

Academic Policy & Planning Committee Meeting Minutes

Thursday, Mar 5, 2026, 2:00 PM

Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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| X Applied Behavioral Sciences – Christine Bisson | 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 | 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 |
| Health Sciences – Leanne Wolfram | X Student Representative – Faith Davis |
| X Industrial Technology – Hector Ramos Martinez | |

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 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 – Monica Millard |
| Dean, Academic Affairs – Sean Abel | Associate Dean/Athletic Director – Kim Ensing |
| Dean, Academic Affairs – Mary Patrick | Associate Dean/PCPA Director – Mark Booher |
| X 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

- Genevieve Siwabessy
- Ben Britten

I. Approval of Minutes: Feb 19, 2026.

Committee Action: A motion to approve Feb 19, 2026 minutes as distributed. (M/S/P. A. Perdue Keiser/ R. Navarette). Yes: C. Bisson, B. Darwin, R. Navarette, T. Passage, S. Anderson, P. Koivisto, H. Ramos Martinez, A Perdue Keiser, B. Youngblood, C. Eachus, L. Conrad, and F. Davis. No: 0. Abstain: 0.

Approval of the Agenda. Include typographical corrections and sequence changes to accommodate guest presenters. A motion to approve Mar 5, 2026 agenda as amended. (M/S/P. A. Perdue Keiser/ T. Passage). Yes: C. Bisson, B. Darwin, R. Navarette, T. Passage, S. Anderson, P. Koivisto, H. Ramos Martinez, A Perdue Keiser, B. Youngblood, C. Eachus, L. Conrad, and F. Davis. No: 0. Abstain: 0.

II. Chair Comments

- Summary Report: Mar 5, 2026. Senate: Mar 10, 2026. BOT: Mar 17, 2026.
- 2026 Catalog Development Calendar
- Thank you, Dave, for taking over.

Discussion: D. DeGroot reviewed the Mar 17, 2026 Summary Report for submission to Senate and BOT.

- Remove the SAAM alignment proposals: ENGR 152, MATH 105, MATH 131, MATH 183, and STAT C1000. The hours and units adjustments need further review because of the impact on faculty load and schedule.
- Indicate fall 2026 implementation of the DANC 147 DE conversion.
- Indicate fall 2026 implementation of BASK 7011. The course modification was part of the changes in the impacted noncredit programs from the previous semester.
- Remove AST Computer Science because the program proposal did not reach the committee level.

III. Agenda Item: Consent

Prefix & Number	Course Title	Units
CCN Modification		

BIOL C1000	Introduction to Biology with Lab Advisory: ENGL C1001	4.0
Change Text		
CA 120	Principles of Foods 1	4.0
CA 121	Basic Baking and Pastry	3.0
CA 123	Principles of Foods 2	2.0

Discussion: None.

Committee Action: A motion to approve consent agenda items. (M/S/P. A. Perdue Keiser/ B. Youngblood). Yes: C. Bisson, B. Darwin, R. Navarette, T. Passage, S. Anderson, P. Koivisto, H. Ramos Martinez, A Perdue Keiser, B. Youngblood, C. Eachus, L. Conrad, and F. Davis. No: 0. Abstain: 0.

IV. Agenda Item: First Reading

Prefix & Number	Course Title	Units
Modify Credit Course		
DANC 147	Folklorico Dance History Justification: DE request. DE Async or Hybrid.	3.0

Prefix & Number	Course Title	Hours
Modify Noncredit Course		
BASK 7011	Basic Math Justification: Update catalog description to specify the intended educational level (6th-8th grade level). Revise DE to DE synchronous only . Clarify SP grade requirements under the Method of Evaluations section and remove projects and class performance. Add objective and new content (Intro to Geometry). Update SLO.	32-72

Department	Program Title	Units
New Program		
Social and Behavioral Sciences	Economics Associate in Arts for Transfer	20-22
Modify Credit Program		
Life and Physical Sciences	Chemistry Associate Degree for Transfer (ADT) Justification: Adjust PHYS 161 units from 4 units to 5 units.	37
Life and Physical Sciences	Vineyard and Winery Administration Certificate of Achievement Justification: Increase units to be Certificate of Achievement. Modification: Add BUS 104	18
Math	Computer Science Associate in Science for Transfer Modification: Increase PHYS 161 to 5 units.	31

Discussion:

- AST Economics. D. Degroot shared that the program had a long history. It does not have a full-time faculty due to faculty retirement.
- AST Computer Science. Removed from the agenda because the proposal did not reach the committee level.

Committee Action: A motion to remove AST Computer Science from the agenda and approve the above proposals for first reading. (M/S/P. R. Navarette/ S. Anderson). Yes: C. Bisson, B. Darwin, R. Navarette, T. Passage, S.

Anderson, P. Koivisto, H. Ramos Martinez, A Perdue Keiser, B. Youngblood, C. Eachus, L. Conrad, and F. Davis. No: 0. Abstain: 0.

