Instructional Council
Meeting Agenda
3:30 PM-5:00 PM
October 15, 2013
SNY 15

Roxanne Kelly, VPI  Lisa Fields (Sec.)  Jason Aase  Debbie Hill
Jesse Morrow  Martha Joyce  Marie Gambill  Rick Aman
David Farrington  Ali Mageeohon  Cheryl Yoder  Pete Bober
Mandie Pritchard  Paula Usrey  Amy Fair  Sandy Hendy
Susan Rochester  David Hutchison  Chris Grant  Ken Carloni
Dee Winn  Michelle Bergmann  Joan Campbell  Clay Baumgartner

Approval of Instructional Council Minutes- April 23, 2013  Pages 4-6

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Course</th>
<th>Pages</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 111-College Algebra</td>
<td>Page 7-12</td>
<td>Mariah Beck</td>
</tr>
<tr>
<td>BA 160- Accounting for Managers</td>
<td>Pages 13-22</td>
<td>Martha Joyce</td>
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<tr>
<td>BA 124- Business Communications</td>
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<tr>
<td>RMC Program Revision</td>
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<tr>
<td>NRS 11 To NRS 101 Nursing Assistant</td>
<td>Pages 23-28</td>
<td>Geoffrey Brownell</td>
</tr>
</tbody>
</table>

New Programs:

CERTIFICATE: Industrial Mechanics and Maintenance Technology Apprenticeship: Saw Filer
   • Uncheck the first two Other Program Impact boxes as they were incorrectly checked
   • Regarding the “attached” list of proposed courses, the **Saw Filer Electives” should be called “Saw Filer Additional Related Courses”

AAS: Industrial Mechanics and Maintenance Technology Apprenticeship: Saw Filer:
   • Uncheck the first two Other Program Impact boxes as they were incorrectly checked
   • Regarding the “attached” list of proposed courses, the **Saw Filer Electives” should be called “Saw Filer Additional Related Courses”

Informational:
CERTIFICATE: Electrician

| Pages 29-30 | Jason Aase For CTE |

|
Apprenticeship Technologies
- Withdraw the requested proposed changes at this time.

CERTIFICATE: Industrial Mechanics & Maintenance Technology Apprenticeship: Machinist, Millwright, &/or Pipe-Fitter
- Change the Effective for Catalog Year and Term from FA 2013 to be FA 2014
- This change will align the electives to the other community colleges that participate in the Oregon Community College Apprenticeship Consortium.

AAS: Industrial Mechanics & Maintenance Technology Apprenticeship: Machinist, Millwright, &/or Pipe-Fitter
- Change the Effective for Catalog Year and Term from FA 2013 to be FA 2014
- This change will align the electives to the other community colleges that participate in the Oregon Community College Apprenticeship Consortium.

New Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Pages</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>MTH 63</td>
<td>Using the Scientific Calculator</td>
<td>31-35</td>
<td>Mariah Beck</td>
</tr>
<tr>
<td>MTH 93</td>
<td>Using the Graphing Calculator</td>
<td>36-40</td>
<td>Mariah Beck</td>
</tr>
<tr>
<td>GS 112</td>
<td>Making Sense of Science</td>
<td>41-44</td>
<td>Dale Champion</td>
</tr>
<tr>
<td>VIN 111</td>
<td>Introduction to Viticulture and Vineyard Establishment</td>
<td>45-133</td>
<td>Chris Lake</td>
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<tr>
<td>VIN 130</td>
<td>Feasibility of a New Wine Business</td>
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<tr>
<td>VIN 132</td>
<td>Finance and Accounting for Wine Business</td>
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<tr>
<td>VIN 134</td>
<td>Survey of Viticulture and Enology for Wine Business</td>
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<td>VIN 190</td>
<td>Vineyard Safety</td>
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<td>VIN 201</td>
<td>Legal Aspects of Vineyard Operation</td>
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<td>VIN 202</td>
<td>Legal Aspects of Winery Management</td>
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<td>VIN 205</td>
<td>Vineyard Equipment Technology for Entrepreneurs</td>
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<td>VIN 250</td>
<td>Marketing Grape</td>
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<td>VIN 255</td>
<td>Financial Management for</td>
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<td>the Vineyard</td>
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<tr>
<td>WIN 260- Winery Equipment Technology for the Entrepreneur</td>
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<td>WIN 271- Wine Marketing for Entrepreneurs</td>
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<td>WIN 275- Financial Management for the Winery</td>
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<td>WIN 276- Advanced Tasting Room Management</td>
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<td>WIN 281- Winery Establishment and Design</td>
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<td>WIN 285- Human Resources</td>
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<td>WIN 290- Winery Safety</td>
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<tr>
<td>WIN 295- Developing a Business Plan for a Commercial Vineyard/Winery</td>
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</tbody>
</table>

**Program Revisions:**
None

**Information Items:**
- Development of High School Online Courses- Rick Aman
- Naming Conventions for Courses- Debbie Hill
- Articulation Agreement; Ashford University & UCC- Ali Mageehon- Page 134-137
- Credit Hour Policy- Ali Mageehon- Page 138
- Webforms Update- Joan Campbell- Page 139-140
- Other

Next Instructional Council Meeting: **Tuesday, November 12, 2013 SNY 15**
Instructional Council
Meeting Minutes
April 23, 2013
3:30pm-5:00pm

