

**Academic Policy & Planning Committee Agenda**  
**Thursday Oct 21, 2021 at 2:00 PM**  
**ZOOM: 988 4121 2092 (Passcode: 4y745g)**

**VOTING MEMBERS (15)**

Applied Behavioral Sciences – Christine Bisson	Academic/Student Affairs – Trev Passage
Business – Brent Darwin	Languages & Communication – Andria Keiser
Counseling – Antonio Ramirez	Life and Physical Sciences – Wendy Hadley
English – Chad Kelly	Mathematics Sciences – Derek Mitchem
Fine Arts – Shane Anderson	Public Safety – Susan Roehl
Kinesiology, Rec & Athletics – Sheri Bates	Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Pat Nelson	Student Representative – Kristy Soriano
Industrial Technology – John Gerrity	

**NON-VOTING MEMBERS**

Chair – Larry Manalo Jr.  
 Vice chair/TRC/ Articulation - David DeGroot  
 VP, Academic Affairs – Robert Curry  
 Admissions & Records – Josie Cabanas and Stephen Bernardo  
 Community Education – vacant  
 Part-Time Faculty Union – Jim Houlis  
 Curriculum Specialist – Rebecca Andres and Ashleigh Valero

**STANDING INVITEES**

Dean, Academic Affairs – Margaret Lau	Dean, Extended Campus – Rick Rantz
Dean, Academic Affairs – Sean Abel	Associate Dean/ Public Safety Director – Mitch McCann
Dean, Academic Affairs – Mary Patrick	Associate Dean/Athletic Director – Kim Ensing
Dean, Matriculation/Counseling – Yvonne Teniente	Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

**Guests**

Schedule – Ricardo Lopez

**I. Approval of Minutes: Oct 7, 2021**

**II. Approval of the Agenda**

**III. Chair Comments:**

- Next AP&P Meeting: 11/4/2021
- Next TRC Meeting: 11/11/2021
- Summary Report: 11/4/2021

**IV. Agenda Item: Consent**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Text Change	CA 122	Advanced Baking and Pastry	3.000
	CA 123	Principles of Foods 2	2.000
Corrections	CA 325	Specialty Cakes – Baking and Decorating Justification: Clarify the requisites.	2.000
Course Drop	ENGR 134	Internship Seminar No listed course or program impact.	1.000

**V. Agenda Item: First Readings**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Topic/ New Course	LE 390	Driver Awareness Instructor Justification: POST (Peace Officers Standards and Training) and CLEC (County Law Enforcement Committee) both agree the need for AHC to develop this course. AHC trains students from other academies for required driver's training.	1.000

		Advisories: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Limitations on Enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.	
New Topic/ New Course	LE 391	Driver Training Instructor Justification: POST (Peace Officers Standards and Training) and CLEC (County Law Enforcement Committee) both agree the need for AHC to develop this course. AHC trains students from other academies for required driver's training.	2.000
Major Modification	DANC 110	Modern Dance I (OLD: Beginning Modern Dance) Justification: Title change, removal of ENGL 514 advisory, and addition of lab content. Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	2.000
	DANC 111	Modern Dance II (OLD: Intermediate Modern Dance) Justification: Title change, removal of ENGL 513 advisory, and addition of lab content. Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	2.000
	DANC 115	Modern Dance III (OLD: Advanced Modern Dance) Justification: Title change and addition of lab content. Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	3.000
	DANC 120	Ballet Dance I (OLD: Beginning Ballet) Justification: Title change, removal of ENGL 514 and addition of lab content. Course in Programs: Dance - Associate in Arts (Draft) Commercial Dance - Certificate of Achievement (Draft) Dance - Certificate of Achievement (Draft)	2.000
	DANC 121	Ballet Dance II	2.000

