

# Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday April 26, 2018 in Board Room at 2:00 PM

## VOTING MEMBERS (15)

X Chair – Larry Manalo Jr.  
X Applied Behavioral Sciences – C. Bisson  
X Business – Brent Darwin  
X Counseling – Lydia Maxwell  
English – Kate Adams  
X Fine Arts – Tim Webb  
X Kinesiology, Rec & Athletics – Sheri Bates  
Health Sciences – Mary Pat Nelson

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

## NON-VOTING MEMBERS

Vice Chair – Dave DeGroot  
X Curriculum Specialist – Rebecca Andres  
X Interim VP Academic Affairs– Melinda Nish  
Admissions & Records – Janet Hooghuis  
Articulation – David DeGroot  
Community Education – S. Ramirez-Gelpi  
Part-Time Faculty Union –

## STANDING INVITEES

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

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

## GUESTS

**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: April 12, 2018

Committee Action: A motion was made to approve the minutes of the April 12, 2018 meeting as distributed.

(M/S/P: Headtke/Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstain: K. Treur

## Approval of the Agenda:

**Committee Action:** A motion was made to approve the agenda as revised. (M/S/P: R. Lennihan/A. Sanders) Yes: C. Bisson, B. Darwin, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: L. Maxwell.

## Chair Comments:

## Action Item: Nomination and Election of AP&P Chair

- A review of the AP&P chair duties was reviewed.
- Nominations opened: Larry Manalo accepted a nomination by R. Lennihan.
- No other nominations were made and nominations were closed.
- Since there were no other nominations, Larry Manalo was elected as AP&P Chair.

## Consent Agenda

Proposal Type	Course Proposal Details	Comments
Course Drop	MATH 313 Algebra 1: Part 1 Justification: The newer class Math 309 is replacing most Math 311 courses, so there is not a need for Math 313 (Part 1 of a two-semester version of Math 311).	Students may take Math 311
Course Drop	MATH 314 Algebra 1: Part 2 Justification: The newer class Math 309 is replacing most Math 311 courses, so there is not a need for Math 314 (part 2 of a two-semester version of Math 311).	Students may take Math 311.
Textbook Change	NURS 337 Professional Relationships	
Textbook Change	SPCH 101 Public Speaking	Verify: Discipline Placement
Committee Action:	<p>A discussion regarding course drops, Math 313 and 314 included the following:</p> <ul style="list-style-type: none"> <li>dropping the two-part Algebra 1 series is a disservice to those students needing a slower-paced algebra course,</li> <li>some students enrolled in Math 311 or 309 will experience a hardship</li> </ul> <p>A motion was made to recommend adoption of consent agenda items. (M/S/P: R. Lennihan/A. Sanders) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.</p>	

## First Reading:

Proposal Type	Course Proposal Details	Recommendations
Course Review	ET 140 Engineering Drawing (Lec 2/Lab 1) Prerequisite: ET 100 Modifications: Fall offering. Grading Method (P/NP to Letter Grade or P/NP). Methods of Instruction. Outside Assignments. Methods of Evaluation. Text.	Clarify: CADD versus CAD
Noncredit Course Modification	VOCE 7103 Introduction to Internet Hours: 16-18  Modifications: Semester offering. TOP code. SAM code. Catalog Description. SLO. CO. Methods of Instruction. Methods of Evaluation. Text and Materials.	Justification: Bring the course up-to-date with current technology levels.  Committee Recommendations: Format, move activities to outside assignments.
NEW Noncredit Courses	VOCE 7111 Email Hours: 16-18	Title should be more descriptive – Introduction to Email or Fundamentals of Email, format, move activities to assignments.
	VOCE 112 Intro to Microsoft PowerPoint Hours: 16-18	Format, clarify materials
	VOCE 7800 Commercial Truck Driving: Preparation for the Learner's Permit 80-90 hours	add NESL 7007 as an advisory course.
	VOCE 7801 Commercial Truck Driving: Behind the Wheel 160-180 hours	
New Noncredit Programs	Commercial Truck Driving Certificate of Completion 240 – 270 hours	Rationale: This program was developed to meet the needs of local

		truck driving companies. This program will be offered at the Public Safety training Complex.
<b>Committee Action:</b>	A motion was made to consider 1 <sup>st</sup> reading proposals. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstain: 0.	

### 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.

### Second Reading

Proposal Type	Proposal Details	Comments
Major Course Modification	<p>BIOL 128 Microbiology 4.5 units (Lec 3/Lab 1.5) Prerequisites: BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150 and CHEM 120 or CHEM 150</p> <p>The units for the laboratory part of the course are being decreased from 2 to 1.5 units. This will bring the course total down from 5 to 4.5 units. There are also changes made to prerequisites to improve student success. Course content will list laboratory activities from lecture topics. The text and laboratory manual are being updated.</p>	<p>Course Impact: Co-requisite: PHYS 121 Program Impact: AA Agribusiness: Enology and Viticulture AA Liberal Arts: Math and Science (for Transfer) AA Liberal Arts: Math and Science (Non-transfer) AST Nutrition and Dietetics 30-unit Nursing Certificate</p>
Course Review	<p>ET 140 Engineering Drawing (Lec 2/Lab 1) Prerequisite: ET 100 Modifications: fall offering, grading method to letter grade or P/NP, methods of instruction, outside assignments, methods of evaluation, textbook updated.</p>	
Noncredit Course Modification	<p>VOCE 7103 Introduction to Internet Hours: 16-18 Modifications: Semester offering, top code, sam code, catalog description, slo, objectives, methods of instruction, methods of evaluation, textbook and materials.</p>	Justification: Bring the course up-to-date with current technology levels
NEW Noncredit Courses	<p>VOCE 7111 Email Hours: 16-18 .</p>	New course to meet current employment and technology requirements. This course is included in the Beginning Computer Skills Career Development Certificate
	<p>VOCE 112 Intro to Microsoft PowerPoint Hours: 16-18</p>	
	<p>VOCE 7800 Commercial Truck Driving: Preparation for the Learner's Permit 80-90 hours</p>	
	<p>VOCE 7801 Commercial Truck Driving: Behind the Wheel</p>	

