 198A	Rep of My Fair L & Man of LM	3.0
THEA 198B	Peter & the Star Catcher	3.0
THEA 198C	Explor. My Fair L.- Star Catch	1.0
THEA 198D	Other Desert Cities	1.0
THEA 198E	Rep of Menagerie/Shrek	3.0
THEA 198F	Rep of Sense & Sens. & Heights	3.0
THEA 198G	Explor. Sense & Sense & Trying	1.0
THEA 198H	Rep of Beauty and Newsies	3.0
THEA 198I	Rep of Newsies and Fences	1.0
THEA 198J	Rep of 12th Night and Fences	1.0
THEA 198K	Rep of Mamma Mia and Arcadia	3.0
THEA 198L	Exploration of Hunchback and Mamma Mia	1.0
THEA 198M	Rep of Hunchback and Vanya	3.0
THEA 199A	Rep of Fair Lady & La Mancha	3.0
THEA 199B	Peter and the Star Catcher	3.0
THEA 199C	Explor. Fair Lady - Star Catch	1.0
THEA 199D	Other Desert Cities	1.0
THEA 199F	Rep Sense & Sense. and Heights	3.0
THEA 199G	Explor. of Sense and Trying	1.0
THEA 199H	Rep of Trying & Gidions Knot	1.0
THEA 199I	Explor. of Beast and Newsies	3.0
THEA 199J	Explor. of 12th Night & Fences	1.0
THEA 199K	Rep of Beast and Twelfth Night	1.0
THEA 199L	Rep of Hunchback and Mamma Mia	3.0
THEA 199M	Exploration of Hunchback and Mamma Mia	1.0

Discussion: Ron Lovell provided an overview on the plans for the Hospitality programs. A new course, CA 325, was created to replace CA 323 and CA 324, These changes will be reflected in the program modifications on Culinary Arts and Management: Baking and Culinary Arts and Management: Restaurant Management.

Committee Action: A motion was made to approve the consent agenda items. (M/S/P). Christine B. / Andria P-K. .
 Yes: C. Bisson, B. Darwin, K. Wills, S. Anderson, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and L. Conrad. No:0. Abstain:0.

V. Information Item: Maximum Course Enrollment.

The anthropology (ANTH) lecture classes are currently being taught in H104 which has a maximum occupancy of 72 people and the current CEM for these courses is 40. By increasing the CEM to 60, the anthropology program can offer less sections while still serving the same number of students, thereby increasing efficiency in staffing and use of facilities.

NOTE: CME is in course Attributes.

Prefix & Number	Course Title	Units
ANTH 101	Introduction to Biological Anthropology CEM increase. 60.	3.0
ANTH 102	Introduction to Cultural Anthropology CEM increase. 60.	3.0
ANTH 103	Introduction to Archaeology CEM increase. 60.	3.0

Discussion: The modification of the course enrollment maximum did not require committee action.

VI. Agenda Item: Evaluation Team Report Summary: Recommendation to Discontinue.

Provisions are:

- Detailed plan and recommended timeline for phasing out the program with the least impact on students, faculty, and community.
- A way for currently enrolled students to continue their programs of study or a plan for them to meet their educational objectives through alternative means.
- Consider the requirements of collective bargaining for full-time faculty and CSEA staff, including application of policies for reduction in force and opportunities for retraining.
- Continue to offer four courses:
 - **ENVT 101.** Introduction to Environmental Health and Occupational Safety. 3.0 units. It meets criteria for: AHC GE Area 5. Natural Science and AHC graduation requirement Health and Wellness. It can be offered Distance Education. Last successful offering: Fall 2024. 29 students.
 - **ENVT 156.** First Responder Operational (FRO). 1.0 unit. It is a requirement for Emergency Medical Services. AS and Certificate of Achievement. Each year, 25 students earn CalOES-CSTI FRO certificates. It is a local resource for business and government employers for CalOES-CSTI certificates.
 - **ENVT 150.** Hazardous Materials General Site Worker 40 Hours. 2.0 units. It is a stand-alone course for the local Certificate of Accomplishment: Environmental Health and Safety: Hazardous Materials General Site Worker. It is an employment requirement for all AHC CSEA employees who work with chemicals. It provides the mandated OSHA training and California State Office of Emergency Services certification for general industry and emergency response entities.
 - **ENVT 450.** HAZWOPER Refresher. 8 hours. 0.5 unit. It is a standalone course for the local certificate of accomplishment, Health and Safety: HAZWOPER Refresher 8 hour. It is an employment requirement for all AHC CSEA employees who work with chemicals. It provides the mandated OSHA training and California State Office of Emergency Services certification for general industry and emergency response entities.
 - The above courses may be considered for noncredit education or contract education.
- Timeline
 - 2025-26 Academic Year. ENVT course options will not be offered.
 - Five students are nearing completion of the ENVT degree. Meet with the counselor for alternate pathways.
 - Enroll in ENVT 189. This will allow completion of degree requirements with no need to schedule historically under enrolled.

Discussion: There were no comments regarding the evaluation team recommendations. The AP&P Committee sought additional insights and reflections from the members of the evaluation team. It was suggested that members of the evaluation team be invited to the upcoming AP&P Committee meeting.

VII. Information Item: BP/AP 4021 Program Vitality Policy: AP&P Committee Role .

Discussion: The AHC Senate approved the revised BP/AP 4021 that clarified the evaluation team process. There were no changes in the role of AP&P Committee in reviewing the evaluation team recommendations and providing additional recommendations. The new BP/AP 4021 has provisions for expedited process and exemptions.

VIII. Information Item: AP 5011. Admission and Concurrent Enrollment of High School and Other Young Students. Course Offerings.

The District may restrict course for any student under the age of 18 years.

If the decision to offer a class on the high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public, through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the public, as defined by the school board.

If the class is a physical education class, no more than ten percent (10%) of the enrollment of the class may consist of special part-time or full-time students.

To be considered for admittance as a special part-time or full-time student, the student must meet the eligibility criteria standards as established in Education code Sections 48800 and 76001.

Course registration is subject to seat availability. The student must submit:

- District application for admission
- Written and signed parental or guardian consent
- Written and signed approval of principal, and
- Demonstration that the student is capable of profiting from instruction.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.5.

Discussion: The new AP 5011 did not stipulate the process by which a course can be deemed by the faculty not appropriate for high school and other young students.

- As an "open access" institution, every course is open to all.
- Currently, a course can be open to younger students when there is no specific age restriction and faculty who meets the minimum qualifications to teach the course. The age restriction can be entered into the limitation on enrollment.
- Bob C will research what other colleges are doing regarding exemptions from offering certain courses to younger students.

IX. Information Item: Common Course Numbering Phase I: Next Steps.

Discussion: Larry M provided an update on the Common Course Numbering Phase 1. There is a follow-up on the Chancellor's Office requirement regarding CCN. A recent memo detailed the need to report impacted programs because of these changes.

Dave DG shared that the college is set for sending the follow-up report on the program impact of the common course numbering phase 1. There are more courses to come for phase 2 and phase 3.

X. Information Item: CurriQunet Inquiries

Discussion: None.

XI. Information Item: Chancellor’s Office Curriculum Inventory (COCI) Inquiries

Discussion: None.

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.

XIII. Information Item: Technical Review Committee Assignments.

David DeGroot	Brent Darwin	Derek Mitchem	Curriculum Analyst (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 WEE	Community Ed Noncredit English ENGL, LBRY, READ Languages & Comm ASL, EDTC, ESL, FRCH, SPCH, SPAN

XIV. Reports: None.

- 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: None.

XVI. Call to Adjourn. The meeting was adjourned at 3:50 PM.