

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday November 16, 2017 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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| X Chair – Larry Manalo Jr.                   | X Industrial Technology – Gabriel Marquez        |
| Vice-Chair – David DeGroot                   | Academic/Student Affairs – Kathy Headtke         |
| X Applied Behavioral Sciences – C. Bisson    | x Languages & Communication – Andrea Sanders     |
| Business – Brent Darwin                      | X Life and Physical Sciences – Rob Lennihan      |
| X Counseling – Lydia Maxwell                 | X Mathematics Sciences – Derek Mitchem           |
| X English – Kate Adams                       | X Public Safety – Kristy Treur                   |
| X Fine Arts – Tim Webb                       | X Social & Behavioral Sciences – Tom VanderMolen |
| X Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – Vacant                  |
| X Health Sciences – Mary Pat Nelson          |  |

### NON-VOTING MEMBERS

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

### OTHER

- Guest: Kathy Beckelhymer

### STANDING INVITEES

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|--|--|
| Dean, Academic Affairs – Margaret Lau        | Dean, Matriculation/Counseling – Yvonne Teniente |
| Dean, Academic Affairs – Richard Mahon       | Dean, Extended Campus – Rick Rantz               |
| Dean, Academic Affairs – Bob Curry           | Associate Dean/Athletic Director – Kim Ensing    |
| Dean, Student Services – Robert Parisi       | Associate Dean/PCPA Director – Mark Booher       |
| Dean, Academic Affairs – Sofia Ramirez Gelpi |  |

### 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:** Nov 2, 2017. Deferred. Minutes were not available at this time.

**Approval of the Agenda:** A motion was made to approve the agenda as posted. (Lennihan/Mitchem. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

### Chair Comments:

- Process and Timelines for AHC GE and Graduation Requirements, CSU GE, and UC IGETC courses. The current process of requesting for these graduation requirements is submission of the completed worksheets. These documents are to be attached to the specific course outline of record.  
 D DeGroot indicated that there were challenges with getting the courses through the AHC Board via summary report and challenges with ASSIST, the program that facilitates submission and approval by both CSU and UC. Thus, the courses that are in the queue for CSU GE and UC IGETC would need to wait for the next cycle. CSU GE and IGETC submissions occur once a year typically the end of the first week of December.  
 It was suggested that there is a need to have a concerted effort to identify and expedite the processing and approval of these courses to meet the CSU and UC deadlines.
- Noncredit courses. In lieu of a review of the noncredit courses, Kathy Beckelhymer presented the details of the VESL and VOCE noncredit course proposals.  
 The series of vocational English/basic skills classes and career and technical education (CTE) classes have similar names because ten of them will be taught by the CTE instructor. There would be two separate work readiness certificates. One certificate would indicate training for home child daycare workers. The other certificate would prepare and help facilitate entry of noncredit ESL students to Early Childhood Studies programs.

VESL classes with the same titles would parallel the CTE noncredit courses and would be offered and delivered simultaneous or prior to the CTE noncredit courses. This parallel offering would enable the students to learn the vocabulary, math, reading, and writing while learning the early childhood education content.

The CTE courses and VESL courses are designed to go hand in hand. This approach is called the IBEST approach, a national model established in the state of Washington. One of the seven important measures for student success under the AB104 Adult Education California state grant is "Acceleration". So, rather than have students spend 4 to 5 years on ESL and Basic Skills before they can get into the workforce at a living wage or into credit programs, these courses are designed to contextualize basic skill and work skill instructions on an accelerated path. Reference: IBEST at <https://www.sbctc.edu/colleges-staff/programs-services/i-best/>

- Curriculum Development Handbook: Roles and Responsibilities of the AP&P Representatives. The committee would review and comment on the currently available roles and responsibilities.