	160-180 hours	
	WKPR 7800 Career Readiness and Planning 9-12 Hours	This course will be part of a noncredit certificate program, Workplace Readiness for Adults with Disabilities, and will be cosponsored by the Tri-Counties Regional Center.
	WKPR 7801 Functional Work Skills 96-108 Hours	This course will be part of a noncredit certificate program, Workplace Readiness for Adults with Disabilities, and will be cosponsored by the Tri-Counties Regional Center.
New Noncredit Programs	Workforce Readiness Certificate of Competency 105-120 hours	This program aligns with AHC's mission to provide quality educational opportunities to the college's diverse community, including the often under-served adults with disabilities who reside in the region. The need for this course was identified in the planning stages of the AEBG grant in which students, staff, faculty, employers, local high school staff and faculty, and community organizations provided input on regional adult education needs. The program will be offered under the noncredit program area--adults with disabilities.
	Commercial Truck Driving Certificate of Completion 240 – 270 hours	
<b>Committee Actions:</b>	<p>A motion was made to recommend 2<sup>nd</sup> readings for adoption. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstain: 0.</p> <p>A motion was made to recommend prerequisites, corequisites, advisories, and limitations for adoption. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstain: 0.</p>	

**Action Item:** Sunset Policy Proposal: Change the name to “Course Sunset Policy”

**Committee Action:** A motion was made to adopt the name change to “Course Sunset Policy”. (M/S/P: D. Mitchem/K. Treur) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur T. VanderMolen. Noes: 0. Abstain: 0.

**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 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 x 99 (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.

Discussion:

- an updated sunset list will be distributed to the committee, department chairs, and deans
- there are courses that remain on the list for which no action has been taken by the department to either retain the course, or drop the course
- AP&P has not enforced its authority to remove courses from the catalog when no department action has taken place, or proposal submitted to retain or drop courses on the list
- AP&P reps will facilitate discussions at the department level regarding AP&Ps authority to take actions in removing courses from the catalog (are they familiar with the process? familiar with the language? propose new language?)

**First Reading Only: Sunset Proposals** Note: \* proposal submitted to CNET as Course Drop.

Proposal Type	Course/Program Title (units)	Rationale Provided
Course Drop	ENGL 115 Writing Fiction	The department concurs that the course should be dropped from the curriculum
Course Drop	ENGL 116 Writing Poetry	The department concurs that the course should be dropped from the curriculum
Request to Drop	PSY 120 Cultural Psychology	Reason: Insufficient enrollment. No alternative course. The decision was unanimous.
1 <sup>st</sup> Appearance – Proposals to Retain	ENGL 108 Literary Arts Journal 2 Last Offered: Spring 2010	Course will be offered in spring 2019, and the prerequisite course 107 in fall 2018. Offer more face-to-face and more variety of transfer and literature courses as able. (F 2016) <ul style="list-style-type: none"> <li>• Institutionalize accelerated courses and boot camps as warranted. (Sp 2017)</li> </ul> Create instructional units around community activism and student challenges. (F 2019)
	ENGL 109 Applied Composition Last Offered: Fall 2006	Action: The course will be offered again during the upcoming Spring, Summer, or Fall terms.
	ENGL 135 Introduction to Poetry Last Offered: Sum 2013	English Department's Program Review commits to offering majors and transfer students a wider range of courses and electives-beyond the perennial survey courses in American and English lit +

		Shakespeare (which are not electives). We have had recent success with single-section offerings of less-taught electives in 16 and 8-week semesters (English L39, English L33), but offerings of single-section electives must be metered-we can't offer more than one per semester or they compete with each other-and so English 135 is in the rotation for offering in the next summer/Fall/Spring term.
	ENVT 154 Monitoring and Sampling Last Offered: spring 2015	Action: The course will be offered again during an upcoming Spring, Summer, or Fall terms.
	ENVT 158 Hazardous Waste Minimization and Emissions Reduction The course should not be on the sunset list because it was offered successfully in Spring 2018.	This course was removed from the list.
	ENVT 159 Hazardous Materials and Hazardous Waste Permitting The course should not be on the sunset list because it was offered successfully in Spring 2017.	This course was removed from the sunset list.
	POLS 106 California Politics and Government	This course was removed from the sunset list.
<b>Committee Actions:</b>	<p>A motion was made to recommend adoption of course drops. (M/S/P: K. Headtke/D. Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.</p> <p>A motion was made to retain courses on the sunset list based on the department rationale plan of action. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.</p>	

**Action Item:** Summary Report June 2018 Board Meeting

**Committee Action:** A motion was made to recommend adoption of the curriculum summary report. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. TreurT. VanderMolen. Noes: 0. Abstain: 0.

**Action Item:** Roles and Responsibilities: AP&P Chair and Vice-chair  
Reviewed only, no action taken.

**Action Item:** COR Review Date Policy

- A current COR must have a review date within two years for CTE courses and six years for non-CTE courses.
- The Review Date on the Course Outline of Record shall be changed with all course proposals except Textbook Change, Corrections, and SLO changes.

**Committee Action:** A motion was made to adopt the Review Date Policy. (M/S/P: D. Mitchem/R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.