Roxanne Kelly, VPI       Lisa Fields (Sec.)       Jason Aase       Debbie Hill
Jesse Morrow           Mark Williams       Martha Joyce       Marie Gambill
David Farrington       Ali Mageeennon       Cheryl Yoder       Pete Bober
Mandie Pritchard       Paula Usrey           Amy Fair       Lisa Davis
Susan Rochester         David Hutchison       Chris Grant       Dee Winn
Michelle Bergmann       Clay Baumgartner

Instructional Council Agenda-April 23, 2013       Pages 1-2

Approval of Instructional Council Minutes- February 19, 2013       Pages 3-4
Electronic Meeting

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda:

<table>
<thead>
<tr>
<th>Presented by Stephanie Newman:</th>
<th></th>
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<tbody>
<tr>
<td>TA 141- Acting 1</td>
<td>M/S/A       Pages 5-8</td>
</tr>
<tr>
<td>TA 142- Acting 2</td>
<td>M/S/A       Pages 9-12</td>
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<tr>
<td>TA 143- Acting 3</td>
<td>M/S/A       Pages 13-16</td>
</tr>
<tr>
<td>TA 211- Introduction to Set Design</td>
<td>M/S/A       Pages 17-20</td>
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<tr>
<td>TA 213- Introduction to Lighting Design</td>
<td>M/S/A       Pages 21-24</td>
</tr>
<tr>
<td>TA 253- Theatre Rehearsal and Performance REVISED: Performance</td>
<td>M/S/A       Pages 25-28</td>
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<tr>
<td>TA 265- Theatre Production Lab Revised: Production</td>
<td>M/S/A       Pages 29-32</td>
</tr>
<tr>
<td>TA 271- Introduction to Theatre Revised: Theatre Appreciation</td>
<td>M/S/A       Pages 33-36</td>
</tr>
</tbody>
</table>

Presented by Clay Baumgartner:
CIV 223- Properties and Materials

Presented by Brent Knapp:
SUR 242- Land Descriptions and Cadastre

Presented by Bettie Wright:

M/S/A
| New Courses:                                      | Presented By Stephanie Newman: TA 256- Musical Theatre Workshop TA 257- Musical Theatre Dance TA 261- Introduction to Costume Design | 261 complete the design series. Same format as the others in series. Substantial change to program. Lisa Davis to notify state. Less than 50% of a change accredited, Ali. | M/S/A               |
|                                                | Presented by Vincent Yip CIS 100- Introduction to Windows and Personal Computers | CIS 120 is only 50% success, CIS 90 is financial aid issue, intro class needed to start class fall, missed catalog deadline, CIS 90 will not be offered, CIS 100 class they get financial aid, 120 course is state wide, RUN For Fall and review TITLE, As experiment course it will have a 99 # attached to it. | M/S/A               |
| Program Revisions:                             | Presented by Steve Cable: Human Services AAS Degree- Proposed addition to Electives | Electives added to choose from | M/S/A               |
|                                                | Presented by Cheryl Yoder: Strength Training- Name Change Only Add Principles Revised: Principles of Strength Training | Course Revision- Work through this. Updated form needed... change title of class due to confusion for students. Strength training for FIT TECH student. Hoping to detour incorrect registration | M/S/A               |
| Course Revisions:                              | Presented by Brent Knapp: SUR 161- Surveying I | Outdated course outline, No changes to Credit hours, ILCs, updated to the Universities | M/S/A               |
| Information Items:                             | Notice of Intent Emailed 4/12/2013 Lisa Davis | Please respond and why Roxanne needs to fight it. Please read this information. | M/S/A               |
• Degree/Certificate Requirements- Proposal- establish some percentage (e.g. 20%) as a residency requirement. A percentage like this would allow for reasonable interpretations for the full gamut of credentials from short pathways certificates to full 2-yr degrees, and for now would preserve the intent (which we can then have time to discuss for future interpretations) of requiring some substantive amount of coursework to have been completed at UCC. (I would also propose that the residency requirement not be required to have been done in the last X terms, but could have been done any time.) This is a critical problem to resolve for one of our students.

• FYI- Hospitality Certificate will be presented at the next IC meeting.

• Next Instructional Council Meeting: May 21, 2013
Title: College Algebra

X______________________________________________________________
Supervisor Signature and date:

X☐Revise                Division: Arts and Letters

☐Reactivate                Department: Mathematics

☐Delete                Program: _____

Current course number Mth 111                Revised Course Number Mth 111

Current Course Title College Algebra                Revised Course Title College Algebra

Credits 4                Revised Credits 5

Lecture Hrs/Wk 4                Revised Lecture Hrs/Wk 5

Banner Prerequisites Mth 95                Revised Banner Prerequisites Mth 95
Length (Wks) 11  Revised Length (Wks) 11

Terms Offered F,W,S,Su  Revised Terms Offered F,W,S,Su

Proposed implementation date: Term Summer Year 2014
Grading Option A-F Load Factor 5 ILCs

Reason for request: Change from 4 to 5 credits. This change is occurring statewide to better meet student needs.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $12,352

No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

X Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

A total 15 sections are taught Fall, Winter, Spring, and Summer terms. This will increase the Math budget by 15 ILC’s per year at an estimated cost of $12,352 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

COMPLETE -- REVISED COURSE JUSTIFICATION
Title: College Algebra

Student need for course:

Increasing Mth 111 to 5 credits will allow:

- **Increased student success**
  Increasing the student contact hours will benefit the students and increase success rates. This is a challenging course, and students often struggle to grasp the concepts covered. Mth 111 is a gateway course that affects the ability of students to complete their degrees. The extra contact time will give students more instruction time on these challenging topics which will improve student success and retention.

