

# YEARLY PLANNING DISCUSSION TEMPLATE

## General Questions

**Program Name Viticulture and Enology      Academic Year 2025-26**

1. Has your program mission or primary function changed in the last year?

The program's mission is expanding with the introduction of two new degrees: Associate Degree and Certificate of Accomplishment in Winemaking.

2. Were there any noteworthy changes to the program over the past year? (eg, new courses, degrees, certificates, articulation agreements)

New degrees in preparation: Associate in Science in Winemaking and Certificate of Achievement in Winemaking

3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?

Yes. The program maps for all Viticulture and Enology program degrees and certificates have all been established and are published on the Viticulture and Enology program web page:

<https://www.hancockcollege.edu/pathways/sciences-technologies/viticulture-enology.php>

4. Were there any staffing changes?

Yes. Grace Wearda is the new Winery Lab Specialist

5. What were your program successes in your area of focus last year?

Better communication with the Counseling department in advertising courses and programs.

### Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

N/A. No possibility to use SPOL this semester.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

N/A.

- c. Please summarize recommendations and/or accolades that were made within the program/department.

Update learning videos (especially in the online classes), invite counselors to the class, invite guest speakers from local wineries or UC Davis alumni working in the wine industry to discuss real world applications, sustainability, and career paths. Use interactive quizzes or “Kahoots” (before midterm and final) to reinforce key points in a fun way.

- d. Please review and attach any changes to planning documentation, including PLO rubrics, associations, and cycles planning.

The main change is the introduction of an Associate and Certificate Degrees in Winemaking.

**Distance Education (DE) Modality Course Design Peer Review Update (Please attach documentation extracted from the *Rubric for Assessing Regular and Substantive Interaction in Distance Education Courses*)**

- a. Which courses were reviewed for regular and substantive interactions (RSI)?

N/A

- b. What were some key findings regarding RSI?

N/A

- Some strengths:
  
  
- Some areas of possible improvement:

Update some older videos, include more practice exercises, especially before midterms and final exams.

- c. What is the plan for improvement?  
During the sabbatical in Spring 2026, new videos and practice exercises will be developed.

## CTE two-year review of labor market data and pre-requisite review

- a. Does the program meet documented labor market demand?

Yes. Labor market is suffering from changes in the industry at this time.

- b. How does the program address needs that are not met by similar programs?

This program fulfill the education in viticulture and enology. There are no other programs like this in the area.

- c. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

It is a difficult time for the industry this year due to less wine consumption and overproduction in recent years.

- d. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?

Yes. Every 5 years.

- e. Have recommendations from the previous report been addressed?

Yes.

Use the tables below to fill in **NEW** resources and planning initiatives that **do not apply directly to core topics**. *This section is only used if there are new planning initiatives and resources requested.*

**Sample:**

New Program Planning Initiative (Objective) – Yearly Planning Only	
<b>Title (including number):</b>	<i>Online classes Video Update and Replacement</i>
<b>Planning years:</b>	<i>(The academic years this will take to complete) 2025-26 to 2026-27</i>
<b>Description:</b>	
<p><i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i></p> <p>The success levels of our courses have indicated that students need to be able to review their own speeches. Videotaping the student’s speech provides a very constructive approach to review and improve their oratory skills.</p>	
<b>What college plans are associated with this Objective? (Please select from the list below):</b>	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705 <input checked="" type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> Title V	

**Resource Requests:** Please use the Resource Request Excel template located on the Program Review web page to enter resource requests for equipment, supplies, staffing, facilities, and misc. resources needed. Send completed excel document along with completed program view core topic for signature.

The screenshot shows an Excel spreadsheet with the following data table:

Dept	Program	Source	Year	Initiative (Objective) Reference	Resource Need	Requested Item(s) Please include per item
English	English Rhetoric	Yearly Planning and Core	2022-2023	ER OBJ- 2	Equipment	/video cameras \$600 each

The spreadsheet also includes a text box defining equipment: "Enter equipment requests below. Equipment is defined as having useful life of more than one year AND a purchase price of more than \$200 each including tax. This includes all items that are part of the initial purchase."

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<b>Title (including number):</b>	1: Online classes Video Update and Replacement
<b>Planning years:</b>	2025-26 to 2026-27
<b>Description:</b>	
<i>Better and updated videos are needed in the V&amp;E program, especially in the online classes. It is also required now to comply with the close caption and other requirements.</i>	
<b>What college plans are associated with this Objective? (Please select from the list below):</b>	
<input type="checkbox"/> Ed Master Plan <input type="checkbox"/> Student Equity Plan <input type="checkbox"/> Guided Pathways <input type="checkbox"/> AB 705/1705 <input type="checkbox"/> Technology Plan <input type="checkbox"/> Facilities Plan <input type="checkbox"/> X Strong Workforce <input type="checkbox"/> Equal Employment Opp. <input type="checkbox"/> X Title V	

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## Area of Focus Discussion Template

### ACADEMIC SERVICES AND SUPPORT

**Academic Services and Support** – assess and improve relationship with tutorial services, library, counseling, learning assistance program (LAP), etc. and evaluate co-curricular support courses.

**Possible topics:**

- Collaborate with student success team members to ensure institutional barriers are mitigated.
- Review and summarize student support options.
- Implement student surveys and evaluate results.
- Assess co-curricular support programs and services.

