

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

VOTING MEMBERS (15)

X 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	Life and Physical Sciences – Brian Youngblood
English – Kacie Wills	X Mathematics Sciences – Chris Eachus
Fine Arts – Shane Anderson	X Public Safety – Kurt Kruse
X Kinesiology, Rec & Athletics – Patricia Koivisto	Social & Behavioral Sciences – Lexy Conrad
X Health Sciences – Leanne Wolfram	Student Representative – Vacant
X Industrial Technology – Loren Bradbury	

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 and X Curriculum Technician – Jay Taylor Burns
Library – Susie Kopecky/ Trevor Passage

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

GUESTS

X Ben Britten

I. Approval of Minutes: Feb 20, 2025.

Committee Action: A motion was made to approve Feb 20, 2025 minutes with typographical and non-substantial corrections. (M/S/P: Andria P-K/ Kurt K.) Yes: 10. C. Bisson, B. Darwin, R. Navarette, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and K. Kruse. 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 Feb 20, 2025 minutes with typographical and non-substantial corrections. (M/S/P: Andria P-K/ Kurt K.) Yes: 10. C. Bisson, B. Darwin, R. Navarette, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and K. Kruse. No: 0. Abstain: 0.

III. Chair Comments

- Summary Report: Apr 17, 2025. Senate: Apr 22, 2025. BOT: May 14, 2025.
- Next AP&P Committee Meeting: Apr 3, 2025.
- Next TRC Meeting: Mar 13, 2025.
- Course Outlines of Record: Assignments and Evaluations

Discussion:

Larry M. remarked on the different interpretations of the assignments and the evaluations in the course outline. Current CurriQunet assignment options as: (1) Other Assignments; (2) In-class Assignments; (3) Outside Assignments; and (4) Sample Assignments.

- The assignments can be categorized as above. There were questions regarding how other assignments, in-class assignments, and outside assignments are applied in the course outline. Sample assignments are not meant to be required assignments in the course but a way to provide specific examples of a course assignment.
- The faculty is encouraged to think about these assignments in line with the entire course. It needs to be aligned with all the elements of the course outline. The discipline faculty determines the depth and detail of these assignments.
- The faculty must also determine whether these assignments are going to be part of the grade by including these items in the evaluation.

IV. Agenda Item: Request for Expedited Correction of Units and Hours

Prefix & Number	Course Title	Units
LE 432	<p>Probation Academy</p> <p>Justification: The number of weeks/hours was miscalculated, and an error was made about the total number of hours for the class. The course outline shows 200 hours of lecture and 72 hours lab. This is an error. It amounts to seven weeks of instruction. The correct number of hours should be 185 lectures and 15 hours lab (5 weeks).</p> <p>Since this was an error, is it possible to make a simple correction on the number of hours for the course to correct it without going through the normal Academic Senate and AP&P approval process? Unfortunately, if a correction in the number of hours can be made, it would need to be expedited as we have a commitment with 6 probation agencies to begin training in April 2025.</p>	14.0

Discussion: The above proposal is about modifying the number of hours and calculating the number of units based on meeting a mandate and upcoming schedule. Hours and units are reportable to the CCC Chancellor’s Office.

- The New Course Proposal is not the recommended type because the course is active. The proposed changes in the number of hours and units do not require a new course proposal.
- If recalculating the number of hours would retain the currently approved number of units, there is no need to resubmit the course to the Chancellor’s Office Curriculum Inventory.

Committee Action: A motion was made to consider the proposal for first reading. (M/S/P: Andria P-K./Kurt K.) Yes: 9. C. Bisson, R. Navarette, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, and K. Kruse. No: 0. Abstain: 1. B. Darwin.