- **Greater course breadth and depth**
  Mth 111 covers a large amount of material. The faculty will have more time to fully cover the material and to meet the course outcomes.

- **Curriculum improvement**
  Instructors will be able to incorporate more learning activities into the curriculum, and will be able to address a variety of learning styles.

- **Transferability**
  A switch to 5 credit courses will facilitate students completing degrees and transferring to other schools. Of the 16 other community colleges in Oregon, 56% have revised Mth 111 to 5 credits.

<table>
<thead>
<tr>
<th></th>
<th>Blue Mt</th>
<th>Central or</th>
<th>Chemeketa</th>
<th>Clackamas</th>
<th>Clatsop</th>
<th>Columbia</th>
<th>Klamath</th>
<th>Lane</th>
<th>Linn Benton</th>
<th>Mt. Hood</th>
<th>Oregon Coast</th>
<th>Portland</th>
<th>Rogue</th>
<th>Southwestern</th>
<th>Tillamock</th>
<th>Treasure Valley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mth 111 Credits</td>
<td>5</td>
<td>4</td>
<td>5</td>
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</tbody>
</table>
• Increased faculty-student contact time
  Increased contact time could have a profound effect on retention and student success. Increased time in class will help students to have a more engaged learning experience. Faculty will have more time to respond to student needs and to adapt the lesson to meet these needs.

• Scheduling opportunities
  A 5 credit class could meet 3 times per week with block scheduling. Some sections of Mth 111 could meet for 2 hours on Monday and Wednesday, with the 5th hour on Friday. Other sections could meet for 2 hours on Tuesday and Thursday, with the 5th hour on Friday. This will mean some students will only need to travel to the college on 3 days, and the other two days will be opened for students to take other classes or for part-time employment.

  Mth 111 is taught in the evening winter term and meets twice a week. These students will now meet 2 hr 15 minutes with a 10 minute break.

  Summer Mth 111 is a 5 wk course meeting 4 days per week. These students will also meet 2 hr 15 min. with the 10 minute break. We would attempt to schedule this summer course from 10 to 12:15 in order to avoid scheduling conflicts with other summer courses.

• Advantages of Block Scheduling
  Research has shown the following advantages of block scheduling
  1. Student attendance improves.
  2. Instructors engage students in more active learning structures; therefore, students become less passive in their learning.
  3. Material is taught in greater depth.

  (http://coe.winthrop.edu/vawterd/block/research/research.html)
Course Information: AA□  AAS□  AS□  Certificate□  Learning Skill:□

Cost of this course:

X□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

A total 15 sections are taught Fall, Winter, Spring, and Summer terms. This will increase the Math budget by 15 ILC’s per year at an estimated cost of $12,352 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

□ Library resources reviewed ____________

  Signature/date

□ Facility/office space/cleaning ____________

  Signature/date

□ IT Resources reviewed_____________

  Signature/date

Course impact on:

  a. Student enrollment in other courses:

    This course will increase enrollment in other courses due to student success and retention.

Disposition:  Signature   Date  Recommendation

Curriculum Committee Chair ________________________________________________________
Course Number: MTH 111
Course Credit: 5
Lecture Hrs/Wk: 5
Clock hrs: 55
Length of Course: 11 wks
Prerequisite (registration enforced): MTH 95 with a C or better, placement test score, or instructor permission
Load Factor: 5 ILC
Activity Code: 100
CIPS: 270101

COURSE TITLE: College Algebra
OUTLINE DEVELOPED BY: Mariah Beck
DEVELOPMENT DATE: Revised October 2013 (previous revisions in 2006, 2008; reviewed 2011, 2012)

COURSE DESCRIPTION:
This course is a study of functions and their uses. Basic features of functions - domain, range, and graphing - are emphasized. Types of functions discussed include polynomial, rational, exponential, and logarithmic. Additional topics include exponential equations and solving systems of equations. Applications, modeling, and problem solving is stressed throughout the course. The use of computers and/or graphing calculators is an integral part of the class.

LEARNER OUTCOMES: Upon successful completion of this course the student will be able to:
1. Analyze the graphs of linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Determine the intercepts, domain, and range of these functions.
2. Use a graphing utility to create appropriate graphs that model data.
3. Solve applied problems using linear, quadratic, polynomial, rational, exponential, and logarithmic equations.
4. Solve systems of non-linear equations

REQUIRED TEXT AND MATERIALS:
*Algebra and Trigonometry Enhanced with Graphing Utilities, 6th ed,* Sullivan and Sullivan, Prentice Hall
Graphing calculator (recommended)

COURSE CONTENT:

Week 1 - Linear functions and models (review)
- Review distance and midpoint formulas (1.1)
- Graphing linear equations (2.2)
- Applications of linear equations (4.1)

