

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday April 25, 2019 in M-116 at 2:00 PM

### VOTING MEMBERS (15)

Chair – Larry Manalo Jr.  
 Vice-Chair – David DeGroot  
 Applied Behavioral Sciences – Christine Bissou  
 Business – Brent Darwin  
 Counseling – Lydia Maxwell  
 English – Kate Adams  
 Fine Arts – Adrienne Allebe  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Mary Pat Nelson

Industrial Technology – Patrick McGuire  
 Academic/Student Affairs – Kellye Cohn  
 Languages & Communication – Andrea Sanders  
 Life and Physical Sciences – Wendy Hadley  
 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 – Robert Curry  
 Admissions & Records – Josie Cabanas and Stephen Bernardo  
 Articulation – David DeGroot  
 Community Education – Kathy Beckelhymer  
 Part-Time Faculty Union – Jim Houlis

### OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – Mary Patrick  
 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:** Mar 28, 2019 and Apr 11, 2019

**Approval of the Agenda:**

**Chair Comments:**

- Next Meeting: TRC Committee – 05/02/2019
- Next Meeting: AP&P Committee – 05/09/2019
- Summary Report
- Addiction Studies Foundation
- Nominations

**Agenda Item 1:** Math Graduation Requirement. The Mathematical Sciences department proposes the removal of "OPTION B" because Accuplacer test is no longer used for math placement. The Counseling Department requests to provide a proposal.

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments

Course Review	ATH 104	Care and Prevention of Athletic Injuries (3)	
Course Review	ATH 106	Orthopedic Injury Assess/Rehab (4) Prerequisite: ATH 104 Advisory: BIOL 124. ENGL 101.	
The initiator standardized language in the catalog description for the lecture and laboratory requirements per week.			
Corrections	ESL 538	Intermediate Writing for ESL (4)	
Corrections	ESL 541	Advanced Writing for ESL (4)	
Corrections	ESL 550	Fundamentals of Grammar (3)	
Corrections	ESL 551	Intermediate Grammar for ESL (3)	
Corrections	ESL 552	Advanced Grammar for ESL (3)	

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	LE 4324	PC 832 Arrest (2) LOE: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills.	Prior Approval on 3/28/2018.
Course Review	PE 128	Sport Psychology (3)  Justification: Update. Clarify: CollegeNow, program selection, GE Request, and textbook.	
Course Review	VT 300	Introduction to Veterinary Technology (2) <b>Advisory: ENGL 101</b> Modifications: Updates and edits on catalog description, course offering, NEW advisory, content, objectives, methods of instruction, assignments, and evaluation.	
Course Review	VT 301	Veterinary Anatomy, Physiology, and Terminology (3) Prerequisite: BIOL 100, CHEM 120, LOE: Acceptance into the Veterinary Technology program. NEW: Advisory: ENGLISH 101  Justification: The catalog descriptions need to be modified by adding, clarifying or correcting the description to comply with CA Veterinary Medical Board standards for qualifying to take the state and national board exams. Modifications: Note on the "Justification for repeating the course".  Modifications: New advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text.	
Course Review DL	VT 302	Veterinary Office Procedures (2) Advisory: ENGL 101 LOE: Acceptance into VT Program	

		Justification: Having the course available online allows students in the Veterinary Technology program to reduce the number of on campus classes to 3 evenings/week. Student's travel from as far away as Atascadero and Lompoc after working their day jobs.	
Course Review	VT 303	Veterinary Pharmacology (2) LOE: Acceptance into the VT Program Advisory: ENGL 101 Prerequisite: BIOL 100 LOE: Acceptance into the VT Program.  Modifications: New advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text.	
Course Review	VT 304	Clinical Pathology and Microbiology (3)  Justification: The catalog description needs to be modified by adding, clarifying or correcting the description to comply with CA Veterinary Medical Board standards for qualifying to take the state and national board exams. Modifications: New advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text (2015).	
Course Review	VT 305	Medical Nursing & Animal Care (4) Prerequisite: RVT 301 or VT 301 Advisory: ENGL 101 LOE: Acceptance into VT Program  Justification: The catalog descriptions need to be modified by adding, clarifying or correcting the description to comply with CA Veterinary Medical Board standards for qualifying to take the state and national board exams. Modifications: Prefix, new advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text.	
Course Review	VT 306	Surgical Nursing & Dentistry (4) LOE: Acceptance in VT Program Prerequisite: RVT 301 Advisory: ENGL 101  Justification: Remove SLO 4 (ability to perform CPR) from this course. The SLO has never been assessed. CPR is covered in the Emergency and Critical Care Nursing section of RVT 305 Medical Nursing & Animal Care.  Modifications: Prefix, new advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text.	
Course Review	VT 307	Veterinary Radiology and Radiation Safety (2) LOE: Admittance to VT Program Advisory: ENGL 101	