AP&P Representatives

1. Review / approve / recommend curriculum.
2. Review / approve / recommend curriculum related policies.
3. Represent and advocate for their department.
4. Serve as a liaison between department and AP&P committee.
5. Serve / guide faculty members in curriculum related issues.
6. Acquire and maintain knowledge as it relates to curriculum development standards and criteria.
7. Attend and actively participate in AP&P work and discussion.
8. Maintain the quality/integrity of the courses by carefully reviewing
  - a. Curriculum Standards including but not limited to:
    - i. Incongruence between course descriptions and course content;
    - ii. appropriateness of course unit values and the relationship of unit values to lecture/lab hours;
    - iii. proper pre/co-requisite/advisory validation;
    - iv. integration of course goals and course objectives with assignments and evaluation;
    - v. verification of general education [GE], multicultural, and gender status of courses;
    - vi. course transferability;
    - vii. program and certificate reviews;
    - viii. suitability of delivery methods;
    - ix. potential duplication issues;
    - x. potential cross-listing of the proposed course.
    - xi. inclusion of SLO's
    - xii. minimum qualifications
    - xiii. discipline
9. Provide the initiator with a time and date for the initiator's first reading of his/her proposal and ensure that the initiator is present at such meeting.
10. Representatives are highly encouraged to become familiar with the following reference materials and/or sites:
  - a) The Course Outline of Record: A Curriculum Reference Guide, ASCCC, 2008.
  - b) Program and Course Approval Handbook, CCCCCO, 2016
  - c) *The Curriculum Committee: Role, Structure, Duties, and Standards of Good Practice*, ASCCC, 1996.
  - d) <http://www.ccccurriculum.info/Curriculum/LocalCurCommittees/CurComRoles.htm>
  - e) <http://www.robertsrules.org>

**Action Item: Amendment to the Minutes of the September 7, 2017 Meeting.** A documented action is needed for proposals discussed at the 09-07-2017 meeting.

Course Review	CEL/EL/ET 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL 125 TOP Code: 0934.10	CEL 131 and EL 131 are cross-listed with ET 131, reviewed at the 9/7/2017 meeting.
Course Review	CEL/EL/ET 133	Mechatronic Systems 1 (Lec 2/Lab 1) P: CEL 104 or EL 104 or ET 104	CEL 133 and ET 133 are cross listed with EL 133, reviewed at the 9/7/2017 meeting.

Committee Action: A motion was made to recommend the above course modifications for adoption. (Lennihan/Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

**Consent Agenda:**

<b>Proposal Type</b>	<b>Prefix &amp; Number</b>	<b>Course/Program Title (units)</b>	<b>Comments</b>
Course Review	AG 151	Winery Equipment (Lec 2) Prerequisite: Completion of or concurrent enrollment in AG 101	
Course Review	ART/GRPH 108	Design 1 on the Computer (Lec 2/Lab 1) Modifications: Change in TOP code, SAM code, and grading method from P/NP to letter grade or P/NP, methods of evaluation, and text and materials.	Align ART 108 with GRPH 108 approved spring 2017.
Course Review	CEL/EL/ET 128	Introduction to Renewable Energy (Lec 2/Lab 1) Modifications include changes in grading method from letter grade or P/NP to letter grade only, assignments, methods of evaluation, and text and materials. Prerequisite: CEL 104, EL 104, or ET 104	
Course Review	CEL/ET 162	Fluid Power and Control	Align CEL and ET 162 with EL 162 approved fall 2016.
Course Review Textbook Change	DA 310	Exploring Career Opportunities (Lec 1) LOE: Admittance to Dental Assisting program	
Course Review	EL 125	Digital Devices and Circuits (Lec 3) Prerequisite: EL 118 and EL 119 Modifications include requisites, assignments, and textbook.	Check for the most recent text for the course.
Course Review	ET 100	Computer Aided Drafting and Design (Lec 2/Lab 1) Modifications include changes in discipline placement, grading method from P/NP to Letter grade or P/NP, course objectives, assignments, and methods of evaluation, and text.	
Course Review	ET 145	Advanced Engineering Drawing (Lec 2/Lab 1) Prerequisite: ET 140	Rationale: Course update. Modifications include assignments, methods of evaluation, and text.
Course Drop	FCS 360	Fashion Design /Construction Lab (Lab 1)	Impact: None
Course Drop	FCS 361	Fashion Design /Construction Lab (Lab 0.5)	Impact: None
Course Drop	FSN 127	Supervised Field Experience – Food Services (Lec 1/Lab 1.5)  Rationale: Due to changes in federal regulations regarding long-term care facilities, the Dietary Service Certificate program is obsolete. FSN 127 is one of the capstone courses for this certificate, and it will no longer be offered.	Impact: Certificate of Achievement Culinary Arts and Management: Dietetic Service Supervision
Course Drop	FSN 128	Supervised Field Experience – Dietetics	Impact:

		Rationale: Due to changes in federal regulations regarding long-term care facilities, the Dietary Service Certificate program is obsolete. FSN 128 is one of the capstone courses for this certificate, and it will no longer be offered	Certificate of Achievement Culinary Arts and Management: Dietetic Service Supervision
Course Drop	FT 322	Fire Prevention 1A  Rationale: State Fire Training has retired the course.	Impact: AS Fire Technology Certificate of Achievement Fire Technology
Course Review	SPCH 189	Independent Projects in Speech (Lab 1-3)	Check current language on the Independent Projects template.

Committee Action: A motion was made to approve the above course modifications and course drop in the consent agenda. (Mitchem/Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

### First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Deactivate Program		Culinary Arts and Management: Dietetic Service Supervision	Rationale: This program is being discontinued due to changes in federal regulation of long-term care facilities.

Discussion: C Bisson indicated that the program deactivation is of utmost urgency. It is not compliant with federal regulations. It should have been deactivated two years ago due to changes in the federal regulations of long-term care facilities. Students who were attempting to complete the program have been contacted and provided with other alternate academic pathways.

### Committee Action:

Due to the department's rationale and the urgent non-compliance with the federal regulations nature of the program, a motion was made to immediately deactivate the culinary arts and management: dietetic service supervision program. The committee action should include prompt notification of the academic senate and the board of trustees. (Mitchem/Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

New Course Proposal	DA 320	DA 320 DA Practicum in the Community (Lab 1) Prerequisite Admittance to the Dental Assisting program	
<p>Justification:</p> <p>The course provides extended opportunities for the dental assisting students to participate in community and public health settings. The current course, DA 329 poses barriers for students to complete the requirements of the Dental Board due to time restraints. The new course would alleviate the time constraints and offer opportunities to participate, volunteer, and fully engage in various dental public clinics to prevent tooth decay and promote dental care and health among children in underserved communities.</p> <p>The course will be part of the dental assisting program, which continues to have a full enrollment. The course is part of the 240-hours clinical practicum requirement. The course was part of another DA course, DA 329 Dental Assisting Practicum.</p>			
Course Review	DA 325	Clinical Dental Procedures (Lec 2/Lab 1) LOE: Admittance to Dental Assisting program Rationale: The course is being reviewed as part of a regularly scheduled course review cycle and it is to reconcile course outline with the course offering. In addition, the SLOs have been modified. Modifications include course objectives and student learning outcomes, assignments, and methods of evaluation.	

Major Modifications/Course Review for ECS 101, ECS 102, and ECS 104. The course modifications serve the purpose of implementing the required revisions to the California Community Colleges ECE Curriculum Alignment Project (CAP, 2015) and because of course review. The modifications include changes in the course objectives, student learning outcomes, assignments, methods of evaluation and textbook.