Week 2 & 3 - Functions and their Graphs
- Definitions and Notation (3.1, 3.2)
- Domain and Range using interval notation (3.1)
- Using Graphing Calculators (1.1, 1.2)
- Finding intercepts of functions algebraically and graphically (as ordered pairs. 2.1, 3.2)
- Building linear models from data (4.2)
- Circles (2.3)

Week 4 & 5 - Polynomial Functions
- (review of solving quadratic equations in 1.3)
- Quadratic functions and models (4.3)
- Polynomial Functions and Models (5.1)
- Synthetic division (R6)

Week 6 - Rational Functions
- Properties and Graphs of Rational Functions (5.2, 5.3)
- Polynomial and Rational Inequalities (5.4)

Week 7, 8, 9 - Exponential and Logarithmic Functions
- Composite and Inverse Functions (6.1, 6.2)
- Exponential Functions (6.3)
- Logarithmic Functions (6.4)
- Properties of Logarithms (6.5)
- Logarithmic and Exponential Equations (6.6)
- Applications (6.7, 6.8)

Week 10 - Systems of Equations
- Review linear systems (12.1)
- Nonlinear systems (12.6)

Week 11 – Final Assessment
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bill Armstrong

X Date October 1, 2013
Supervisor Signature (Please type in the box with the X by it.)
☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: RMC

Current course number BA160 Revised Course Number ______

Current Course Title Accounting for Managers Revised Course Title ______

Credits 3 ______ Revised Credits 4

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______
Length (Wks) 11 Revised Length (Wks) ______

Terms Offered tbd Revised Terms Offered ______

Proposed implementation date: Term Su Year 2014 Grading Option A-F Load Factor 4.0

Reason for request: Update course outcomes include additional embedding of business math topics as per the Western Association of Food Chains and the statewide Retail Management Consortium.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☒

Cost of revision: ~$586 for one additional ILC

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☒ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
**Course Title:** Accounting for Managers  
**Developed By:** Bill Armstrong  
**Development Date:** unknown  
**Revision Date:** October 2013  

**COURSE DESCRIPTION:** The course is designed to provide the non-financial manager with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include: basic business math skills in calculating interest and payroll as well as the mathematics of buying and selling, measuring and reporting of accounting data, analyzing and interpreting accounting information, understanding financial systems and controls, using computer applications of accounting, and performing cost analysis.

**COURSE OUTCOMES:** Upon successful completion of the course, each student will:

1. Apply basic math skills to calculate interest, payroll, rate of change, discounts, markup and pricing.
2. Analyze business transactions and identify the relationships between assets, liabilities, and owner's equity.
3. Prepare basic financial statements, such as the income statement, balance sheet, and statement of cash flows.
4. Design and create Excel spreadsheets that apply accounting concepts.
5. Evaluate the financial performance of organizations using financial tools such as ratio analysis, breakeven analysis, variance analysis, and contribution analysis.
6. Apply accounting principles learned using computerized accounting software.
7. Prepare and evaluate basic budgets.

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Introduction to accounting, FASBs, financial statements, and Excel for internal report production.

Week 2  Financial statement analysis, financial ratios, accounting concepts, Excel basics, business math basics.

Week 3  The accounting equation, debits and credits, journal entries, Excel spreadsheet preparation.

Week 4  Revenue recognition, accrual vs cash accounting, procurement system, creating Excel financial statements.

Week 5  Cash controls, Statement of Cash Flows, calculation of interest, cash flow analysis, working with accounting programs.

Week 6  Managerial accounting, cost accounting terminology, just-in-time inventory control, calculating rate of change.

Week 7  Cost control systems, overhead cost allocation, merchandising and service organization cost accumulation, recording purchases or transactions in an accounting system.

Week 8  Cost behavior, cost-volume-profit analysis, break-even point analysis, calculating discounts and mark-ups, recording sales in an accounting system.

Week 9  Standard costing principles, performance variance analysis, payroll calculations, payroll entry into an accounting system.

Week 10 Budgeting, fixed and flexible budgets, budget preparation on Excel

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X  Date  October 1, 2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA160  Course Name  Accounting for Managers

Student need for course: Course is required in the Retail Management Certificate.

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: ~$586 for one additional ILC

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Martha Joyce

__________________________________________________________________________

Supervisor Signature

Date: October 1, 2013

Revise        Division:  CTE
Reactivate    Department:  Business
Delete        Program:  AMA AAS, AA AAS, Entry Management AAS,
                     Marketing AAS, Paralegal Studies AAS, Financial Services Certificate, Retail Management
                     Certificate, Accounting AAS, Legal Assistant Certificate

Current course number BA214                         Revised Course Number _____

Current Course Title  Business Communications    Revised Course Title _____

Credits 3                                      Revised Credits _____

Lecture Hrs/Wk 3                        Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk _____               Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____               Revised Lab Hrs/Wk _____

Practicum _____               Revised Practicum _____

Banner/Instr. Prerequisites WR115 or above   Revised Banner/Instruc. Prerequisites _____

Co-requisites _____               Revised Co-requisites _____

Length (Wks) 11 wks.             Revised Length (Wks) _____

Terms Offered FWS               Revised Terms Offered _____

Proposed implementation date: Term/Year: Summer 2013 Grading Option A-F Load Factor 3.0

Reason for request: To modify outcomes to reflect WAFC and Retail Consortium recommendations.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.
  The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA214
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: WR115 or above
Instructor enforced Prerequisite: N/A
Co-Requisite: N/A
Load Factor: 3.0
Activity Code: 10
CIPS: 520204

Course Title: Business Communications
Developed By: Karen Fager
Development Date: 1994
Revisions By: Martha Joyce
Revision Date: October 2013

COURSE DESCRIPTION: This course covers strategies of effective business communication. Students will learn and practice a variety of types of business communication.