**Action Item:** Determining Advanced Placement (AP) Equivalency

**Committee Action:** A motion was made to adopt the procedures for Determining AP Course Equivalency. (M/S/P: R. Lennihan/K. Treur) Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstain: 0.

**Information Item:** AHC Disciplines List Policy

Reviewed

**Action Item:** AHC Disciplines List

No action taken, a CurriQunet report showing discipline placement for each course is needed. Currently, the discipline placement field in CurriQunet is not configured for reporting out. Follow-up will be made with Governet.

**Reports-** none

**Call for Future Agenda Items**

Curriculum Development Handbook

AP&P Evaluation Recommendations and Follow-up

Sunset Policy language – when no response or action by the department is taken for courses on the sunset list

**Call to Adjourn** – the meeting was adjourned at 4:00 pm

**Title:** Commercial Truck Driving  
**Award Type:** Certificate of Completion

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The Commercial Truck Driving Certificate prepares students to take the knowledge test required to obtain a California Commercial Learner's Permit and to take the road test. Upon passing both of these California Department of Motor Vehicle tests, students will be qualified for an entry-level position in the trucking industry. A certificate of Completion is awarded to student who perform 80% or higher on all competency tests and pass the California Commercial Driver's License – Class A or B test.

**The graduate of the Certificate of Completion in Commercial Truck Driving will:**

- Interpret U.S. Department of Transportation rules and regulations, safety, logs, and other legal issues that apply to trucking and transportation.
- Demonstrate knowledge of commercial vehicle systems and operations.
- Demonstrate how to safely operate equipment and to conduct routine preventive maintenance.
- Demonstrate proficiency by obtaining a California Commercial Driver's License – Class A or B.

**Program Requirements**

**A total of 240-270 hours is required for the certificate of completion**

**Required courses:**

WKPR 7800	Commercial Truck Driving: Preparation for The Learner's Permit	80-90
WKPR 7801	Commercial Truck Driving: Behind the Wheel Training	160-180

**Title:** Workforce Readiness  
**Award Type:** Certificate of Competency

**The graduate of the Certificate of Completion in Workforce Readiness will:**

- Demonstrate level-appropriate competency in reading fluency, writing, and basic math operations.
- Develop a Person-Centered Plan for Employment

**Program Requirements**

**A total of 105-120 hours is required for the certificate of competency**

**Required courses:**

WKPR 7800	Career Readiness and Planning	9-12
WKPR 7801	Functional Work Skills	96-108

**Roles and Responsibilities: AP&P Chair**

1. Ensure curriculum standards and criteria are in compliance with regulations.
2. Facilitate AP&P Committee meetings.
3. Prioritize and prepare agenda.
4. Serve as a resource to AP&P and others.
5. Presents to the Board of Trustees and reports decisions to and from the Board of Trustees.
6. Verifies corrections have been made.
7. Acquire and maintain knowledge (CurricUnet updates and participation at the annual Curriculum Institute)
8. Delegate tasks to AP&P Vice-Chair.
9. Works closely with the VP of Academic Affairs and the academic deans in considering the campus wide impact of curriculum proposals and will report such impacts to the committee.
10. Assists department representatives and department members in preparing proposals.
11. If issues need to be resolved before or after the first reading, the chair may help facilitate dialogue. The agenda items to be covered at committee meetings are not affected, and meetings can end in a timely fashion.
12. Works closely with the Curriculum Specialist in structuring meeting agendas, reviewing minutes, and implementing committee recommendations and decisions.
13. Certify via signature appropriate approval process.
14. Provide regular training and seminars for faculty and staff.

**Roles and Responsibilities: VICE-Chair**

1. Ensure curriculum standards and criteria are in compliance with regulations.
2. Facilitate AP&P meetings as needed and other chair roles.
3. Serve as a curriculum resource for faculty and staff.
4. Closely collaborate with AP&P chair.
5. Be familiar and know where to access information.
6. Serve as chair of AP&P sub-committee(s) such as Technical Review Committee.
7. Attend various meetings on curricular matters.
8. Keep the committee and the college abreast of trends and changes in the state and local levels.

### § 55052. Advanced Placement Examinations

The governing board of a community college district may adopt policies to grant credit for satisfactory completion of advanced placement examinations typically recognized by colleges and universities as measuring competencies comparable to those achieved in baccalaureate level courses.

The faculty in the appropriate discipline must approve advanced placement examinations, scores deemed to constitute satisfactory performance, courses offered by the college for which credit will be granted, and requirements that may be met by such examinations in accordance with policies and procedures approved by the curriculum committee established pursuant to § 55002.

The student's academic record shall be clearly annotated to reflect that credit was earned through an advanced placement examination.

### **Determining Advanced Placement (AP) Course Equivalency**

Steps: Identification of college courses for AP course equivalency consideration.

1. The articulation officer and/or transfer center director identify courses for advanced placement (AP) course equivalency consideration and request the discipline faculty to make a determination.
2. Determination of AP course equivalency is made by discipline faculty. The articulation officer facilitates determination based on:
  - a. College Board AP course and examination information <http://apcentral.collegeboard.com/apc/Controller.jspf>
  - b. Corresponding AP course equivalency information from 4-year feeder institutions
  - c. Articulation agreements equated with the 4-year AP course equivalency
3. The AP course equivalency credit shall be noted on the student's transcript.

## Revised from CDH Posted Online.

### Discipline

The applicable discipline(s) that qualify an instructor to teach a course is listed on the course outline of record. The appropriate discipline(s) needs to come from the Minimum Qualifications publication by the Chancellor's Office.

The Disciplines List had been divided into two parts to differentiate those disciplines for which a Master's (M) degree is required as a precondition for employment from those for which it is not. Generally, disciplines have been included on the Master's List if universities typically offer sufficient upper-division and graduate instruction in applicable subjects to permit their awarding advanced degrees in that discipline.