		Justification: Title change, <b>remove ENGL 543 advisory</b> and added lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	
	DANC 125	Ballet Dance III (OLD: Advanced Ballet) Justification: Title change, <b>removal of ENGL 514 advisory</b> and addition of lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	3.000
	DANC 130	Jazz Dance I (OLD: Beginning Jazz) Justification: Title change, <b>removal of ENGL 514</b> advisory and addition of lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Commercial Dance - Certificate of Achievement ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	2.000
	DANC 131	Jazz Dance II (OLD: Intermediate Jazz) Justification: Title change, <b>removal of ENGL 514</b> advisory and addition of lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Commercial Dance - Certificate of Achievement ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	2.000
	DANC 133	Hip Hop Dance I (OLD: Hip Hop Dance) Justification: Title change, catalog description updated, <b>removal of ENGL 514</b> , and addition of lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Commercial Dance - Certificate of Achievement ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	2.000
	DANC 135	Jazz Dance III (OLD: Advanced Jazz) Justification: Title change, <b>removal of ENGL 514</b> advisory and addition of lab content. Course in Programs: Dance - Associate in Arts ( <b>Draft</b> ) Dance - Certificate of Achievement ( <b>Draft</b> )	3.000
	DANC 138	Hip Hop Dance II (OLD: Intermediate Hip Hop) Justification: Title change catalog description updated, <b>removal of ENGL 514</b> advisory and addition of lab content.	2.000
	DANC 152	Tap Dance I (OLD: Beginning Tap) Justification: Title change, <b>removal of ENGL 514 advisory</b> and addition of lab content.	2.000

		Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	
	DANC 153	Tap Dance II (OLD: Intermediate Tap) Justification: Title change, removal of ENGL 514 advisory and additional of lab content.	2.000
	DANC 154	Clinic in Dance Partnering (OLD: Clinic in Partnering) Justification: Title change only, and course content updated Course in Programs: Dance - Associate in Arts (Draft) Commercial Dance - Certificate of Achievement (Draft) Dance - Certificate of Achievement (Draft)	1.000
	DANC 156	Techniques for Stretch & Wellness (OLD: Techniques for Stretch) Justification: Title change, catalog description updated and remove ENGL 514 advisory. Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	1.000
	DANC 171	Dance Composition/Choreography I (OLD: Dance Composition/Choreography) Justification: Title change, removal of ENGL 514 advisory and addition of lab content. Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	3.000
	DANC 188	Dance Composition/Choreography II (OLD: Intermediate Dance Composition/Choreography) Justification: Title change only Course in Programs: Dance - Associate in Arts (Draft) Dance - Certificate of Achievement (Draft)	3.000
	EMSP 343	Paramedic Clinical Practicum Justification: Our paramedic program is moving forward to start Fall 22. A new course title and number with amendments in the required clinical hours per title 22 is entered here. Books updated . Course in Programs: Paramedic - Certificate of Achievement 16 or more semester units (In Review)	5.0
	EMSP 353	Paramedic Field Internship Justification: The course was originally created and never offered. The hours needed to be modified to only lab / field exposure and hours needed to be updated to provide the needed range of time to fulfill the COAEMSP accreditation program requirements set forth by California Code of Regulations, Title 22, Division 9, Chapter 4. Course in Programs:	10.000 to 11.000

		Paramedic - Certificate of Achievement 16 or more semester units ( <b>In Review</b> )	
	FASH 101	Fashion Industry and Marketing Justification: Course being proposed for <b>distance education</b> .	3.000
	FASH 102	Fashion Design Analysis Justification: Aligns course content with current industry standards, current text editions, and for transfer. Course being proposed for <b>distance education</b> .	3.000
	FASH 103	Textiles Justification: Course being proposed for <b>distance education</b> .	3.000
	FASH 104	Historic Fashion/Costume Justification: Align text, teaching methods, assignments with industry standards. Request: AHC GE CAT 3, IGETC Area 3B and AHC (MCGS). NOTE: Already approved for CSU GE C1 Course being proposed for distance education. Update latest edition textbook.	3.000
	FASH 110	Apparel Construction 1 Justification: Course has not been reviewed since 2007. Modification aligns content with industry standards and with comparable college courses for transfer. Increased Lab and Lecture hours required for additional content. Course being proposed for distance learning.	3.000
	GRPH 112	Digital Imagery Justification: ERT to <b>synchronous only or partial online only distance education conversion</b>	3.000
	GRPH 117	Typography Justification: ERT to <b>synchronous only or partial online only distance education conversion</b> .	3.000
	GRPH 129	Digital Tools for Visual Media Justification: ERT to <b>synchronous only or partial online only distance education conversion</b> .	3.000
	GRPH 130	3D Modeling for Production Justification: ERT to <b>synchronous only or partial online only distance education conversion</b> .	3.000
	INTD 170	Interior Design Justification: The course needs to be reviewed and updated. Better prefix selection. Last review was fall 2007. Updates to assignments, textbook, SLOs and required materials is needed. Course being proposed for <b>distance education</b> . Removed outdated textbook.	3.000
	INTD 171	Interior Design Materials Justification: Course has not been reviewed since 2007. Text requires updating. Better Prefix selection. Modification to SLOs and Lab component need to be qualified. Course being proposed for <b>distance education</b> . Remove outdated textbooks.	3.000
Course Review	CHEM 120	Introductory Chemistry Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	4.000

