

Academic Policy & Planning Committee Agenda

Meeting: Thursday February 22, 2018 in B-100 at 2:00 PM

VOTING MEMBERS (14)

Chair – Larry Manalo Jr.
Vice-Chair – David DeGroot
Applied Behavioral Sciences – Christine Bisson
Business – Brent Darwin
Counseling – Lydia Maxwell
English – Kate Adams
Fine Arts – Tim Webb

Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – Mary Pat Nelson

Industrial Technology – Gabriel Marquez
Academic/Student Affairs – Kathy Headtke
Languages & Communication – Andrea Sanders
Life and Physical Sciences – Rob Lennihan
Mathematics Sciences – Derek Mitchem
Public Safety – Kristy Treur
Social & Behavioral Sciences – Tom VanderMolen

Student Representative – Vacant

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
VP, Academic Affairs – Melinda Nish
Admissions & Records – Janet Hooghuis and Betsy Wilcox
Articulation – David DeGroot
Community Education – Sofia Ramirez-Gelpi
Part-Time Faculty Union –

OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – Bob Curry
Dean, Student Services – Robert Parisi
Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Extended Campus – Rick Rantz
Associate Dean/Athletic Director – Kim Ensing
Associate Dean/PCPA Director – Mark Booher

LEGEND

I = Initiator
R = A&P Department Representative
Lec = Lecture Units
Lab = Laboratory Units
CO = Chancellor's Office

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes: Feb 8, 2018

Approval of the Agenda:

Chair Comments:

- College Now – Guest: Thomas Lamica
- AP&P Committee Description:
 - Ad Hoc Committee on Graduation Requirements (GE, MCGS, H&W, CSU GE, and IGETC)
 - Ad Hoc Committee on PCA
 - Evaluation of AP&P Committee

Action Item: Academic Senate on Academic Policy and Planning Committee

Information Item: College Now Update. Due: March 8, 2018.

- AP 5011 Admission and Concurrent Enrollment of High School Students and Other Young Students

Action Item: Updating a College Now

- Current practice on updating the College Now list: Discipline faculty reviews the list and determines accuracy and currency of the College Now course offerings. These are then included in the updated list for immediate implementation and inclusion in the college catalog.
- Currently, CurricUNET has a field for “College Now” that is completed at the time a course is proposed or modified. There is no mechanism to make changes to College Now status.
- Proposal: For new “College Now” courses, the discipline faculty with department and dean consultation should send a memo to the AP&P Chair to update the “College Now” status. The AP&P Chair will modify the College

Now status in CurricUNET. It is however, the responsibility of discipline faculty and departments to review and update the College Now list for catalog production.

Action Item: Textbook Adoption

- Current Policy: BP/AP 4220 Textbook Selection with references to
- Background: **Academic Senate Policy on Textbooks** (Approved at AS meeting 11/26/2013). The Academic Senate reaffirms that the official course outline of record determines the textbook options for a course. It is the responsibility of the departments to choose textbooks, consider whether to allow alternatives, decide whether a text is required, and ensure these options are reflected in the official course outline of record (COR).
- Proposal: The “Textbook Change” proposal type provides an opportunity to ensure that the COR indicates currently used text materials in course offerings. In an effort to expedite text and other materials adoption, textbook change proposal type is **only used** if the course outline of record review date is within two years for CTE and noncredit and 5 years for non-CTE. Thus, text adoption is upon **AP&P approval**.

Action Item: A Review of Sunset Policy

- First Appearance – a course that has not been taught for a period of two calendar years.
- Second Appearance – a course remaining in the sunset list for one year and has not been successfully taught ever since
- Proposal: Request for Drop Form should be completed and attached to the COURSE DROP/DEACTIVATE COURSE proposal type. The proposal should be launched. The initiator is responsible for informing the faculty, AP&P representatives, and respective departments whose courses and/or programs are listed in the course/program impact report.
- The AP&P Committee should address the impact on courses and programs and would make appropriate recommendations.
- Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not core to any degree/certificate program are exempt from the Sunset Policy. The program coordinators in these disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.