V. Agenda Item: Second Reading

Feb 19, 2026 Meeting.

Prefix & Number	Course Title	Units
Review and Modify Courses		
AG 161	Introduction to Plant Science Justification: The update of the discipline placement removes two historic options that should not have been included as options for the minimum qualifications of an instructor for this class. The class should require a master’s degree in agriculture, which was always one of the options and will remain the sole option to prevent unqualified instructors from being considered to teach this lecture/lab course that requires in-depth plant science knowledge. When students register for this class, particularly those from majors outside of agriculture who are taking the course as a general education lab science requirement, they should be made aware of the expectation that some of the lab participation will require hands-on work in the program’s living laboratory at the AHC student farm. The work completed on the farm is an integral component of the course learning process and does expose students at times to uncomfortable weather and some physical labor, of which they should be aware at the time of registration.	4.0
ENGR 152	Statics Justification: Align with Standardized Attendance Accounting Method (SAAM).	3.0
MATH 105	Mathematics for Teachers Justification: SAAM alignment.	4.0
MATH 131	College Algebra Justification: SAAM alignment. Prerequisite: MATH 331 Algebra 2	3.0
MATH 183	Multivariable Calculus Justification: SAAM alignment.	4.0
PHYS 161	Engineering Physics 1 Note: Need SAAM alignment. Justification: Update text and lab content.	5.0
STAT C1000	Introduction to Statistics Justification: SAAM alignment.	4.0
New Program		
Applied Behavioral Sciences	Cybersecurity Associate in Science (Local) Justification: No associate degree for this discipline. Current industry needs.	29
Modify Program		
Applied Behavioral Sciences	Culinary Arts and Management Associate in Science Justification: Replace CA 323 and CA 324 with CA 325 Specialty Cakes - Baking and Decorating. Add CA 118 Beverage Management (1 unit) and CBIS 101 (3 units) to the additional units list. Update program narrative.	28
Public Safety	State Hospital Academy Certificate of Achievement Modification: Replace LE 310 with LE 424.	19

Deactivate Program		
Counseling	Transfer Studies UC/CSU (Math, Engineering, and Science Majors) Note: This program deactivation is exempt from the BP/AP 4021 Program Vitality. It falls under “No significant impact...” The program was replaced by Cal-GETC.	?

Mar 5, 2026 Meeting. For inclusion in the Summary Report.

Prefix & Number	Course Title	Units
Modify Credit Course		
DANC 147	Folklorico Dance History Justification: DE request. DE Async or Hybrid.	3.0

Prefix & Number	Course Title	Hours
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Discussion:

- AST Economics. Include the new program for adoption.
- ENGR 152, MATH 105, MATH 131, MATH 183, and STAT C1000. Withdraw the course proposals. The MATH department will reconfigure hours and units to address impact on faculty load and scheduling.
B. Britten commented on the prerequisite for MATH 131 and the use of student placement process instead of requisites. Also, the listing of courses that are no longer offered needs to be addressed.
- AS Cybersecurity. B. Britten stated that 2027 implementation of the program will not make students taking the cybersecurity courses this semester cannot qualify for financial aid because they do not have a major. D. DeGroot will talk to K. Kruse regarding the situation.

Committee Action: A motion to withdraw ENGR 152, MATH 105, MATH 131, MATH 183, and STAT C1000 proposals and recommended for adoption the above proposals. (M/S/P. T. Passage/ A. Perdue Keiser). Yes: C. Bisson, B. Darwin, R. Navarette, T. Passage, S. Anderson, P. Koivisto, H. Ramos Martinez, A Perdue Keiser, B. Youngblood, C. Eachus, L. Conrad, and F. Davis. No: 0. Abstain: 0.

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

Prefix & Number	Title	Request
BIOL C1000	Introduction to Biology with Lab	Advisory: ENGL C1001
DANC 147	Folklorico Dance History	DE Async or Hybrid.
BASK 7011	Basic Math	DE synchronous only

VII. Agenda Item: Implementing IDEA-A: AP&P Committee Process and Course Outlines

- Approval Process and Faculty Support
- IDEA-A
- Current CurriQunet Prompts

Discussions:

- What will the college use as an acronym for diversity, equity, inclusion, access, and anti-racism? There is a number of options that the committee will defer to the senate for a “wider reach” consideration.
- L. Manalo Jr. presented current language on the policy, procedure, and guide for integrating diversity, equity, inclusion, and access in the course outline. The discussion points were:

Policy:

Course outlines of record shall include representative descriptions of approaches faculty may use to reasonably accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students (Title 5 § 55001.5 (b)).

The Academic Policy and Planning Committee reviews and recommends course proposals that have undergone technical review. Technical review includes the examination of how course proposals meet criteria outlined by Title 5 Regulations.