	CHEM 140	Intro Organic Chemistry Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	4.000
	CHEM 150	General Chemistry 1 Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	5.000
	CHEM 151	General Chemistry 2 Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	5.000
	CHEM 180	Organic Chemistry 1 Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	5.000
	CHEM 181	Organic Chemistry 2 Justification: Chemistry Program Review 2021: Reviewing and updating the course outlines to align with current protocols.	5.000
	GEOG 105	Geography of California Justification: Course Review. Changes made: updated the fields in the Attributes screen, made modifications to course description, course content and course objectives to meet CSU GE recommendations (see Attach File screen) and updated Distance Education.	3.000
Major Program Modification	Life & Physical Sciences	<a href="#">Agricultural Plant Science</a> Associate in Science for Transfer	53-55

**VI. Agenda Item: Second Readings**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	AJ 106	Police Patrol Procedures Program: Administration of Justice. Associate in Science	3.000
THEA 198 V – THEA 198U: Justification: These courses will allow students to develop the skills necessary in a repertory theatrical production environment - specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.			
New Course	THEA 198U	Catalog Title: Topics in Theatrical Performance Banner Title: Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Course	THEA 198V	Catalog Title: Topics in Theatrical Performance Banner Title: Rep of Sound of Music to Native Gardens LOE: Completion of the program application and procedures for enrollment.	3.000
New Course	THEA 199V	Catalog Title: Topics in Theatre Stagecraft Rep of Sound of Music to Native Garden	3.000

		LOE: Completion of the program application and procedures for enrollment.	
New Course	THEA 199U	Catalog Title: Topics in Theatre Stagecraft Exploration of Sound of Music to Native Garden LOE: Completion of the program application and procedures for enrollment.	1.000
New Noncredit Course	PD 7000	College Success Strategies for Noncredit Students Justification: The development of this noncredit course will help bridge a gap that currently exists for our noncredit students. Our noncredit students are diverse and come to Allan Hancock College with different educational, language and developmental backgrounds. The creation of this course is focused on building support towards noncredit student academic success. The class will help student retention and completion of noncredit goals because it will help establish student connection to the college resources, support services and career opportunities available to noncredit students. Currently, there are successful PD courses available in credit that support student transition and success. However, our noncredit students need a course that is instructed in their language and that is focused on noncredit student needs and resources. <b>NEW: DE sync only</b>	20 h
	PD 7001	Noncredit Bridge to Credit Seminar Justification: same as PD 7000 <b>NEW: DE sync only</b>	20 h
New Programs	Life & Physical Sciences	<a href="#">Viticulture Level 2</a> Certificate of Achievement 16 or more semester units	35* 23 + 12
	Life & Physical Sciences	<a href="#">Viticulture Level 3</a> Certificate of Achievement 16 or more semester units	46* 35 + 11
Major Program Modification	Business Education	<a href="#">Computer Business Information Systems: Information Architecture</a> Certificate of Accomplishment Justification: Through the process of analysis for Guided Pathways, it was discovered that some electives in the certificate were being offered at an irregular schedule which affected student certificate completion. After reviewing Advisory Committee recommendations and doing a Labor Market analysis of the jobs that use the skills in the certificate, it became necessary to review course selection for the core and the electives that were listed in the certificate and fine tune it to current employment market requirements. These changes also consider student preferences and enrollment trends in the CBIS discipline. Modifications: Reduce total units from 16.5 to 15 units. Removed select options. Remove BUS 380 (core), BUS 111 (selective), BUS 366 (selective), BUS 377 (selective), CBIS 372 (selective), and MMAC 114 (selective).	15
	Business Education	<a href="#">Computer Business Information Systems: Small Business Web Master</a> Certificate of Accomplishment	14

