

Academic Policy & Planning Committee Meeting Minutes
Thursday, Nov 21, 2024, 2:00 PM
Location: Bldg A. Board Room.

VOTING MEMBERS (15)

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| X Applied Behavioral Sciences – Ron Lovell (Proxy) | 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 |
| X English – Kacie Wills | X Mathematics Sciences – Chris Eachus |
| X Fine Arts – Shane Anderson | X Public Safety – Kurt Kruse |
| X Kinesiology, Rec & Athletics – Patricia Koivisto | Social & Behavioral Sciences – Lexy Conrad |
| 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
VP, Academic Affairs – Robert Curry
Admissions & Records – Josie Cabanas and X Luis Martinez
X Noncredit Education – Andria Perdue Keiser
X Curriculum Specialist – Vickey Smith
Library – Susie Kopecky

STANDING INVITEES

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| 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

- Emmy Gobel – Intern.

I. Approval of Minutes: Nov 07, 2024.

Committee Action: A motion was passed to approve the Nov 7, 2024 minutes as distributed. (M/S/P: K Runkle/ P Koivisto) Yes: R Lovell, B Darwin, R Navarette, K Wills, S Anderson, P Koivisto, 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 passed to approve the agenda as posted. (M/S/P: K Runkle/ S Anderson) Yes: R Lovell, B Darwin, R Navarette, K Wills, S Anderson, P Koivisto, L Bradbury, K Runkle, A Perdue-Keiser, C Eachus, and K Kruse. No: 0. Abstain: 0.

III. Chair Comments

- Spring 2025 APP Committee Retreat. Jan 15, 2024. 9:00 AM – 4:30 PM.
 - NEXT STEPS. Impact Reports. Program Outlines. Program Maps.
- Discussions:
- The upcoming committee retreat will highlight the major topics covered this semester including addressing the impact reports of course proposals, College Now and concurrent enrollment, common course numbering and ripple effects on the associate degree requirements, program outlines and program maps, and approval of baccalaureate programs.
 - Course impact reports include prerequisites and cross-listing (multiple prefixes) and mirroring (noncredit equivalent courses).

IV. Agenda Item: First Readings.

Proposals in red are in various levels of approval. Please remind your departments to review and move the proposals for inclusion in the agenda.

New Credit Courses

Prefix & Number	Course Title	Units
FILM 199B	Middle Eastern Cinema	2.0

	Justification: This proposed course will compliment a new certificate the Film/Video program is developing centering on the curriculum of Film Studies, as well as adding breadth, scope, and engaging subject matter to our current A.S. degree and certificate.	
HOSP 140	Introduction to Hotel Management Program: AST Hospitality Management DE Async	3.0
PE 177	Pickleball	1.0
PE 178	Intermediate Pickleball	1.0

New Noncredit Courses

Prefix & Number	Course Title	Hours
DNCN 7156	Techniques for Stretch & Wellness Mirrored course. DNC 156	48-54

Review and Modify Credit Courses

Prefix & Number	Course Title	Units
GRPH 116	Portfolio Design & Development Justification: The course is being updated for industry relevancy. The goal is to better communicate the process and value of developing a portfolio for transfer and employment and clarify the objectives of the course to all art students, not just graphics students. Please note that the textbook is newer and has been reviewed by faculty as appropriate for the scope of this course.	3.0
INTD 171	Interior Design Materials Modification: Course Review. Change course offering to fall semester.	3.0

Deactivate Programs

Department	Program Title	Units
Applied Behavioral Sciences	Early Childhood Studies: Elementary Education Associate in Science The program is no longer needed based on college approval and offering of the AAT Elementary Education.	70.0
Applied Behavioral Sciences	Early Childhood Studies: Elementary Education Certificate of Achievement	70.0

Discussions:

- FILM 199B. The course has adequate details to be a full-blown course. It goes beyond the “Topics Shell” where it does not follow the template for “topics”. As an experimental course, it has a two-year window of offering. A successful offering leads to a consideration for conversion to a regular course that aligns with program courses. If not successful, it can be revised or dropped. The approval process for the experimental course is the same as a regular course.
- HOSP 140 is a new credit course, and it is going to be part of the new program Hospitality Management. It will be a core course alongside other culinary arts courses that were converted to the HOSP prefix. The course and program are planned to be offered in fall 2026.
- Both PE 177 and PE 178 are part of the PE series. They unfortunately did not make it to the recent summary report. It will make it in the upcoming summary report next year and will try to work on possibly making it in the 2025-26 catalog.

- DNCN 7156 is a new noncredit course that is mirrored with DANC 152. The hours were based on the total number of hours of the credit course.
- The committee noted that there were discrepancies in the total number of hours calculated in CurriQunet. V Smith will send a ticket to CurriQunet to remedy the matter.
- GRPH 116 provided an overview of industry standards. S Anderson will further investigate and pursue the need for additional discipline placement.
- The program deactivation proposals are pending according to the current Program Vitality BP/AP.

Committee Action: Committee Action: A motion was passed to approve the course proposals not including the program deactivation for first reading. (M/S/P: B Darwin/ A Perdue-Keiser) Yes: R Lovell, B Darwin, R Navarette, K Wills, S Anderson, P Koivisto, L Bradbury, K Runkle, A Perdue-Keiser, C Eachus, and K Kruse. No: 0. Abstain: 0.

V. Information Item: BP/AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
Discussion: Larry M provided a copy of the proposed College Now BP and AP. Current committee process regarding request for College Now remains. The discipline faculty and department decide on whether a course can be offered College Now and/or Concurrent Enrollment.

VI. Information Item: Baccalaureate Degree Applied Professional Studies
Discussion: Larry M provided a copy of the CCCC process and requirements for baccalaureate courses and program approval. There will be no changes in the approval process.

VII. Information Item: Credit for Prior Learning
Discussion: Larry M provided a copy of the current Credit for Prior Learning (CPL) BP/AP. To date, the college is implementing various measures to grant CPL. However, there is an identified need for the process to be more available and clearer to students. The role of the AP&P Committee regarding this process remains uncertain as CPL involves courses that have already been approved and are active in the college catalog.

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 comment not pertaining to specific agenda items is 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.

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

X. 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

XI. Call for Future Agenda Items

XVI. Call to Adjourn. The meeting was adjourned at 4:05 PM.