On the other hand, disciplines for which there is no or limited graduate training, as found in some career and technical education fields, have been included on the non-Master's (NM) List. In those cases where a Master's degree is not generally expected or available, the minimum standard has been a Bachelor's degree in any subject, plus two years of work experience directly related to the teaching assignment, or an Associate degree in any subject plus six years of work experience directly related to the teaching assignment. Work closely with your faculty peers, department chair, and dean in this section. Do not improvise in this area.

### Disciplines List

The purpose of placing courses within disciplines is to assure that instructors teaching those courses possess the appropriate preparation to teach them effectively. It is **not** a Title 5 requirement that the discipline assignment designations be contained within the course outline of record, but these assignments do need to be documented somewhere. The AHC course discipline placement shall be recorded on the Course Outline of Record (COR).

During the spring semester, the committee will review the AHC disciplines list for accuracy and inclusion of corrections and updates.

### Course Placement in the Disciplines List (AHC Disciplines List)

Title 5 §53200 states that the process of placing courses within disciplines is the responsibility of the local Academic Senate.

AHC Board Policy 2510 Shared Governance.

Academic Senate(s) (Title 5 §§ 53200-53206). The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

As a subcommittee of the AHC Academic Senate, the Academic Policy and Planning (AP&P) Committee manages this process and is charged with the "obligation to seek out the expertise of the discipline faculty". In most cases, courses will be placed in a single discipline. However, some courses may appropriately be placed in more than one discipline.

Based on course content, courses reviewed and recommended for approval by the AP&P Committee must be placed in the appropriate discipline(s) on the AHC Courses Placed in Disciplines List (AHC Disciplines List). The list indicates the minimum academic or vocational qualifications to teach the content of a particular course.

The AHC Disciplines List must align with the most recent version of the Board of Governors' (BOG's) Disciplines List (Minimum Qualifications - MQ). The AHC Academic Senate may establish additional qualifications that may be more rigorous than those listed in the BOG's MQs.

Course placement in the discipline/s is based on the body of knowledge necessary to teach the course content. Collaboration and consent of faculty in affected disciplines are required when modifying discipline/s placement. Courses may be placed in a single discipline, multiple disciplines, or interdisciplinary. The minimum qualifications for these placements are:

- Single Discipline Placement: Requires minimum qualifications in the listed discipline.
- Multiple Disciplines Placements: Requires minimum qualifications in at least one of the listed disciplines.

- Interdisciplinary Placement: Requires minimum qualifications in at least one of the listed disciplines and upper division or graduate course work in at least one of the other disciplines listed.

### **Cross-listing (Multiple Prefix Offering – MPO)**

Definition: Cross listing, also known as the multiple prefix offering, or MPO, allows for courses with multiple prefixes to be offered at Hancock if placed in multiple disciplines, or as interdisciplinary.

Example: Business Economics listed as both BUS 121 / ECON 121.

Guidelines:

1. An identical course outline of record must be recorded under each discipline.
2. To ensure collaboration and consensus among departments on all course proposals, affected discipline faculty must collaborate on creating the course, modifying the course, and reviewing the course during the required periodic college processes.
3. The discipline faculty may request for multiple discipline placement of the course once they have collaborated with the faculty of affected departments. The faculty should be prepared to provide contacts, statement from affected faculty, and rationale for the request for cross-listing (MPO).
4. In cases where the affected discipline-area faculty cannot agree on a common COR they will meet with the AP&P Committee Chair, the Department Chair/s, and the Dean/s to mediate the dispute. If faculty authors are still unable to reach consensus, the course will not be considered for cross-listing. The results will be reported to AP&P and the initiators have the option of appealing to the Academic Senate.
5. The “request for cross-listing of a course” proposal (major modification) must be submitted with the course outlines of cross-listed courses. The AP&P Committee recommends the use of the “Package proposal” to ensure that these courses move along the approval process as a “bundle”. The initiator/s must attach verification of communication among faculty/departments of affected disciplines.
6. NOTE: When cross-listing courses, the discipline faculty should ensure that the appropriate minimum qualifications or discipline placement indicates the requisite minimum academic or vocational qualifications to teach the content of the cross-listed courses.

Academic Policy Planning Committee  
Fall 2017 Sunset Report

4/15/2019

Count	Prefix	Course Title	No. of Appearances on List	Report Sem/Year	Previous Report	Previous Report2	F17 Proposal Received from	Proposal Reviewed	Proposal Type Submitted
1	AG 134	Internship Seminar	2	Fall 2017	Fall 2016				
1	AG 151	Winery Equipment	2	Fall 2017	Fall 2016				
1	AG 158	Agricultural Economics	1	Fall 2017					
1	AG 302	Advanced Pairing Wine and Food	1	Fall 2017					
1	AG 303	Epicurean Wine and Food	1	Fall 2017					
1	AG 307	Vineyard Irrigation	1	Fall 2017					
1	AG 316	Intro to Wine Microbiology	1	Fall 2017					
1	AG 318	Advanced Winemaking	1	Fall 2017					
1	AG 320	Wine Tasting Room Sales	1	Fall 2017					
1	ART 109		1	Fall 2017			1	4/26/2018	second appearance form to drop course
1	ART 131	Portraits	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to drop course
1	BIOL 135	Orthopedic Injury Assess/Rehab	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	CurriQunet proposal to drop
1	BIOL 145	Orthopedic Injury Assess/Rehab	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	CurriQunet proposal to drop
1	BUS 140	Survey of International Busine	1	Fall 2017					
1	BUS 355	Issues in Internet Law	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 365	Managing Teams	1	Fall 2017					
1	BUS 368	Online Auctions	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 380	Marketing Strategies	1	Fall 2017					
1	BUS 381	Entering Global Markets	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 387	Executive Leadership: Series	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 390	Business Law: The Series	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 391	Human Resource Mgt: Series	1	Fall 2017					
1	BUS 392	Peformance Evaluation	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 393	Business Report Writing	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 395	Business Incorporation	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 397	Executive Leadership	3	Fall 2017	Fall 2016	Fall 2015			
1	BUS 398	Efficient Meeting	3	Fall 2017	Fall 2016	Fall 2015			
1	CBIS 343	Applied Project Management 1	3	Fall 2017	Fall 2016	Fall 2015	1		CurriQunet proposal to drop
1	CBIS 373	Intro to Windows	1	Fall 2017			1		CurriQunet proposal to drop
1	CBIS 381	Introduction to Mac OS	1	Fall 2017			1		CurriQunet proposal to drop
1	CBOT 360	Word - Basics	1	Fall 2017					
1	CEL/EL/ET	Intro to Robotics & Mechatroni	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course