Action Item: Sunset Policy

- Proposal: Change the name to “Course Sunset Policy”

Information Item: Sunset Report Update. Due: March 8, 2018.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review No Changes	PHTO 381	Black and White Photo Lab 2 (Lab 1) Corequisites: PHTO 110 or PHTO 120 or PHTO 130 or PHTO 150 or any 179, 189, Or 199 as related to black and white photo process only. LOE: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.	David Passage
Course Review No Changes	PHTO 382	Color Photo Lab 1 (Lab 0.5) Corequisite: PHTO 140 or any 179, 189, or 199 as related to color photo processes only. LOE: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.	David Passage
Course Review No Changes	PHTO 383	Color Photo Lab 2 (Lab 1) Corequisite: PHTO 140 or any 179, 189, Or 199 as related to color processes only.	David Passage
Course Review No Changes	PHTO 384	Digital Photo Lab 1 (Lab 0.5) Corequisite: PHTO 170 or any 179, 189, Or 199 as related to digital photo processes only.	David Passage
Course Review No Changes	PHTO 385	Digital Photo Lab 2 (Lab 1)	David Passage

		Corequisite: PHTO 170 or any 179, 189, Or 199 as related to color processes only. LOE: Students may not be concurrently enrolled in PHTO 384 and PHTO 385.	
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First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	BIOL 128	Microbiology (Lec 3/Lab 1.5) Prerequisites: (BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150) and (CHEM 120 or CHEM 150) Justification: The course needs to be updated for currency and to better match CID descriptors. The units for the laboratory part of the course need to be decreased to 1.5 units (from 2 units) to reflect the 5 lab hours per week. This will bring the course total down from 5 to 4.5 units. There are also changes made to advisories and prerequisites to improve student success. The course content will separate laboratory activities from lecture topics. The text and laboratory manual editions will be updated. Modifications: Catalog Description, units, PCA, content, text and materials, and materials fee.	Rob Lennihan Comments: Field Trips – remove or provide details
Major Modification DL	CS 111	Fundamentals of Programming 1 (Lec 4) Prerequisites: MATH 331 Advisory: CS 102 Justification: Updated wording. Updated prerequisites (similar to Cal Poly). Changing textbooks. Modifications: Catalog Description, PCA, sample questions in Sample Assignments, Text, DL addendum	Michael Wagner
Course Review	ECS 303	Introduction to Early Childhood (Lec 2) Advisory: ENGL 513 Modifications: Course objectives. MOE. Updates on text and other materials.	Thesa Roepke Comment: Update text: 2011. The initiator commented that the textbook is an industry standard.
Agency Mandate	LE 320	Basic Law Enforcement Academy (Lec 12/Lab 12) Advisory: ENGL 306 and PE 141 LOE: Students who are not sponsored by a law enforcement agency must complete the 18 hours Pre-Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must	Ken George Attached File: POST PELLETB Validation Report 1994. Program: Law Enforcement: Basic Law Enforcement Academy Comments: Larry: Is there an application process for the program? If there is, do you need to include all the information on the LOE?

		<p>score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.</p> <p>Justification: Meets changes mandated by POST and by state legislature. Senate Bill 11 and Senate 29 mandate 8 hours of mental health training (CIT).</p> <p>Modifications: Methods of Instruction, and Text and Materials. Units: Lec: 11 hours to 12 hours (12 units) + Lab 35.7 hours to 36 hours (12 units). (NET INCREASE in units: 1.5 units. NET INCREASE in hours: 16-18 lecture/semester and 4.8-5.4 lab/semester).</p>	<p>SLO needs to be modified. Unclear about the "agency mandate"?</p> <p>Unit Calculations: 1 lecture unit = 1-hour class time + 2 hours outside of class time. 1 lab unit = 3-hour class</p> <p>12 units lecture = 12 hours of class time + 24 hours of outside of class time 12 units laboratory = 36 hours of class time</p>
Course Review	LE 424	<p>PC 832 Arrest (Lec 1.5) LOE: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills. Modifications: Units and Hours. (Units: 2.5 to 1.5 units. Lec: 2.5 hours to 1.875 hours. Lab: 0 to 0.625 hours).</p>	David Whitman
Course Review	LE 425	<p>PC 832 Firearms (Lec 0.5) LOE: Freedom from illness or disability that would prevent the student from safely participating in live fire shooting activities. Students not employed (as peace officer) or sponsored by a California law enforcement agency are required to obtain a CA DOJ Firearms Clearance (PC13511.5). Justification: Updated COR for course review. Modification: Units and Hours: 1.5 units to 0.5 units. Lecture hours: 1.5 hours to 0.5 hours. Lab hours (added) 0 to 1 hour.</p>	David Whitman
NEW Noncredit Course	NESL 7040	<p>Conversation for Beginning ESL (32-48 Hours) Justification: This course serves a need identified in AEBG 104, then AB86, student surveys. Students want and need more conversation and pronunciation-based courses in noncredit in order to increase their confidence and oral skills in speaking English in the community.</p>	<p>Andria Keiser</p> <p>Comments: Supporting documentation. Sample assignment number three-- I'm not sure what "reflect on it" means. Also, just curious about levels A, B, C, and D. According to the two classes, Level A/B is lower experience speaking English, but is there a connotation about A being high and D being low in native Spanish speakers?</p> <p>Supporting documentation is needed to support justification statement.</p>

Curriculum Duplication:

All NESL faculty were given the opportunity to provide input. Adrienne Lomp also reviewed and gave feedback on this COR. Faculty are supportive of this course.