COURSE OUTCOMES: The successful student, at course completion, will:
- Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.
- Use online and digital resources and tools to communicate professionally with internal and external audiences.
- Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.
- Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.
- Edit documents to improve conciseness, precision, tone, and layout.
- Construct short and long business reports and meeting minutes.
- Create job search tools including cover letters, resumes, and follow-up communication.
- Demonstrate oral communication skills including speaking and listening effectively.
- Prepare an effective oral presentation using technology and support materials.

REQUIRED TEXT/MATERIALS:

OUTLINE: [Topics taught by week 1-10.]

Week 1  Workplace Communication
Week 2  Foundations of Writing and Presentations
Week 3  Use of Visuals in Written and Oral Communication
Week 4  Using Appropriate Writing Styles and Writing Good News and Neutral Messages
Week 5  Writing Bad-News Messages
Week 6  Writing Persuasive Messages and Proposals
Week 7  Research and Report Writing
Week 8  Writing Short Reports
Week 9  Speaking and Listening
Week 10 Job Search Communications
Week 11 Final Exam
Document brought forward by: Martha Joyce

Supervisor Signature: Date: October 1, 2013

Course Number: BA214 Course Name: Business Communications

Student need for course: Required in multiple Business Department courses.

Course Information:

☒ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☒ Elective  ☒ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: N/A

b. Current program:

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Martha Joyce

X Date October 1, 2013
Supervisor Signature:

☐ Revise Division: CTE
☐ Reactivate Program: Retail Management Certificate
☐ Delete Effective for Catalog Year and Term: 2014, summer
☐ Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** We are changing the number of courses from 10 to 8 in the program upon the recommendation of the Western Association of Food Chains and our statewide Retail Management Certificate Cohort. Two course revisions are part of the package as well. BA214 Business Communications has updated course outcomes which reflect important workplace communication skills. BA160 Accounting for Managers will get additional outcomes to address some basic business-specific math skills. One additional credit is being added to BA160 for a total of 4 credits. Certificate credits are reduced from 31-32 credits to 26 credits.

**Other Program Impact:**

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

Net decrease of 5-6 credits equates to approximately ~$586/ILC * 5 = ~$2930 in reduced instructional costs.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

A one-time online development fee is needed to develop BA160 online as the program is offered fully online. A maximum of $2000 or an amount determined by

☐ Impact to other Divisions in terms of classes and staffing. The revision removes the option for students to take SP111.

**Disposition:**

<table>
<thead>
<tr>
<th>Disposition:</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Curriculum Support</td>
<td>Vice President of Instruction</td>
<td></td>
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</table>
Program revision for: Retail Management Certificate (RMC)

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
</table>

(If course are re-designed, attach new course outlines)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BA206</td>
<td>Management Fundamentals OR Elements of Supervision</td>
<td>3 or 3</td>
<td>BA206</td>
<td>Management Fundamentals OR Elements of Supervision</td>
<td>3 or 3</td>
</tr>
<tr>
<td>SDP109</td>
<td></td>
<td></td>
<td>SDP109</td>
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<tr>
<td>BA180</td>
<td>Business Mathematics I</td>
<td>3</td>
<td>BA180</td>
<td>Removed from RMC</td>
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<tr>
<td>BA211</td>
<td>Principles of Accounting I OR Practical Accounting I</td>
<td>3 or 4</td>
<td>BA160</td>
<td>Accounting for Managers</td>
<td>4</td>
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<tr>
<td>BA151</td>
<td></td>
<td></td>
<td>BA249</td>
<td>Retailing</td>
<td>3</td>
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<tr>
<td>CIS120</td>
<td>Introduction to Computer Information Systems</td>
<td>4 or 4</td>
<td>CIS120</td>
<td>Introduction to Computer Information Systems</td>
<td>4 or 4</td>
</tr>
<tr>
<td>BA231</td>
<td>Computers in Business</td>
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<td>BA231</td>
<td>Computers in Business</td>
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<tr>
<td>BA214</td>
<td>Business Communications</td>
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<td>Business Communications</td>
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<tr>
<td>SP111 or SDP112</td>
<td>Fundamentals of Public Speaking Communicating Effectively in the Workplace</td>
<td>3 or 3</td>
<td>SP111 or SDP112</td>
<td>Removed from RMC</td>
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<td>BA223</td>
<td>Principles of Marketing</td>
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<td>Principles of Marketing</td>
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<tr>
<td>SDP113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
<td>SDP113</td>
<td>Human Relations for Supervisors</td>
<td>3</td>
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<tr>
<td>SDP208</td>
<td>Human Resources for Supervisors</td>
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<td>SDP208</td>
<td>Human Resources for Supervisors</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits in program: 31-32
Total credits in program: 26
Document brought forward by: Geoffrey Brownell

X October 7, 2013   Date

Supervisor Signature (Please type in the box with the X by it.)