Academic Policy Planning Committee  
Fall 2017 Sunset Report

4/15/2019

Count	Prefix	Course Title	No. of Appearances on List	Report Sem/Year	Previous Report	Previous Report2	F17 Proposal Received from	Proposal Reviewed	Proposal Type Submitted
1	CEL/EL/ET	Intro to Renewable Energy	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	CEL/EL/ET	PLCs and Industrial Control De	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	CEL/EL/ET	Mechatronic Systems 1	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	CEL/EL/ET	Electrical Power, Motors & Con	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	CEL/EL/ET	Fluid Power and Control	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	DA 380	Dental Assisting Skills Lab	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	DANC 126	Clinic in Ballet Barre	1	Fall 2017			1	4/26/2018	second appearance form to drop course
1	DANC 154	Pointe and Partnering Clinic	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	DANC 155	Clinic in Pilates	2	Fall 2017	Fall 2016		1	4/26/2018	second appearance form to retain course
1	DANC 161	Clinic In Intermediate Ballet	1	Fall 2017			1	4/26/2018	second appearance form to retain course
1	DANC 162	Clinic in Jazz	1	Fall 2017			1	4/26/2018	second appearance form to retain course
1	DANC 167	Clinic in Intermediate Tap	3	Fall 2017	Fall 2016	Fall 2015	1		second appearance form to drop course
1	DANC 172	Beginning Ballroom Dance	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course

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1	DANC 174	Intermediate Ballroom	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance to drop course
1	ECS 125	Curriculum for School-Age Children	1	Fall 2017					
1	ECS 320	Administration: Staff Leadership	1	Fall 2017					
1	ECS 321	Administration: Professional Ethics	1	Fall 2017					
1	ECS 322	Administration: Parents as Partners	1	Fall 2017					
1	ECS/EDUC 1	Technology For Educators	3	Fall 2017	Fall 2016	Fall 2015			
1	EL 122	Electronic Devices and Circuits	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	EL 123	Electronic Devices and Circuits Laboratory	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	EL 135	Electronic Measurement and Instrumentation	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	first appearance form to retain course
1	EL 136	Electronics Measurement and Instrumentation	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	first appearance form to retain course
1	EL 332	Wireless Network Administrator	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	first appearance form to retain course
1	EL 333	Introduction to Network Security	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ENGL 108	Literary Arts Journal 2	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ENGL 109	Applied Composition for English Tutors	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ENGL 115	Writing Fiction	2	Fall 2017	Fall 2016		1	4/26/2018	proposal to drop
1	ENGL 116	Writing Poetry	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	proposal to drop
1	ENGL 135	Introduction to Poetry	1	Fall 2017			1	4/26/2018	proposal to drop
1	ESL 550	ESL: Grammar 1	1	Fall 2017			1	4/26/2018	first appearance form to retain course

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1	ET 104	Introduction to Robotics and Mechatro	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ET 128	Intro to Renewable Energy	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ET 131	Programmable Logic Controllers and In	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ET 133	Mechatronic Systems 1	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ET 139	Electrical Power, Motors, and Controls	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	ET 162	Fluid Power and Control	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	FILM 106	Film and Television Writing II	1	Fall 2017			1		first appearance form to retain course
1	FILM 108	Film and Television in the 21st Century	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	FILM 127	Digital Video Post-Production	2	Fall 2017	Fall 2016				
1	FILM 386	Film Festival Production Lab	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	GEOG 110	Introduction To Meteorology	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	first appearance form to retain course
1	GEOL 131	Geology Of California	1	Fall 2017					
1	GRPH 127	History of Graphic Design	2	Fall 2017	Fall 2016		1	4/26/2018	second appearance form to retain course