Note: There are noncredit offerings that use **A, B, C, and D** designations.

NESL 7000 U Intro to English: Pre-A

NESL 7001 U Intro to English A1 - Intro to English A1 is a beginning level English course. Students develop basic speaking and listening skills in English. Reading and writing skills are gradually introduced.

NESL 7002 U Intro to English A2 – This course is designed for students who have completed Intro to English A1 or fulfilled entry requirements by taking a placement test. Students continue developing basic speaking and listening skills in English. Emphasis is placed on reading and writing.

NESL 7003 U Intro to English B1 - This course is designed for students who have completed level A or fulfilled entry requirements by taking a placement test. Students practice reading and writing tasks related to listening exercises and continue to gain fluency in communication.

NESL 7004 U Intro to English B2 - This course is a continuation of Intro to English B1 and is designed for students who have completed B1 or fulfilled entry requirements by taking a placement test. Emphasis is placed on oral and written language communication and on developing reading skills.

NESL 7005 U Intro to English C1 - This course is designed for students who have completed Intro to English B2 or fulfilled entry requirements by taking a placement test. Emphasis is placed on intermediate fluency and mastery of communication and reading and writing tasks to expand oral language skills.

NESL 7006 U Intro to English C2

NESL 7007 U Intro to English D1

NESL 7008 U Intro to English D2

NEW Noncredit Course	NESL 7041	Conversation for Intermediate ESL (32-48 hours) Justification: as above.	Andria Keiser Comments: same as above.
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Information Item: Package Proposal in CNET

Information Item: Goals and Achievements 2018: Work in Progress

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.

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. CurricUnet & Support

Call for Future Agenda Items

Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up

Call to Adjourn.

Next Meetings:

AP&P: Mar 8, 2018 (2-4 PM)
TRC: Mar 1, 2018 (2-4 PM)

AP&P Agendas and Minutes can be found in “quick links” on the college website: <http://www.hancockcollege.edu/app/meetings.php>

Academic Senate

Academic Policy & Planning (AP&P) Committee

Functions:

1. ~~4.~~ Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. ~~These is-~~includes:
 - a. New curriculum and programs.
 - b. Proposed changes and revisions to existing curriculum and programs.
 - c. Discontinuance of existing programs.
 - d. General Education criteria.
 - e. Board policies on PCAs, curriculum development, and program discontinuance pertaining to curricular matters.
2. ~~2.~~ Provide recommendations to the Academic Senate on policies which define AP&P Committee processes for creating and modifying curriculum and programs. When approved, these policies are then housed in the Academic Senate AP&P Curriculum Development Handbook.
3. ~~3.~~ Submit recommendations (from 1 and 2 above) in the Curriculum Summary report to Academic Senate at least once per semester.
4. ~~4.~~ Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.

Membership:

- Voting Members - There shall be a member from each instructional department; one member from counseling; one member representing faculty from the Academic/Student Service Department, and one student member, who shall be from the ASBG Commissioner of Curriculum.
- Non-Voting Members - The vice president, academic affairs, shall be ex-officio without vote; the articulation officer shall be ex-officio without a vote (unless such member sits as the department representative from the counseling department); one member from the admissions and records office; one member from non-credit community education and programs; and the curriculum specialist; and the Banner specialist.
- Eligibility - Faculty voting members shall be duly elected or appointed by the departments according to each department's procedures. All full-time faculty members of departments and counseling are eligible.

Length of Membership:

The term of office for faculty shall be for two years except where the incumbent is elected chairperson when it will then be extended to cover his/her tenure. The tenure of office for the student member shall be one year.

The purpose of a two-year term is to have only one-half of the membership change each year, having no more than one-half of the members in their first term. There is no limit on the number of times a member or chair may be reelected. Since the chairperson may cast deciding votes, additional representation by his/her department is not required, and the tenure of his/her replacement may be adjusted to one year or three years as required to maintain the following scheduled elections.:

ODD YEARS:

Applied Social Sciences
Counseling
English
Health Sciences
Life and Physical Sciences
Mathematical Sciences
Public Safety
Chair:

EVEN YEARS:

-Business
Fine Arts
Kinesiology, Recreation, & Athletics
Industrial Technology
Languages and Communication
Academic/Student Service Department
Social & Behavioral Sciences

The election of the chair for the committee shall be in accordance with the Academic Senate Elections Code. The chairperson shall be elected on or before April 1st for the following term. Any presently serving voting member shall be eligible.

Nominations shall be from the floor and voting shall be by secret ballot. In the event no current faculty member of the committee is willing to chair, the current chairperson of the committee shall so advise the Senate Executive Committee.