		<p>Justification: The catalog descriptions and course title need to be modified by adding, clarifying or correcting the description to comply with CA Veterinary Medical Board standards for qualifying to take the state and national board exams.</p> <p>Modifications: Prefix, new advisory, edits and updates in content, objectives, instruction methods, assignments, evaluation, and text (2014).</p>	
Noncredit Course Modification	BASK 7005	<p>High School Equivalency Exam Preparation Grade: Noncredit no grade. Hours: 96-108</p> <p>Modification: Catalog Description. Course offering. Content. SLO. Objectives. Assignments. Texts. Evaluation.</p>	
<p>Justification: This modification upgrades the currency of the course content; responds to student needs and requests to have alternative pathways to achieve success in obtaining the high school equivalency certificate; and is a core course in a new non-credit Secondary Education/High School Equivalency Exam Preparation certificate of competency.</p>			
Noncredit Course Modification	BASK 7013	<p>High School Equivalency Exam Prep: Computer Skills Grade: Noncredit no grade Hours: 32-36</p>	
<p>Justification: This revision changes the title and content from GED Test Prep to High School Equivalency Exam broadening the options for brands of tests available and opening pathways for accelerated success for students. Course content is being revised as part of including this course in a new noncredit Secondary Education/High School Equivalency Test Prep Certificate of Competency. Completion of the Certificate work prepares students for success in credit and academic programs, work, and life skills.</p>			
New Program	LE	<p>Basic Law Enforcement Academy Certificate of Achievement Units</p> <p>Justification: Updating the program per industry needs.</p>	
NEW Noncredit Program	Noncredit Education	<p>Secondary Education/High School Equivalency Exam Preparation Certificate of Competency Hours: 108-126 hours</p>	
<p>↑Justification: This certificate will demonstrate achievement of competency in Secondary Education/High School Equivalency Exam Preparation. It creates an accelerated pathway for student success in academic, career, and life skills. It will prepare students for enrollment into Credit ESL Classes or other Credit Course Work. Student surveys conducted during the North Santa Barbara County Consortium Planning Process indicated a strong desire by Basic Skills students to achieve their High School Diploma Equivalency. Eighty-Five percent of students selected this type of course work as "Desired classes for Goals". (Page 36. Figure 18)</p>			
Major Program Modification	AG	<p>Agribusiness: Wine Business Associate in Science Units: 25 Justification: Replace ACCT 130 with new ACCT 105.</p>	
Package Course Drop	CBIS 343	<p>Applied Project Management 1 (1.5) Advisory: Knowledge of current Windows operating system.</p>	

Package Major Program Modification	CBIS	Information Architecture Certificate of Accomplishment Units: 16.5 Modification: Remove CBIS 343	The program can be certificate of achievement due to number of units.
Package Major Program Modification	CBIS	Office System Analysis Certificate of Accomplishment Units: 13.5 Modification: Remove CBIS 343	
Major Program Modification	Film	Film and Video Production Associate in Science Units: 39  Justification: Modification separates our 101 courses from a choice of courses and makes it a mandatory component of the required units. Additionally, this modification places newly developed courses appropriately in required and selected units.	

**Information Item 1:** Prerequisites, Corequisites, and Advisories and Limitations on Enrollment

- Content Review Form
- Content Review in CurriQunet
- BP/AP 4260 – Implementation

**Information Item 32:** AB 705 - Ongoing

**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**

- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

**Call for Future Agenda Items**

**Call to Adjourn.**



**BP 4206**

**Allan Hancock Joint Community College District**  
**Board Policy**  
Chapter 4 – Academic Affairs

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**I. BP 4260 PREREQUISITES, COREQUISITES, ADVISORIES**

The District is authorized to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum through recommendations made by the Academic Policy and Planning Committee and as approved by the Board of Trustees. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or corequisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

References: Title 5 Sections 55000 et seq.

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**Adopted: 2/04**

**Revised: 7/19/94**

**Revised: 5/19/15**

*(Replaces Board Policy 79)*

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

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## **II. AP 4260 PREREQUISITES, COREQUISITES, ADVISORIES**

Prerequisites, co-requisites, advisories, and enrollment limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and enrollment limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, corequisites, advisories, and enrollment limitations be established based solely on content review or content review with statistical validation.

### **A. Curriculum Review Process**

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co- requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) Involvement of faculty with appropriate expertise;

- (ii) Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
  - (iii) Be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
  - (iv) Specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
  - (v) Identification and review of the prerequisite or corequisite which develops the body of knowledge and/or measures skills identified under iv.
  - (vi) Matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
  - (vii) Maintain documentation that the above steps were taken.
- (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
  - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
  - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
  - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
    - (1) Be reviewed and approved pursuant to the standards for nondegree applicable credit, non-credit, or community service; or
    - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.



- c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- d) If the District chooses to use content review as defined in Title 5 of the Code of California Regulations section 55000(c) to define prerequisites and co-requisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 of the Code of California Regulations section 55003(c).

### ***Review of Individual Courses***

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

#### ***1. Advisories on Recommended Preparation***

The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.

#### ***2. Limitations on Enrollment***

The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try- out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
  - (1) For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  - (2) The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on

any historically underrepresented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

- B. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

**Blocks of Courses or Sections.** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**Program Review.** As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

**Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

## ***AP 4260.2 PREREQUISITES, COREQUISITES, ADVISORIES***

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also

necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success.

### **1. Information in the Catalog and Schedule of Courses**

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, non-credit basic skills course, nondegree-applicable basic skills courses, prerequisite and satisfactory grade.

### **2. Challenge Process**

- A. A student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.
- B. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question.
  - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within seven (7) working days. If the challenge is upheld or the District fails to resolve the challenge within the seven (7) working-day period, the student shall be allowed to enroll in the course.
  - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
- C. Grounds for challenge are:
  - 1. Those grounds for challenge specified in Title 5 Section 55003.

- (1) The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites; (2) The prerequisite or corequisite is in violation of Title 5 Section 55003;
- (3) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- (4) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
- (5) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available;

In the case of a challenge under subdivision p)(3) of this section, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327

### ***3. Implementing Prerequisites, Corequisites, and Limitations on Enrollment***

The college shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section 52003 of Title 5.

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***Approved: 2/04 Revised: 7/19/94***  
***Revised: 4/21/15 Revised: 11/13/18***

*(Replaces Administrative Procedure 7940.01)*