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Count	Prefix	Course Title	No. of Appearances on List	Report Sem/Year	Previous Report	Previous Report2	F17 Proposal Received from	Proposal Reviewed	Proposal Type Submitted
1	HIST 138	History of Deaf	1	Fall 2017					
1	HUSV 105	Practicum Seminar	1	Fall 2017					
1	HUSV 124	Substance Abuse Prevention and Education	3	Fall 2017	Fall 2016	Fall 2015			
1	HUSV 170	Concurrent Human Services Practicum	1	Fall 2017					
1	LS 101	Success In College	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	MMAC 127	Digital Video Post-Production	3	Fall 2017	Fall 2016	Fall 2015	1		major modification
1	MT 301	Introduction to Safety	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	MT 302	Quality & Process Improvement	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	MT 303	Manufacturing Processes and Production	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	MT 304	Maintenance Awareness	1	Fall 2017			1	4/26/2018	first appearance form to retain course
1	PE 156	Beginning Golf	1	Fall 2017			1	4/26/2018	second appearance form to drop course
1	PHYS 121	Project & Design Lab 1	1	Fall 2017					
1	PHYS 122	Project & Design Lab 2	1	Fall 2017					
1	PHYS 123	Project & Design Lab 3	1	Fall 2017					
1	PHYS 124	Project & Design Lab 4	1	Fall 2017					
1	PLGL 106	Case Management	1	Fall 2017					
1	PLGL 108	Wills and Trusts	1	Fall 2017					
1	PLGL 112	Corporations, Partnership, LLC	2	Fall 2017	Fall 2016				
1	PSY 120	Cultural Psychology	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	proposal to drop
1	RE 303	Real Estate Practices	1	Fall 2017					
1	RE 306	Property Management	3	Fall 2017	Fall 2016	Fall 2015			
1	RVT 308	Seminar for Registered Veterinary Technicians	1	Fall 2017			1	4/26/2018	proposal to drop
1	SOC 122	Sociology of the Hispanic Culture	3	Fall 2017	Fall 2016	Fall 2015	1	4/26/2018	second appearance form to retain course
1	STEM 140	Math & Science Teaching Careers	1	Fall 2017			1	4/26/2018	first appearance form to retain course

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Count	Prefix	Course Title	No. of Appearances on List	Report Sem/Year	Previous Report	Previous Report2	F17 Proposal Received from	Proposal Reviewed	Proposal Type Submitted
1	WLDT 317	Ornamental Iron 1	1	Fall 2017			1	4/26/2018	first appearance form to retain course
101							57		



### **NEW COURSES RECOMMENDED FOR ADOPTION**

This section lists all new courses including credit, noncredit, experimental, and special topics.

**NEW Credit Courses:** Effective fall 2018 and pending publication of course details.

<b>Course Prefix</b>	<b>Course Title</b>	<b>Units</b>
ART 199T	The Practice of Creativity Special topics courses provide students an opportunity to explore specific topics, which cannot be fully covered in regular course offerings.	1
BIOL 196	Self- Directed Investigations Prerequisite: BIOL 189 Limitation on Enrollment: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate progression of knowledge or skills.	1-3
MT 306	Advanced Machining This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the selection of optimum cutting speeds and feeds.	1.5

### **COURSE REVIEW/COURSE MODIFICATIONS**

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

**COURSE MODIFICATIONS:** Resulting from a regularly scheduled course review cycle. Effective fall 2018 and pending publication of course details where applicable. Catalog year: 2018-19

<b>Course Prefix</b>	<b>Course Title</b>	<b>Units</b>
AG 310	Winemaking Operations I Advisory: AG 101 Limitation on enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture or must be at least 21 years old if not enrolled in the major. The new limitation on enrollment includes provisions of AB 1989.	2
AG 311	Winemaking Operations II Advisory: AG 310 and AG 101 Limitation on enrollment: Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old if not enrolled in the major. The limitation on Enrollment includes provisions of AB 1989.	2

AG 314	Organic/Biodynamic Winegrowing The title of the course is being changed from Organic/Biodynamic Wine and instruction methods, and assignments have been updated.	3
BUS/ECON/FCS 130	Consumer and Family Finance Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text.	3
CEL/EL/ET 104	Introduction to Robotics and Mechatronics These cross-listed courses were reviewed for currency of content. The grading option is being changed to Letter Grade Only, evaluation methods, text and materials are being updated.	3
CEL/EL/ET 131	Programmable Logic Controllers and Industrial Control Design Prerequisite: EL 125 These cross-listed courses were reviewed for currency of content. The prerequisite course, CS 141 is no longer offered and is being removed, the grading option is being changed to letter grade only, and instructional methods, evaluation methods, assignments, text and materials are being updated.	3
CEL/EL/ET 133	Mechatronic Systems 1 Prerequisite: CEL 104 or EL 104 or ET 104 These cross-listed courses were reviewed for currency of content. The grading option is being changed to Letter Grade Only, assignments, evaluation and instructional methods, texts and materials are being updated.	3
CITZ 7000B	Preparation for Citizenship The hours for this course are being changed	36-48
DANC 110	Beginning Modern Dance Advisory: ENGL 514 This course is being updated as part of a regularly scheduled course review cycle.	2
EMS 102	First Aid and Safety The course was reviewed as part of a regularly scheduled course review cycle. The textbook has been updated.	3
EMS 306	CPR for Healthcare Providers The course was reviewed as part of a regularly scheduled course review cycle. The textbook has been updated	0.5
FASH 101	Fashion Industry and Marketing Formerly FCS 137 , the course update included prefix and course number change with corresponding exclusion of FCS 137 in catalog description, grading option of letter grade or pass/no pass, typographical corrections in the course	3

objectives, and changes in methods of instruction, outside assignments, and text.

FASH 102	Fashion Design Analysis Advisory: eligibility for ENGL 101 Formerly FCS 138, the course update includes prefix and course number change with corresponding exclusion of FCS 138 in catalog description, course title change, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	3
FASH 103	Textiles Advisory: ENGL 101 eligibility or ENGL 514 Formerly FCS 139, the course update included prefix and course number change with corresponding exclusion of FCS 139 in catalog description, grading option of letter grade or pass/no pass, and changes in methods of instruction, outside assignments, and text.	3
FASH 110	Apparel Construction 1 Formerly FCS 140, the course update includes prefix and course number change with corresponding exclusion of FCS 140 in catalog description, minor course title change, increase in the total number of units, changes in the course content, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	2
FILM	The FILM courses were reviewed as part of a regularly scheduled course review cycle to review all courses in the discipline. Modifications were made as described below.	
FILM 101	Film as Art and Communication Evaluation methods, texts and materials, assignments have been updated.	1.5
FILM 107	History of World Cinema The textbook edition has been updated and the DL section updated.	2
FILM 120/MUS 115	Introduction to Sound Recording Mix The assignments, text and materials have been updated	3
FILM 123	Directing for the Camera Advisory: Film 110	2
FT 343	Pump Theory Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	0.5
FT 346	Driver Operator 1B	2

Limitation on enrollment: Valid Class C firefighter endorsed driver's license.  
 Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.