The Senate Executive Committee shall then direct the Senate Elections Committee to obtain nominations and conduct the election of the chair in accordance the Academic Senate Elections Code. The term of office shall be two years. Any presently or previously serving voting member of the committee shall be eligible.

In addition to developing the agendas and presiding over meetings, the chairperson may appoint ad hoc committees to study, investigate and report on any subject within the committee's purview.

Meetings:

Meetings are held as needed as mutually agreed by the committee. ~~Past practice is that~~ Meetings are typically held on every other Thursday afternoon ~~from 2—4 pm~~ unless the curriculum review load requires back to back Thursday meetings. The Technical Review Committee meets the alternating Thursday afternoons, from 2—4 pm.

Agenda:

The chair is responsible for preparing, distributing, and posting the agenda.

Minutes:

The curriculum specialists is responsible for preparing the minutes. The chair is responsible for preparing, distributing, and posting the minutes.

Chair and Member Duties:

~~A description~~ The roles and responsibilities of the chair and member duties are included in the Curriculum Development Guide Handbook.

BP 4220 TEXTBOOK SELECTION

The selection and discontinuance of textbooks are the responsibility of the instructor, with the approval of the department chair and the academic dean. **Adopted: 12/17/96**

Revised: 3/11/04

Revised:

(Replaces Board Policy 7100)

AP 4220 TEXTBOOK SELECTION

An adopted textbook should be used for at least a three-year period. Instructors may petition the department chair and the academic dean to change a text before the three-year period expires if valid reasons exist, and there is no stock on hand of the current text or the stock on hand can be returned to the publisher. Approval by the department chair and the academic dean is required for a change of an adopted textbook.

Textbooks and supplies are ordered on a form provided by the bookstore. Text orders and changes should be submitted according to the following schedule:

For spring semester - by November 1

For summer school - by April 15

For fall semester - by May 1

Approved: 12/17/96

Revised: 3/11/04

Revised:

(Replaces Administrative Procedure 7100.01)

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must:

- submit an application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction. The Dean, Student Services has the authority to make the final decision whether a student can benefit 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 48800.05.

Admission is subject to seat availability. The student must:

- submit an Allan Hancock College application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction;
- obtain written approval of the governing board of the school district of attendance. The Dean, Student Services has the authority to make the final decision whether a student can benefit from instruction.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

All required documents shall be sent to the Director, Admissions and Records

I. High School Students

High school students who plan on enrolling in courses on the college campus or online will have admissions and records staff or extended campus staff review the materials, and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria.

This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff; □ consideration of the welfare and safety of the student and others; and/or □ consideration of local, state, and/or federal laws.

II. Concurrent Enrollment of High School Students

Concurrent enrollment refers to college-credit bearing courses taught to high school students by college-approved high school teachers at the high school campus. Admissions and records staff, or extended campus

staff will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff; □ consideration of the welfare and safety of the student and others; and/or □ consideration of local, state, and/or federal laws.

III. Students Enrolled in Grades below Eleventh Grade

For students attending grades below eleventh grade, the determination shall be made through an appeal process to the Dean, Student Services. The school must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean, Student Services shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with an academic counselor;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

The Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated below. The Director, Admissions and Records, shall maintain a file copy of the young student supplementary admission application.

IV. Exemptions

Students attending high school wishing to participate in PROD 301 Introduction to Life and Career Planning are exempt from an appeal for this course only. Completion of the admissions process is still required.

V. Qualifications

Individuals under eighteen years of age who do not have a high school diploma or an equivalency may be admitted to the college under the circumstances outlined in this procedure and on the **College Now!** Petition form. Such students may take credit courses from an approved list as established by the college. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in the Education Code. Admission to classes is subject to seat availability.

VI. Application Process

The college requires that the student complete the following:

1. Apply for admission online.
2. Submit a **College Now!** Petition form including signatures of the parent or guardian and the principal or designee obtained by the applicant. Forms are available on the District's website.
3. Submit a copy of high school transcript. A student participating in a home schooling program must submit a copy of his/her affidavit of home schooling.

In accordance with established criteria approved by the appropriate academic dean and the Chief Instructional Officer, each department will develop a list of courses in which students may enroll, either on the college or high school campus. Eligibility for enrollment in these courses is outlined in the college catalog. Students must maintain good academic and progress standing to participate in the **College Now!** Program.

The Chief Instructional Officer has the authority to make the final decision whether a high school or younger student is allowed to enroll.

VII. Publication of Admissions Policies and Procedures

Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

References: Education Code Sections 48800, 48800.5, 76001, and 76002

VIII. **Approved: 3/11/04 Revised: 6/19/12 Revised: 6/16/15 Revised: 5/10/16**