Major Modification DL update.	ECS 101	Child, Family, and Community (Lec 3) Advisory: ENGL 513 DL: Yes	
Major Modification	ECS 102	Child Health, Safety, & Nutrition (Lec 3) Advisory: ENGL 514	
Major Modification	ECS 104	Principles and Practices of Teaching Young Children (Lec 3) Advisory: ENGL 513	
Agency Mandate / Major Modification	ECS 115	Care and Education for Infants and Toddlers (Lec 3) Advisory: ECS 151 and ENGL 513  Modifications include catalog description, course title from Child Growth and Development to Infant and Toddler Development, new requisites, student learning outcomes, course objectives, and text.	Attached Files: CA Community Colleges ECE/CD CAP Expansion and SOI CAP Expansion.
Course Review DL Update	ECS 122	Positive Child Guidance (Lec 3) Advisory: ENGL 513 Modifications include changes in the course objectives and student learning outcomes, assignments, methods of evaluation, textbook, and DL update.	
Program Modification		Fashion Studies - Associate in Science Total: 18 units Modification: Increased total units from 17 to 18.	Rationale: Updated curriculum to industry standards and current textbooks and to include the modified courses (FASH).

Discussion: There were discussions regarding the viability of the program based on the comments. The dean informed the committee that in addition to the absence of a full-time faculty, the program has not been reviewed for a number of years.

Recommend: Further communication among discipline faculty, department chair, and dean regarding ways to address these program issues. Consider Program Vitality study.

Program Modification	Recreation Management - Associate in Science Total: 21. (Core units 15 + Selected units 6)	
	Recreation Management - Certificate of Achievement Total: 21. (Core units 15 + Selected units 6)	

With REC 109 (Outdoor & Adventure Recreation) having recently been approved as a new course offering, we are adding REC 109 to the selected units list of courses for this program.

The Recreation Major Advisory Committee has recommended that a class in Outdoor and Adventure Recreation be added to the curriculum. This recommendation is based on the observation and opinions of the committee members who are professionals in the local recreation industry. They have noted the increase in students pursuing a concentration in Recreation and Adventure Tourism within the Recreation majors at Cal State universities.

In addition, BUS 102 (Marketing) is being added to the selected units list of courses. BUS 102 is currently included for this program in the 2016-17 catalog. BUS 102 was not initially included in the data entry process when the college first transitioned to CNET. This modification is a correction. These are the only two modifications being proposed.

**Noncredit Course Modifications.** These courses were reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, credit hours, course objectives student learning outcomes, catalog description, methods of evaluation.

Modification Noncredit Course	VOCE 7100	Computers and You: Level 1 Credit Hours: 32-36 LOE: TEEN Y	These courses are in the Certificate of Completion Beginning Computer Skills Career Development
Discussion: Teen Y refers to the minimum age for the se noncredit courses. Students must be 18 years or over to attend noncredit courses			
Committee Action:			
Modification Noncredit Course	VOCE 7101	Computers and You: Level 2 Credit Hour: 32-36 LOE: TEEN Y	

Committee Action. A motion was made to consider the above course proposals and program proposals for first reading. (Mitchem/Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

The committee was not able to discuss the following agenda items.

### First Reading:

**Noncredit Course Modifications.** These courses were reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, credit hours, course objectives student learning outcomes, catalog description, methods of evaluation.

Modification Noncredit Course	VOCE 7105	Intro to Microsoft Word Credit Hour: 32-36 LOE: TEEN Y	These courses are in the Certificate of Completion Microsoft Office Basics Career Development
Modification Noncredit Course	VOCE 7107	Intro to Microsoft Excel Credit Hour: 32-36 LOE: TEEN Y	
Modification Noncredit Course	VOCE 7108	Computer Skills Lab Credit Hours: 48	The course is a part of Certificate of Completion Beginning Computer Skills Career Development <u>and</u> Certificate of Completion Microsoft Office Basics Career Development

### VOCE 7300 and VOCE 7310:

These courses are designed to meet the provisions of the Adult Ed Block Grant by expanding employment opportunities and meeting the community needs of creating more licensed childcare spaces in Northern Santa Barbara County. The demand was determined by input from community partners such as WALI and Children's Resource and Referral.