☒ Revise    Division: CTE
☐ Reactivate  Department: Nursing / Allied Health
☐ Delete      Program: N/A

Current course number       NRS 11       Revised Course Number NRS 101

Current Course Title Nursing Assistant          Revised Course Title same

Credits 9.0                                      Revised Credits 9.0

Lecture Hrs/Wk        8               Revised Lecture Hrs/Wk 8

Lec /Lab Hrs/Wk 0    Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 4        Revised Lab Hrs/Wk 4

Practicum 8                                 Revised Practicum 8

Banner/Instr. Prerequisites none   Revised Banner/Instruc. Prerequisites none

Co-requisites none                             Revised Co-requisites none

Length (Wks) 11          Revised Length (Wks)

Terms Offered Fall, Winter, Spring               Revised Terms Offered F W S

Proposed implementation date: Term W Year 2014 Grading Option _G_ Load Factor _13.12_

Reason for request: Ability to receive financial aid and alignment for future program development.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: NRS 101  
Course Credit: 9  
Lecture Hrs/wk: 8  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 4  
Practicum Hrs/Wk: 8  
Clock Hours: 164  
Length of Course 11 wks.  
Banner enforced Prerequisite: none  
Instructor enforced Prerequisite: none  
Co-Requisite: none  
Load Factor: 13.12  
Activity Code:  
CIPS:  

Course Title: Nursing Assistant
Developed By: Sandy Hendy
Development Date:
Revision Date:

**COURSE DESCRIPTION:** This 164 hour course follows the curriculum designed & approved by the Oregon State Board of Nursing for certification of Nursing Assistants. A Nursing Assistant assists licensed nursing personnel in the provision of nursing care in hospitals, long-term care facilities, skilled nursing facilities, or community-based settings. The authorized duties for Nursing Assistants per OSBN Nurse Practice Act Division 63, 851-063-0030 section 1 includes but not inclusive of: assisting with their clients’ daily living activities, such as bathing, dressing, transferring, ambulating, feeding and toileting. Nursing Assistants also perform tasks such as measuring vital signs, positioning and range of motion.

**COURSE OUTCOMES:** Upon successful completion of this course, students will be prepared to give safe, basic nursing care at the nursing assistant entry level of competency and proficiency.

Intended learning outcome areas covered in this course include:
- Ethics & Standards of Behavior
- Promotion of Clients’ Independence
- Responsibility for Reporting to Facility Management and/or the appropriate agency: Abuse Mistreatment and/or Neglect.
- Clients’ Rights
- Communication
- Basic Needs
- Infection Control & Bloodborne Pathogens
- Introduction to Alzheimer’s/Dementia and Disease Processes
- Body Mechanics
- Safety and Emergency Procedures
- Nutrition & Fluid Balance
REQUIRED TEXT/MATERIALS


OUTLINE:  [Topics taught by week 1-10.]