1. What data were analyzed and what were the main conclusions?

Student surveys performed during the Fall semester 2025.

2. Based on the data analysis and looking through a lens of equity, what do you perceive as *challenges* with student success or access in your area of focus?

Low reach of extra information to the students. E.g. some students are unaware of possibilities because they do not check their Hancock emails.

3. What are your plans for change or *innovation*?

Communicate via different channels, not only by class discussions or email, but also with announcements in Canvas. And reinforce the habit of checking Hancock emails with an extra point in the class by answering questions through the students' Hancock emails. Invite at least one counselor to each class each semester.

4. How will you *measure* the results of your plans to determine if they are successful?

Count how many emails I receive from the extra point exercise. Request another student survey at the end of the semester to see if students have a better understanding of counseling possibilities and measure how many of them read their Hancock's emails.

**Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.**

6. Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)

N/A.

7. Are there specific recommendations regarding the core topic responses from the validation team?

N/A

Based on the narratives for the prompts above, what are some program planning initiatives (objectives) and resources needed for the upcoming years? Use the tables below to fill in **NEW** planning initiatives. ***This section is only used if there are new planning initiatives that pertain to the Core Topic only.***

**Sample:**

New Program Planning Initiative (Objective) – Core Topic Only	
<b>Title (including number):</b>	<i>ER Obj-2 Video Speeches for Student Learning and enhancement</i>
<b>Planning years:</b>	<i>(The academic years this will take to complete) 2021-22 to 2024-25</i>
<b>Description:</b>	
<i>(A more detailed version of initiative. Please include a description of the initiative, why it is needed, who will be responsible, and actions that need to happen, so it is completed.)</i>	
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Enter equipment requests below. Equipment is defined as having useful life of more than one year AND a purchase price of more than \$200 each including tax. This includes all items that are part of the initial purchase.

**EQUIPMENT NEEDS**

Ready Accessibility: Investigate 87%

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Student Survey with RESULTS

Name: .....

**Academic Services and Support** – assess and improve relationships with tutorial services, library, counseling, learning assistance program (LAP), etc., and evaluate co-curricular support courses. Services like advising, tutoring, and career counseling to boost student success, alongside critical support for basic needs (food, housing), mental health, and specific groups like veterans, disabled students, and low-income individuals, all designed to help students complete degrees or transfer to four-year universities

A. Tutors

1. Are you aware of tutors for our classes?  
*Most students are not aware of V&E classes*
2. Have you ever used tutors in V&E Classes?  
*Most students have not. Field trips helped*
3. Do you have suggestions in this area?  
*Mostly not. Have tutoring at the student writing center*

B. Library

Do you need any services or specifics from the campus library?

*Mostly not. But students mentioned printing, study sessions,*

C. Counseling

Have you done your Student Educational Plan in counseling?

*Most students have SEP*

How could we improve the counseling services?

*More flexible hours and faster reception. More information about the differences in degrees, some counselors with dedication or more knowledgeable in V&E, AG, and Pest Control.*

D. Do you need co-curricular support courses? E.g. chemistry, algebra, English, biology, etc.

*Chemistry and Biology were mentioned*

E. Do you feel that other support is needed at the College? Do you perceive any challenges to student success?

*Most students feel well served. Different students mentioned free parking, more financial resources for books, food, and gas but most students perceived no challenges moving ahead.*

Thank you for helping us improve our programs!

Alfredo

Program Review Signature Page:



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Program Review Lead

May 30, 2026

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Date



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[Sean Abel \(Jun 1, 2026 07:57:08 PDT\)](#)

Program Dean

Jun 1, 2026

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Date



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Vice President, Academic Affairs

Jun 16, 2026

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Date












# VEN Academic Services and Support 2025-26

Final Audit Report

2026-06-16

Created:	2026-05-29
By:	Christy Lopez (clopez@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA45QXJeoUusYG3NF5jNXCw9-UtVzz9QuZ

## "VEN Academic Services and Support 2025-26" History

-  Document created by Christy Lopez (clopez@hancockcollege.edu)  
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-  Document emailed to Alfredo Koch (akoch@hancockcollege.edu) for signature  
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-  Document e-signed by Alfredo Koch (akoch@hancockcollege.edu)  
Signature Date: 2026-05-30 - 8:08:02 PM GMT - Time Source: server- IP address: 47.7.55.223 - Signature Appearance Selected: IMAGE
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2026-05-30 - 8:08:04 PM GMT
-  Email viewed by Sean Abel (sean.abel@hancockcollege.edu)  
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-  Document e-signed by Sean Abel (sean.abel@hancockcollege.edu)  
Signature Date: 2026-06-01 - 2:57:08 PM GMT - Time Source: server- IP address: 209.129.94.61 - Signature Appearance Selected: DRAW
-  Document emailed to Robert Curry (rcurry@hancockcollege.edu) for signature  
2026-06-01 - 2:57:12 PM GMT
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-  New document URL requested by Robert Curry (rcurry@hancockcollege.edu)  
2026-06-16 - 5:18:00 PM GMT- IP address: 209.129.94.61
-  Document e-signed by Robert Curry (rcurry@hancockcollege.edu)  
Signature Date: 2026-06-16 - 6:26:55 PM GMT - Time Source: server- IP address: 209.129.94.61 - Signature Appearance Selected: IMAGE

✔ Agreement completed.

2026-06-16 - 6:26:55 PM GMT