NEW Noncredit Course	VOCE 7300	Family Childcare Business Credit Hour: 9-15  <b>Mission Alignment:</b> This course will provide students with basic skills to obtain immediate employment upon completion. Students who complete the program will be eligible to receive a family childcare license to operate their own business. Student will further be able to continue to take classes that will prepare them to transfer into the credit ECS program. Plan: The course is part of the Certificate of Completion: Operating a Childcare Business.
NEW Noncredit Course Re-submit on the new noncredit proposal type	VOCE 7310	History of Child Development Credit Hours: 36-48  <b>Mission Alignment:</b> This course will provide students with basic skills and contextual knowledge to bridge into the credit Early Childhood Studies program. Comment: Clarify Credit Hours calculation.

**Discipline-specific Course Reviews:** These courses were reviewed. The modifications mainly included grading method change from letter grade or P/NP to P/NP. Prerequisites have been removed and assigned as prerequisites per agency mandate.

	WFTL 311	Check-in Recorder/Status Recorder J-248 (Lec 0.5) Advisory: WFT 302	
	WFTL 312	Ordering Manager J-252 (Lec 0.5) Advisory: WFTO 329	
	WFTL 313	Receiving and Distribution Manager J-253 (Lec 0.5) Advisory: WFTO 329	
	WFTL 314	Base/Camp Manager J-254 (Lec 2) Advisory: WFTO 329	
	WFTL 315	Equipment Manager J-255 (Lec 1.5) Advisory: WFTO 329	
	WFTL 316	Tool and Equipment Specialist J-256 (Lec 0.5) Advisory: WFTO 310	
	WFTL 317	Incident Communications manager J-257 (Lec 1.5) Advisory: WFTO 329	
	WFTL 318	Communications Equipment/ Procedures S-258 (Lec 2) Advisory: WFTL 317	
	WFTL 319	Security Manager J-259 (Lec 0.5) Advisory: WFTO 329	
	WFTL 322	Equipment Time Recorder J-262 (Lec 1) Advisory: WFTO 329	
	WFTL 323	Claims Manager J-263 (Lec 1) Advisory: WFTO 329	
	WFTL 324	Compensation for Injury Manager J-264 (Lec 1) Advisory: WFTO 329	
	WFTL 325	Commissary Manager J-266 (Lec 1) Advisory: WFTO 329	
	WFTL 326	Documentation Unit Leader J-342 (Lec 1) Advisory: WFTO 329	
	WFTL 327	Situation Unit Leader J-346 (Lec 1) Advisory: WFTO 315 and WFTO 329	
	WFTL 328	Demobilization Unit Leader J-347 (Lec 1) Advisory: WFTO 329	
	WFTL 329	Resources Unit Leader J-348 (Lec 1.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 330	Facilities Unit Leader J-354 (Lec 2) Advisory: WFTO 329 and WFTO 334	
	WFTL 331	Ground Support Unit Leader J-355 (Lec 0.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 332	Supply Unit Leader J-356 (Lec 2) Advisory: WFTO 329 and WFTO 334	
	WFTL 333	Food Unit Leader J-357 (Lec 1.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 334	Communications Unit Leader J-358 (Lec 4) Advisory: WFTO 329 and WFTO 334 and WFTL 318	
	WFTL 335	Medical Unit Leader J-359 (Lec 1.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 336	Cost Unit Leader J-362 (Lec 0.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 337	Compensation/Claims Unit Leader J-263 (Lec 1) Advisory: WFTO 329 and WFTO 334	

	WFTL 338	Time Unit Leader J-365 (Lec 0.5) Advisory: WFTO 329 and WFTO 334	No changes.
	WFTL 339	Procurement Unit Leader J-368 (Lec 0.5) Advisory: WFTO 329 and WFTO 334	
	WFTL 340	Planning Section Chief J-440 (Lec 1.5) Advisory: WFT 304 and WFTO 329 and WFTO 334	
	WFTL 341	Logistics Section Chief J-450 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334	
	WFTL 342	Finance Section Chief S-460 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334	

### 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: Deferred.

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

### Call for Future Agenda Items

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

**Call to Adjourn.** Committee Action. A motion was made to adjourn the meeting. (Mitchem/Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. No: 0. Abstain: 0).