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Welcome</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Course introduction</td>
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<tr>
<td></td>
<td>Required paper work</td>
</tr>
<tr>
<td></td>
<td>Ch.1.  Intro into Health Care Agencies</td>
</tr>
<tr>
<td></td>
<td>Ch.2.  The Persons Rights</td>
</tr>
<tr>
<td></td>
<td>Ch.3.  The Nursing Assistant</td>
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<tr>
<td></td>
<td>Ch.4 Ethics and Law</td>
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<tr>
<td></td>
<td>Ch.5 Work Ethics</td>
</tr>
<tr>
<td></td>
<td>Ch.15 Preventing Infection</td>
</tr>
<tr>
<td></td>
<td>Ch.6 Communicating with the Health Team</td>
</tr>
<tr>
<td></td>
<td>Ch.7 Assisting with the Nursing Process</td>
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<tr>
<td></td>
<td>Ch. 8 Understanding the Person</td>
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<tr>
<td></td>
<td>Ch.18 The Persons Unit</td>
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</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Quiz #1 Ch.1,2,3,4,5,6,7,8,15&amp;18</th>
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<tbody>
<tr>
<td></td>
<td>Ch. 26 Measuring Vital Signs</td>
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<tr>
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<td>Ch. 27 Exercise and Activity</td>
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<td></td>
<td>Ch. 28 Rest, Comfort &amp; Sleep</td>
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<td></td>
<td>Ch. 9 Body Structure &amp; Function</td>
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<tr>
<td></td>
<td>Ch.10 Growth &amp; Development</td>
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<tr>
<td></td>
<td>Ch.29 Admissions, Transfers &amp; Discharges</td>
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<tr>
<td>Week</td>
<td>SKILLS</td>
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<tr>
<td>--------------</td>
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</tr>
<tr>
<td>Week 3</td>
<td>SKILLS:</td>
</tr>
<tr>
<td></td>
<td>TPR, B/P, Height &amp; Weight</td>
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<tr>
<td></td>
<td>Donning and Removing Gown, Gloves Mask</td>
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<td></td>
<td>Quiz # 2 Ch.9,10,26,27,28,29&amp;38</td>
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<td></td>
<td>Ch.12 Safety</td>
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<td>Ch.16 Body Mechanics</td>
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<td>Ch17 Safety Moving &amp; Transferring the Person</td>
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<td>Ch. 11 Care of The Older Person</td>
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<tr>
<td></td>
<td>Ch.13 Preventing Falls</td>
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<td></td>
<td>Ch.14. Restraint Alternatives &amp; Safe Restraint</td>
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<td>Week 4</td>
<td>SKILLS:</td>
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<tr>
<td></td>
<td>Body Mechanics</td>
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<tr>
<td></td>
<td>Patient Transfers with Gait Belt (bed to chair)(chair to bed)</td>
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<tr>
<td></td>
<td>Ambulate with Gait Belt</td>
</tr>
<tr>
<td></td>
<td>Ambulate with Gait Belt &amp; Walker LS:</td>
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<tr>
<td></td>
<td>Quiz # 3 Ch.11,12,13,14,16&amp;17</td>
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<tr>
<td></td>
<td>Ch.20 Personal Hygiene</td>
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<td></td>
<td>Ch.21 Grooming</td>
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<td>Ch. 22 Urinary Elimination</td>
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<td>Ch.23 Bowel Elimination</td>
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<tr>
<td></td>
<td>Ch.34 Pressure Ulcers</td>
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<tr>
<td></td>
<td>Ch.35. Heat &amp; Cold Application</td>
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<td></td>
<td>Ch.24 Nutrition and Fluids</td>
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<td></td>
<td>Ch.25 Nutritional Support</td>
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<tr>
<td>Week 5</td>
<td>SKILLS:</td>
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<tr>
<td></td>
<td>Oral Care</td>
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<tr>
<td></td>
<td>Denture Care</td>
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<tr>
<td></td>
<td>Assisting with Bed Pan</td>
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<tr>
<td></td>
<td>Assisting with Urinal</td>
</tr>
<tr>
<td></td>
<td>Empting a Urinary Drainage Bag</td>
</tr>
<tr>
<td></td>
<td>Perineal Care</td>
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<tr>
<td></td>
<td>Catheter Care</td>
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<tr>
<td></td>
<td>Quiz#4 Ch. 20,21,22,23,24,25,34,35</td>
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<tr>
<td></td>
<td>Ch.33 Wound Care</td>
</tr>
<tr>
<td></td>
<td>Ch.46 Confusion &amp; Dementia</td>
</tr>
<tr>
<td></td>
<td>Ch.36 Oxygen Needs</td>
</tr>
<tr>
<td></td>
<td>Ch.39 Hearing, Speech &amp; Vision Problems</td>
</tr>
<tr>
<td></td>
<td>CPR</td>
</tr>
<tr>
<td>Week 6</td>
<td>SKILLS:</td>
</tr>
<tr>
<td></td>
<td>Positioning a Patient</td>
</tr>
<tr>
<td></td>
<td>Change a Brief</td>
</tr>
</tbody>
</table>
| Week 7 | Quiz #6 Ch.40,41,44,45,47,51 &52  
| Assign Clinical Groups  
| Review Expectations  
| Fingernail & Foot Care  
| Care of Eyeglasses& Hearing Aides Ostomy care  
| Oral Care for a Comatose Patient  
| Dress/Undress  
| Orientation to Mercy |
| Week 8-10 | Clinicals:  
| Nov. 19,20,21,25,26,27  
| Dec.3,4,5,6 |
| Week 11 | Review for Final and Final Exam |
Document brought forward by: Geoffrey Brownell

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number Course Name

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
### Saw Filer Core Courses

<table>
<thead>
<tr>
<th>Course#</th>
<th>CR</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>APR120</td>
<td>Industrial Safety ** OR **</td>
<td>3</td>
</tr>
<tr>
<td>APR228</td>
<td>Rigging Fundamentals</td>
<td></td>
</tr>
<tr>
<td>APR140</td>
<td>Beginning Welding for Apprentices</td>
<td>1</td>
</tr>
<tr>
<td>MFG111</td>
<td>Machine Shop 1</td>
<td>3</td>
</tr>
<tr>
<td>MFG121</td>
<td>Hydraulics 1</td>
<td>3</td>
</tr>
<tr>
<td>MTH052</td>
<td>Intro to Algebra for the Trades (or higher) ** OR **</td>
<td>4</td>
</tr>
<tr>
<td>MTH075</td>
<td>Applied Geometry</td>
<td>3</td>
</tr>
<tr>
<td>WLD131</td>
<td>Basic Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>WLD140</td>
<td>Blueprint Reading and Sketching ** OR **</td>
<td>3</td>
</tr>
<tr>
<td>DRF112</td>
<td>Computer Aided Drafting I (CAD)</td>
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<tr>
<td>WR115</td>
<td>Introduction to Expository Writing (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>HR</td>
<td>Human Relations (from approved list)</td>
<td>3</td>
</tr>
</tbody>
</table>