		<p>Justification: Same as CBIS: Information Architecture program.</p> <p>Modifications: Increase the total units from 10 to 14 units. Removed selected options. Remove BUS 111 (selective), BUS 380 (selective), CS 102 (selective), and MMAC 114 (selective).</p>	
	Life & Physical Sciences	<p><a href="#">Agricultural Business</a></p> <p>Associate in Science for Transfer</p> <p>Modification: Because of recent approval of AG 152 for CSU GE B2 and IGETC 5B and approval of AG 161 for CSU GE B2/B3 and IGETC 5B/5C the double counting calculations for the Agricultural Business AS-T has increased from 6 units to 9 units.</p>	57-59
	Noncredit Education	<p><a href="#">Basic ESL</a></p> <p>Certificate of Competency</p> <p>Modifications: Make NESL 7040 a required course. Remove Level A as a required course and make it optional to reduce the number of waivers by Noncredit Counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.</p>	120-390 h
	Noncredit Education	<p><a href="#">Basic Noncredit ESL</a></p> <p>Certificate of Completion</p> <p>Modifications: Update by removing historical course after Course Review. Make NESL 7040 a required course. Add NESL 551 and 552 grammar courses as electives. Make Spanish Literacy &amp; Pre-A electives. Remove Level A as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements. It will also more accurately reflect the number of hours that are required for the certificate.</p>	112-252 h Min: 120 h
	Noncredit Education	<p><a href="#">Advanced ESL</a></p> <p>Certificate of Competency</p> <p>Modifications: Make NESL 7041 a required course. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution requirements.</p>	120-390 h
	Noncredit Education	<p><a href="#">Advanced Noncredit ESL</a></p> <p>Certificate of Completion</p> <p>Modifications: Update by removing historical course after Course Review. Make NESL 7041 a required course. Add NESL 551 and 552 grammar courses as electives. Remove Level C as a required course and make it optional to reduce the number of waivers by noncredit counseling. These changes will allow more students to receive the certificate they've earned by reducing wavier and substitution</p>	120-390 h Min: 120 h



		requirements. It will also more accurately reflect the number of hours that are required for the certificate.	
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**VII. Agenda Item: New and Modified Requisites**

Prefix & Number	Course Title	Requisites
CA 325	Specialty Cakes	Prerequisite/Corequisite: CA 124 Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. <b>Advisory: CA 120</b>
THEA 198U	Catalog Title: Topics in Theatrical Performance Banner Title: Exploration of Sound of Music to Native Garden	LOE: Completion of the program application and procedures for enrollment.
THEA 198V	Catalog Title: Topics in Theatrical Performance Banner Title: Rep of Sound of Music to Native Gardens	LOE: Completion of the program application and procedures for enrollment.
THEA 199V	Catalog Title: Topics in Theatre Stagecraft Rep of Sound of Music to Native Garden	LOE: Completion of the program application and procedures for enrollment.
THEA 199U	Catalog Title: Topics in Theatre Stagecraft Exploration of Sound of Music to Native Garden	LOE: Completion of the program application and procedures for enrollment.