FT 360	Rescue Systems I Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	1.5
FT 362	Confined Space Rescue Technician Prerequisite: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.	1
GRPH 112	Digital Imagery Corequisite: Completion of or concurrent enrollment in GRPH 111 Catalog description, methods of evaluation, semester offering, and textbook are being updated.	3
GRPH 114	Digital Illustration Lab Corequisite: completion or concurrent enrollment in GRPH 113 Advisory: CBIS 381	1
RE 100	Real Estate Principles Advisory: Eligibility for ENGL 101	3
SPCH 189	Independent Projects in Speech Updated for currency of course offering.	1-3

**MAJOR COURSE MODIFICATIONS** (not resulting from Course Review)

Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below. Catalog year: 2018-19

Course Prefix	Course Title	Units
MA 305	Body Systems and Disease The Limitation on Enrollment was removed to accommodate the request by anatomy, physiology, and EMS faculty to allow non-medical assisting students to	5

take the course. There were adequate resources to expand the course offering. The textbook was updated.

MA 361	Coding for Medical Insurance Limitation on enrollment: admittance to MA program Modifications are being made to keep up with the industry standards, the course update included catalog description change to include current coding resources, and text.	3
WFT	The limitation on enrollment is being removed from the wildland firefighting courses listed below.	
WFTO 310	Basic Fire Suppression Orientation Advisory: WFT 302	0.5
WFTO 329	Fire Business Management Principles Advisory: WFTO 315, WFTO 321, and WFTO 330	1
WFTO 330	Basic Air Operations S-270 Advisory: WFTO 315	1
WFTO 331	Helispot Manager J-272 Advisory: WFTO 315, WFTO 320, and WFTO 330	0.5
WFTO 334	Leadership and Organizational Development Advisory: WFTO 314, WFTO 315, and WFTO 329	1.5
WFTO 335	Task Force/Strike Team Leader S-330 Advisory: WFTO 336, and WFTO 344	1.5
WFTO 336	Fire Suppression Tactics S-336 Advisory: WFTO 315, WFTO 325, WFTO 330, and WFTO 344	2
WFTO 337	Division Group Supervisor S-339 Advisory: WFTO 334	1
WFTO 338	Intermediate Aviation Operations S-370 Advisory: WFTO 329, and WFTO 330	2
WFTO 339	Helibase Manager S-371 Advisory: WFTO 320 and WFTO 330	2
WFTO 340	Helicopter Coordinator J-374 Advisory: WFTO 330 and WFTO 336	2
WFTO 341	Air Support Group Supervisor S-375 Advisory: WFTO 303, WFTO 334, and WFTO 339	1.5
WFTO 342	Air Tanker Coordinator S-376 Advisory: WFTO 329, WFTO 330, and WFTO 338	2
WFTO 343	Air Tactical Group Supervisor S-378 Advisory: WFTO 330, and WFTO 340	2.5
WFTO 344	Introduction to Wildland Fire Behavior Calculations S-390 Advisory: WFTO 332	2
WFTO 345	Incident Commander S-400 Advisory: WFTO 304, and WFTO 329	2

WFTO 346	Liaison Officer S-402 Advisory: WFT 304 and WFTO 337	0.5
WFTO 347	Safety Officer S-404 Advisory: WFT 304 and WFTO 337	2
WFTO 348	Standards for Survival PMS 416 Advisory: WFT 302	0.5
WFTO 350	Command and General Staff S-420 Advisory: WFT 304 and WFTO 337	2
WFTO 351	Look Up, Look Down, Look Around PMS 427 Advisory: WFTO 311	0.5
WFTO 352	Learn to Behave PSM-428 Advisory: WFT 302, WFTO 344	1
WFTO 354	Operations Section Chief S-430 Advisory: WFT 304 and WFTO 337	2
WFTO 358	Facilitative Instructor PMS 925 Advisory: WFT 302	2
WFTO 363	Followership to Leadership L-280 Advisory: WFTO 311	1
WFTO 364	Incident Leadership L-381 Advisory: WFTO 363	2
WFTO 399A	Dispatch Recorder D-110 Advisory: WFT 101	0.5
WFTP 310	Prescribed Fire for Burn Bosses RX-90 Advisory: WFTO 344	2
WFTP 311	Introduction to Wildfire Prevention P-101 Advisory: WFT 302	0.5
WFTP 312	Inspecting Fire Prone Property P-110 Advisory: WFTP 310	0.5
WFTP 313	California Basic Fire Prevention P-140 Advisory: WFT 302	2
WFTP 314	Wildfire Origin and Cause Determination P-151 Advisory: WFT 313	1.5
WFTP 315	Introduction to Public Information Officer S-203 Advisory: WFT 302	2
WFTP 317	Intermediate Fire Prevention P-240	2
WFTP 320	Wildland Fire Prevention Planning P-301 Advisory: WFT 302 and WFTP 316	2
WFTP 321	Wildland Fire Prevention Marketing P-303	2
WFTP 322	Advanced Fire Prevention P-340	2
WFTP 323	Introduction to Fire Effects RX-340 Advisory: WFTO 313	2
WFTP 324	Information Officer S-403 Advisory: WFT 304	2