V. First Readings

New Credit Courses

Prefix & Number	Course Title	Units
AJ 121	<p>Ethical Reasoning in Criminal Justice</p> <p>Program Impact: Modern Policing (In progress).</p>	3.0

New Credit Program

Department	Program Title	Units
Counseling	<p>CALGETC</p> <p>Certificate of Achievement</p> <p>Justification: The students will complete the Cal-GETC courses to meet the lower division general education course requirements of CSU or UC.</p>	34

Discussions:

- CSU and UC require a certificate of achievement of Cal-GETC in the student’s transcript.
- The recent changes in the course prefixes and course numbers in compliance with Common Course Numbering legislation (AB 1111), pending processes regarding CSU/UC approval of these courses, and technical challenges with integrating program maps in CurriQunet pose challenges in creating a program outline for this proposal.
- The new program proposal may need to be replaced by a program modification of the existing Transfer Studies certificate of achievement.

- There is time-element for the Cal-GETC certificate. The certificate must be included in the upcoming catalog 2025-26 for students to have a CSU-UC transfer certificate.
- There may be a need to notify senate and VP Bob Curry regarding the need for a single item summary report for the certificate to make it in the upcoming catalog.
- Vickey S. and Jay T-B. will check with the CCCCO regarding the required submissions for this required Cal-GETC certificate program.
- Larry M. shared that the transfer degree may be exempt from repeated program modifications because of the regular and constant additions and changes to the courses.

Committee Action:

Committee Action: A motion was made to consider the proposal for first reading. (M/S/P: Pat K./Andria P-K.) Yes: 10. C. Bisson, R. Navarette, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, B. Darwin, and K. Kruse. No: 0. Abstain: 0.

VI. Deactivate Program

Department	Program Title	Units
Applied Behavioral Sciences	Early Childhood Studies: Elementary Education Associate in Science Certificate of Achievement Proposal Date: May 1, 2024. Thesa Roepke. Department Vote: Yes: 6. No: 0. Rationale: The program is no longer needed based on the creation of AAT Elementary Education approval and current offering.	70

Discussion: The program deactivation is requested by the discipline faculty. The request meets two of the three criteria for exemption from the Program Vitality process of evaluation team review.

Committee Action: A motion was made to adopt the discipline faculty and department rationale for deactivating the above programs in compliance with AP 4021 Program Vitality exemptions. (M/S/P: Andria P-K./Kurt K.) Yes: 10. C. Bisson, R. Navarette, P. Koivisto, L. Wolfram, L. Bradbury, K. Runkle, A. Perdue-Keiser, C. Eachus, B. Darwin, and K. Kruse. No: 0. Abstain: 1. B. Darwin.

VII. Agenda Item: College Now and Concurrent Enrollment Course Attributes in CurriQunet.

[BP/AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students.](#)

Discussion: Larry M. provided a background regarding the above policy. A draft of the possible list of opt-out rationales was shared with the committee. The document is intended to start and continue discussions on curricular considerations for restricting high school students and other young students from courses.

- Noncurricular issues include but are not limited to minimum qualifications and course offering on campus or in the local high schools.
- The document identifies a process and a list of possible curricular considerations.
- Proposed CurriQunet Changes: Retain College Now to allow data aggregation and remove concurrent enrollment.
- Next Steps: Share the document with the departments. Report back tot eh committee. [College Now Opt Out List.docx](#)

VIII. Information Item: Credit for Prior Learning. Not discussed.

IX. Information Item: Program Proposals and Course Sequencing Requirements for COCI Submission . Not discussed.

X. Agenda Item: Common Course Numbering Phase II and III. Not discussed.

XI. Information Item: Course Outline and Noncredit Grading Option: Satisfactory Progress. Not discussed.

XII. Information Item: Inquiries and Answers to CurriQunet and COCI Submissions.

- When the course number, prefix, title, and/or units are changed, these are reflected in the program. These changes need to be included in a proposal for submission to the Chancellor’s Office Curriculum Inventory (COCI).

XIII. 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.

XIV. 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 CWE	Community Ed Noncredit English ENGL, LBRY, READ Languages & Comm ASL, EDTC, ESL, FRCH, SPCH, SPAN

XV. Reports

- Library
- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

XVI. Call for Future Agenda Items

Move the above items not discussed to a future meeting.

XVI. Call to Adjourn. The meeting was adjourned at 4:03 PM.