**VII. Agenda Item: Request for Distance Education (Includes ERT, DE, and DE sync only)**

DE Type	Prefix & Number	Course/Program Title	Units/Hours
DE sync only	PD 7000	College Success Strategies for Noncredit Students	20 h
DE sync only	PD 7001	Noncredit Bridge to Credit Seminar	20 h

**VIII. Agenda Item: AP 4022 Course Approval**

**IX. 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.

**X. Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation

- g. Articulation
- h. CurriQunet & Support

**XI. Call for Future Agenda Items.**

**XII. Call to Adjourn**



AP 4022

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4022**      **COURSE AND PROGRAM APPROVAL ~~APPROVAL~~**

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 Section §58050).

The procedure for course and program approval includes: ~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office shall include the following:~~

- The discipline faculty creates a creation of a course or program proposal that meets the by discipline faculty which states development criteria: ~~for the proposed course,~~ including: (1) appropriateness to the mission of the college; (2) demonstrated need for the ~~course~~ within the college community; (3) adherence to Title 5 curriculum standards; (4) provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and (5) guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

The technical review committee reviews the course proposal and the academic dean/s ascertains feasibility of the course/program ~~An initial review of a proposal.~~

~~course or~~ The course/ program proposal is then reviewed and/or approved by the discipline faculty, department and department chair, ~~proposal(s) takes place which includes:~~ library/distance education/adaptive media specialist, counseling and articulation.  
~~the discipline faculty,~~

- ~~coordinator and/or department chair,~~
- ~~dean,~~
- ~~articulation officer,~~
- ~~library/Learning Resources,~~
- ~~Technical Review~~
- ~~adaptive technology Internet access specialist and DL coordinator for DL proposals, when the course is being proposed as a distance learning course~~

~~Then,~~ The Academic Policy and Planning (AP&P) Committee formally reviews and acts on course and program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.

The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

The AP&P Committee regularly conducts orientation and training for all faculty and staff that review and approve curriculum.

~~course proposal(s). The review includes two readings by AP&P. After this level of review has~~

~~been completed, all course proposals are recommended by AP&P to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval. After this approval has been granted, the Academic Affairs Office submits the course proposal(s) to the State Chancellor's Office Curriculum Inventory for statewide review and final approval.~~

~~Effective fall 2007, and until December 31, 2013, the Academic Policy and Planning Committee and the Governing Board also approved non-degree applicable credit courses and degree applicable credit courses that were not part of a state approved educational program (aka "stand-alone" courses). Additional requirements for these types of courses included:~~

- ~~• The AP&P Committee received annual training provided for in Title 5 Section 55100 regarding local approval of stand-alone courses. This training occurred within the first three weeks of each fall semester in compliance with Title 5 Section 55100.~~
- ~~• If a stand-alone course was denied approval by the State Chancellor's Office, the reason for denial was reviewed by the course initiator in collaboration with the AP&P Committee Chair. At that time, a determination was made as to whether to resolve the issue causing the course denial, or to pull the course from the State Chancellor's Office approval process. No course shall be offered at the college, credit or non-credit, unless it has approval from the State Chancellor's Office.~~
- ~~• Students may count no more than 18 units of stand-alone semester units toward satisfying the requirements for a certificate or completion of an associate degree.~~
- ~~• When 18 or more semester units of non-degree applicable courses in the same TOP code are linked to each other via prerequisites or co-requisites, such courses are submitted to the State Chancellor's Office for approval as a program. The AP&P Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.~~

~~Effective January 1, 2013, the Board of Trustees, upon the recommendations of the AP&P Committee and the Academic Senate, shall separately submit for approval by the Chancellor all nondegree applicable credit courses and individual degree applicable credit courses which are not part of any approved educational program.~~

~~All approved courses will be reported to the State Chancellor's Office Curriculum Inventory.~~

### **Noncredit Courses**

~~All noncredit courses are submitted to the Board of Trustees according to the following procedure:~~

- ~~I. Courses and their affiliated student learning outcomes are proposed by faculty.~~
- ~~II. Courses are reviewed by the appropriate credit department chair when applicable, noncredit support supervisor, and dean of Community Education.~~
- ~~III. Courses are evaluated, reviewed for compliance with local and state standards, and approved by AP&P.~~
- ~~IV. All courses approved by AP&P are recommended to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval.~~

**Reference:** Title 5 Section §55100

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**Approved: 12/13/16**