

Academic Policy & Planning Committee Meeting Agenda

Thursday, Feb 6, 2025, 2:00 PM

Location: Bldg A. Board Room.

VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson
 Business – Brent Darwin
 Counseling – Ricardo Navarette
 English – Kacie Wills
 Fine Arts – Shane Anderson
 Kinesiology, Rec & Athletics – Patricia Koivisto
 Health Sciences – Leanne Wolfram
 Industrial Technology – Loren Bradbury

Academic/Student Affairs – Kerry Runkle
 Languages & Communication – Andria Perdue Keiser
 Life and Physical Sciences – Brian Youngblood
 Mathematics Sciences – Chris Eachus
 Public Safety – Kurt Kruse
 Social & Behavioral Sciences – Lexy Conrad
 Student Representative – Vacant

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Thomas Lamica
 Dean, Academic Affairs – Sean Abel/Richard Mahon
 Dean, Academic Affairs – Mary Patrick
 Dean, Matriculation/Counseling – Y. Teniente
 Dean, Academic Affairs – Alicia Paniagua
 Dean, Extended Campus – Rick Rantz

Associate Dean/ Public Safety Director – Mitch McCann
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher
 Senate President – Alberto Restrepo
 Schedule – Ricardo Lopez
 Distance Education – Fred Patrick
 Part-Time Faculty Union – Joan Bergstrom Smith

GUESTS

I. Approval of Minutes: Nov 21, 2024.

II. Approval of the Agenda. Include typographical corrections and sequence changes to accommodate guest presenters.

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

IV. Agenda Item: Consent Items.

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

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

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.

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

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 general 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.

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

X. Information Item: CurriQunet Inquiries

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

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 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.

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

- 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

XVI. Call to Adjourn