The District provides reasonable accommodations for every student, and in so doing, ensures individuals with disabilities can equally participate in learning. Additional accommodations may be included in the course outlines of record in accordance with local board policies and administrative procedures such as BP/AP 3225 Institutional Effectiveness, BP/AP 5140 Disabled Student Programs and Services (Learning Assistance Program), and BP/AP 4105 Distance Education.

BP/AP 4105 Distance Education provides that courses meet the requirements of the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973 §508. All instructional materials and strategies, whether conducted face-to-face, online, or any other instructional modality, reflect universal design principles of multiple means of engagement, representation and action and expression to support learner diversity and variability.

The Academic Policy and Planning Committee empowers faculty to create and maintain course outlines of record that integrate inclusion, diversity, equity, and accessibility. This is achieved through annual training, ongoing professional development, distribution of resources, and concerted collaboration among stakeholders.

Discussion: There were no questions regarding the policy except for the use of the acronym for diversity, equity, inclusion, access, and antiracism.

Procedure:

1. The AP&P Committee department representative and/or IDEA support faculty will collaborate with course initiators.

2. The course initiator includes a statement that explains and summarizes course outline modifications that integrated IDEA principles.
3. The Technical Review Committee provides feedback on course compliance with state regulations.
4. The AP&P Committee will review and approve the course modifications.

Discussion:

- L. Manalo Jr. shared that there is a need for IDEAA support faculty champions to collaborate with integrating these into the course outlines and the classrooms.

How to integrate IDEAA in the course outlines

Discussions:

- L. Manalo Jr. put together practices from SBCC, Cuesta College, ASCCC DEI Models and Practices, Universal Design for Learning, and AHC Culturally Responsive Higher Education Curriculum Assessment Tool (McNulty, Peoples, and Rantz). Kudos to the work of T. Passage for the SBCC and Cuesta Practices.
- SBCC Four Guide Questions provided prompts on the specific course elements.
 - Background. Making the course culturally responsive involves intentional curriculum design that reflect and honor diverse experiences of students. Culturally responsive approaches aim to make the course relatable and applicable to the students’ personal, academic, and/or career goals. Deeper learning occurs when the student understands the importance and develops personal connections with the subject matter.
 - Question 1. Review at least one of these course elements: **objectives, learning outcomes, or content**. How does the course modification create a rich and relatable learning experience?

There are four questions with corresponding backgrounds that provide rationale and purpose for the modifications.

- Cuesta College created a grid of course elements, goals, and criteria. L. Manalo jr. added Examples from ASCCC Curriculum Institute examples and quotes from the ASCCC resource guide.

Example:

COR Elements	Goals	Criteria	Examples
Course Title and Description	Ensure students can read the description and understand what the course will cover and how it may be relevant for the individual student.	Title. Descriptive, accurate, inclusive, and student centered. Description. Inviting and has accessible and inclusive language. Well-defined discipline-specific terms.	ASCCC. Shift language from impersonal verbiage and descriptions to warm, culturally responsive content. ASCCC. Reword language from a colonized mindset to an equity mindset Example: colonized v. colonial, enslaved v. slaves. Etc.

Discussion: The document remains a work in progress. The efforts are underway to provide prompts in None.

Committee Action: None.

VIII. 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.

IX. Information Item: Technical Review Committee Assignments.

Updated: Fall 2025.

David DeGroot	Brent Darwin	Derek Mitchem	David DeGroot	Andria Perdue-Keiser
Counseling	Business	Fine Arts	Applied Behave Sci	Community Ed

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	ACCT, BUS, CBIS, CBOT, ENTR, PLGL, RE Industrial Tech AB, AT, EL, CEL, ENVT, ET, MT, WLDT, ARCH	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	AJ, CA, ECS, EDUC, FCS, FSN APRN Cosmetology CWE	Noncredit English ENGL, LBRY, READ Languages & Comm ASL, EDTC, ESL, FRCH, SPCH, SPAN
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X. Reports

- a. Library. T. Passage shared the library memo on current requests for materials. It will be attached to the summary report.
- b. AP&P Representatives. None.
- c. AP&P Vice Chair / TRC Chair. D. Degroot welcomed C. Eachus who will be part of the TRC in fall 2026, to take the spot vacated by D. Mitchem. D. Mitchem will be retiring at the end of spring 2026. The TRC chair is similarly underway. The search for articulation officer is underway.
- d. AP&P Chair. D. DeGroot will be presiding over the Apr 16, 2026 meeting. L. Manalo Jr. will be attending a conference.
- e. Administration. None.
- f. Admissions and Records. L. Martinez Polanco requests to be involved in current discussions on the veterans.
- g. Counseling/Matriculation. R. Navarette provided update on the articulation officer.
- h. Articulation.
- i. CurriQunet & Support.

XI. Call for Future Agenda Items

XII. Call to Adjourn. Adjourned at 4:05 PM.