WFTP 326	Smoke Management Techniques RX-450 Advisory: WFTP 322	2
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### DL CONVERSION

Effective: spring 2018

Course	Course Title	Units
FILM 106	Film and Television Writing II	3
MUS 106	World Music Appreciation	3

### TEXTBOOK CHANGES

Course	Course Title	Units
AJ 101	Introduction to Criminal Justice	3
CS 112	Fundamentals of Programming 2	3
ECS 151	Infant and Toddler Development	3

### COURSE DROPS

Catalog Year: 2018-19

Course	Course Title	Units
FCS 109	Basic Nutrition for Health	3
FCS 112	Nutrition, Weight Management & Eating Disorders	3
FCS 123	Principles of Foods 2	2
FCS 134	Food, Nutrition, Customs, and Culture	4
FT 342	Fireground Hydraulics	0.5-1
LS 501	Individual Learning Assessment	1
SP 128	Materials and Processing	3

### CORRECTION

Course	Course Title	Units
AG 114	Wine Business Advisory: BUS 101 and ENGL 514 The advisory was incorrectly reported as BUS 101 and ENGL 101 on a previous report.	3

### PROGRAM MODIFICATIONS

Catalog Year: 2018-19

Discipline	Program Title	Units
Agribusiness	Associate in Science Wine Business The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education and hands-on experience allowing students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A	25

new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness

Added: AG 105 to required core, and AG 106 to selected units, removed: CBIS 101 and CS 102

Agribusiness

Certificate of Achievement Wine Business

25

The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education and hands-on experience allowing students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness

Added: AG 105 to required core, and AG 106 to selected units, CBIS 101 and CS 102 are being removed from selected units.

Biology

Associate in Science in Biology for Transfer

60

PHYS 141 and PHYS 142 are being added as an alternative selection for PHYS 161 and PHYS 163. The total major units are 38 units.

# Allan Hancock College

## Program Outline

Title: AGRIBUSINESS: Wine Business

Award Type: Associate in Science and Certificate of Achievement

Designed for students preparing for or advancing in careers involving selling wine to wholesalers, retailers, brokers, restaurants, and the public. Those seeking to enter or upgrade careers in the wine industry in marketing, public relations, and promotion will find this program suited to their needs.

The graduate of the Associate in Science in AGRIBUSINESS: Wine Business will:

- Identify and suggest business strategies in the wine and grape industry considering financial management principles of vineyard and winery operations and strategic planning.
- Analyze promotion, selling, marketing and distribution possibilities.
- Evaluate benchmarking and brand name recognition alternatives.
- Analyze consumer and market conditions.
- Consider accounting, logistics, compliance, legal, labor and tax issues in the wine industry.

### Program Requirements

A major of 25 units is required for the associate in science degree.

Units: 12 Required

Required core courses (12 units):

AG101	Introduction to Winemaking/Enology	3
AG102	Introduction to Viticulture	3
AG105	Wine Marketing and Sales	3
AG114	Wine Business	3

Plus a minimum of 13 units selected from the following:

Units: 13 Required

ACCT130	Financial Accounting	3
AG103	Sensory Evaluation of Wine	3
AG104	Advanced Sensory Evaluation of Wine	3
AG106	Winery Organization	3
AG149	Cooperative Work Experience: Occupation	1 - 8
AG301	Pairing Wine and Food	0.5
AG302	Advanced Pairing Wine and Food	0.5
AG303	Epicurean Wine and Food	0.5
AG320	Wine Tasting Room Sales	1.5
BUS101	Introduction to Business	3
BUS103	Advertising	3
BUS104	Business Organization and Management	3
BUS110	Business Law	3
.....	Business Communications	3

**Total Units**

**Total: 25**

**ALLAN HANCOCK COLLEGE**  
**Narrative**  
**Associate in Science in Biology for Transfer**

**Item 1. Program Goals and Objectives**

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

**Item 2. Catalog Description**

The associate in science in biology for transfer program prepares students to move into a curriculum at the California State University, as well as other four-year institutions leading to a baccalaureate degree in such areas as botany, zoology, conservation and teaching. The biologist with a baccalaureate degree is prepared to enter graduate or professional programs of specialized study such as medicine, dentistry, medical technology, osteopathy and veterinary medicine.

The graduate of the associate in science in biology for transfer program will:

- Demonstrate proficient research skills in data gathering and analysis.
- Demonstrate effective communication using the language, concepts and models of biology.
- Demonstrate effective content knowledge of biodiversity.

**Associate Degree for Transfer Program Requirements**

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) for STEM or California State University General Education (CSU GE) Breadth for STEM. [The following Allan Hancock College graduation requirements **will not be** required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]
2. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
3. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of “C” or better.

## Associate in Science in Biology for Transfer Program Requirements

1. GENERAL EDUCATION: Complete the following:
  - a) IGETC for STEM: 31 units
2. MAJOR CORE COURSES: A major of 37 units is required for the associate in science in biology for transfer program.

COURSE NUMBER	TITLE	UNITS
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Required core courses (37 units):

BIOL 150	Cellular Biology	5
BIOL 154	General Botany	5
BIOL 155	General Zoology	5
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
MATH 181	Calculus 1	4
PHYS 141	General Physics 1	4

and

PHYS 142	General Physics 2	4
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or

PHYS 161	Engineering Physics 1	4
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and

PHYS 163	Engineering Physics 3	4
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	IGETC
Total Major Units:	37 units
General Education IGETC for STEM:	31 units
CSU Transferable Electives (as needed):	2 units
IGETC for STEM Double-Counted:	10 units
Total Program Units (maximum):	60 units