Meeting was adjourned at 4:10 PM.

### Next Meetings:

TRC Meeting: Nov 23, 2017 (2:00 PM – 4:00 PM)  
AP&P Committee Meeting: Nov 30, 2017 (2:00 PM – 4:00 PM)  
Next Summary Report: Nov 30, 2017.

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



## DEACTIVATE PROGRAM

**Title:** CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION

**Award Type:** Certificate of Achievement

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N/A - Program is being discontinued.

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**The graduate of the Certificate of Achievement in CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION will:**

- Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
  - Demonstrate competency in safe, sanitary and efficient production and service operations.
  - Analyze and respond to differing business climates based on best accounting and forecasting practices.
  - Demonstrate competency in oral, written and electronic communications.
  - Supervise and train a diverse employee pool in best industry practices.
  - Follow all the governmental laws and regulations pertaining to food and beverage operations.
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### Program Requirements

**A total of 20 units is required for the certificate.**

#### Required core courses (20 units)

			<b>Units: 20</b>
CA120	Principles of Foods 1	4	
or			
FCS120	Principles of Foods 1	4	
CA124	Sanitation, Safety, and Equipment	3	
CA125	Supervision and Training Techniques	3	
CA126	Food Production Cost, Control and Management	3	
FCS109	Basic Nutrition for Health	3	
or			
FSN109	Basic Nutrition for Health	3	
FSN127	Supervised Field Experience - Food Services	2	
FSN128	Supervised Field Experience - Dietetics	2	
<hr/> <b>Total Program Units</b>			<b>20</b>

## PROGRAM MODIFICATION

**Title:** FASHION STUDIES

**Award Type:** Associate in Science

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The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.

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### The graduate of the Associate in Science in FASHION STUDIES will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
  - Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
  - Analyze textile characteristics for sensory appeal and present project.
  - Apply clothing design principles to construct and present a fashion design.
  - Differentiate historic fashion concepts with current design trends and present portfolio.
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### Program Requirements

**A major of 18 units is required for the associate in science degree.**

#### Required core courses (15 units):

		<b>Units: 15</b>
FASH101	Fashion Industry and Marketing	3
FASH102	Fashion Design Analysis	3
FASH110	Apparel Construction 1	3
FASH103	Textiles	3
FASH104	Historic Fashion/Costume	3

#### Plus a minimum of 3 units selected from the following:

		<b>Units: 3</b>
ART110	Design 1	3
ART120	Drawing 1	3
BUS101	Introduction to Business	3
BUS102	Marketing	3

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### Total Program Units

**18**

## PROGRAM MODIFICATION

**Title:** RECREATION MANAGEMENT

**Award Type:** Associate in Science

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The Associate Science degree in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry-level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

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**The graduate of the Associate in Science in RECREATION MANAGEMENT will:**

- Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
- Demonstrate and apply learned leadership skills in a team building classroom environment.
- Apply and practice the skills of event planning for organizing community events.
- Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.

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### Program Requirements

**A major of 21 units is required for the associate of science degree.**

#### Required core courses (15 units)

		<b>Units: 15</b>
REC101	Intro to Recreation Management	3
REC103	Leadership in Recreation Services	3
REC105	Program Planning for Recreation	3
REC107	Recreational Sports Programming	3
CWE149	Cooperative Work Experience OCCUPATIONAL	3

**Plus a minimum of 6 units selected from the following:**

		<b>Units: 6</b>
ATH104	Care and Prevention of Athletic Injuries	3
EMS102	First Aid & Safety	3
HED100	Health and Wellness	3
SOC120	Race and Ethnic Relations	3
SPCH102	Small Group Communication	3
REC109	Outdoor & Adventure Recreation	3
BUS102	Marketing	3

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<b>Total Program Units</b>	<b>21</b>
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