** Additional Related Courses from approved SawFiler list as needed to complete 45 credits (19-20 Credits) **

<table>
<thead>
<tr>
<th>Course#</th>
<th>CR</th>
<th>Hrs</th>
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</thead>
<tbody>
<tr>
<td>APR120</td>
<td>Industrial Safety ** OR **</td>
<td>3</td>
</tr>
<tr>
<td>APR130</td>
<td>Mechanical Principles and Drive Design</td>
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<tr>
<td>APR141</td>
<td>Intermediate Welding for Apprentices</td>
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<tr>
<td>APR142</td>
<td>Advanced Welding for Apprentices</td>
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<tr>
<td>APR143</td>
<td>Pipe Welding</td>
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</tr>
<tr>
<td>APR151</td>
<td>Basic Electronics and Electricity</td>
<td>4</td>
</tr>
<tr>
<td>APR153</td>
<td>Electrical Applications and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>APR165</td>
<td>AC Electronics and Electricity</td>
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</tr>
<tr>
<td>APR167</td>
<td>Electric Motors and Transformers</td>
<td>3</td>
</tr>
<tr>
<td>APR228</td>
<td>Rigging Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>APR229</td>
<td>Basic Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>APR239</td>
<td>Pumps and Pumping</td>
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<tr>
<td>APR259</td>
<td>Solid State and Digital Applications</td>
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<tr>
<td>CIS120</td>
<td>Introduction to Computer Information Systems</td>
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</tr>
<tr>
<td>CIS125A</td>
<td>Microcomputer Application for Auto Technicians</td>
<td>3</td>
</tr>
<tr>
<td>CIS125D</td>
<td>Microcomputer Applications - Database</td>
<td>3</td>
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<td>CIS125S</td>
<td>Office Applications - Spreadsheets</td>
<td>3</td>
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<td>CIS125W</td>
<td>Microcomputer applications - Word Processing</td>
<td>3</td>
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<tr>
<td>CIS140W</td>
<td>Introduction to Windows</td>
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<tr>
<td>DRF112</td>
<td>Computer Aided Drafting I (CAD)</td>
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<td>DRF113</td>
<td>Computer Aided Drafting II (CAD)</td>
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<td>DRF114</td>
<td>Computer Aided Drafting III (CAD)</td>
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<td>DRF116</td>
<td>Computer Aided Drafting Structural (CAD)</td>
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<td>DRF134</td>
<td>Introduction to Geographic Information Systems</td>
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<td>DRF245</td>
<td>Engineering Graphics</td>
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<td>MFG122</td>
<td>Hydraulics II</td>
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<tr>
<td>MFG123</td>
<td>Hydraulics III</td>
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Elective Clock Hrs = 2289

### HR - Human Relations Electives See page 76 in the 2013-14 Catalog

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<tr>
<th>Course#</th>
<th>Title</th>
<th>CR</th>
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<tbody>
<tr>
<td>PSY101</td>
<td>Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>SDP109</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>SDP112</td>
<td>Communicating Effectively in the workplace</td>
<td>3</td>
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<td>SDP113</td>
<td>Human Relations for Supervisors</td>
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</tr>
<tr>
<td>SP105</td>
<td>Listening</td>
<td>3</td>
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<tr>
<td>SP218</td>
<td>Interpersonal communication</td>
<td>3</td>
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<tr>
<td>SP219</td>
<td>Small Group Discussion</td>
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** Elective Clock Hrs = 2289 **
# AAS DEGREE:
## Industrial Mechanics Maintenance Technology Apprenticeship ~ SAW FILERS

<table>
<thead>
<tr>
<th>Course#</th>
<th>Saw Filer Core Courses</th>
<th>CR</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>APR120</td>
<td>Industrial Safety OR</td>
<td>3</td>
<td>33</td>
</tr>
<tr>
<td>APR228</td>
<td>Rigging Fundamentals</td>
<td>3</td>
<td>33</td>
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<td>Beginning Welding for Apprentices</td>
<td>1</td>
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<tr>
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<td>Machine Shop 1</td>
<td>3</td>
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<td>Hydraulics 1</td>
<td>3</td>
<td>33</td>
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<tr>
<td>MTH052</td>
<td>Intro to Algebra for the Trades (or higher) OR</td>
<td>4</td>
<td>44</td>
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<tr>
<td>MTH075</td>
<td>Applied Geometry</td>
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<tr>
<td>WLD131</td>
<td>Basic Metallurgy</td>
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<td>WLD140</td>
<td>Blueprint Reading and Sketching OR</td>
<td>3</td>
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<td>Computer Aided Drafting I (CAD)</td>
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<table>
<thead>
<tr>
<th>Course#</th>
<th>HR - Human Relations Electives See page 76 in the 2013-14 Catalog</th>
<th>CR</th>
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*Any college-level course (numbered 100 or above) to meet minimum degree requirements.*
Course title: **Using the Scientific Calculator**

X__________________________________________

Supervisor Signature:

Division **Arts and Sciences**  Department **Mathematics**

Course No **Mth 63** Title **Using the Scientific Calculator** Terms Offered **F,W,S**

Credits 1  Lecture hrs/wk 1

Banner Pre-req.or Co-requisite **Mth 60**  Length (wks) **11 wks (may vary)**

Proposed implementation date Term **Fall Year 2014** Grading Option **P/NP** Load Factor 1

Catalog Course Description:

This course is an introduction to the scientific calculator. Topics include: operations using real numbers, evaluating expressions, fractions and decimals, correct use of significant digits, powers and roots, memory functions, and scientific notation. This course does not cover graphing.

---

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department

☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap  Indicate departments and courses

none

COURSE DEVELOPED BY Mariah Beck DATE: October 2013

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: Mth 63
Course Credit: 1
Lecture Hrs/wk: 1
Clock Hours: 11
Length of Course: 11 wk (may vary)
Banner enforced Prerequisite or corequisite: Mth 60
Load Factor: 1
Activity Code: 351
CIPS: 320101

Course Title: Using the Scientific Calculator

Developed By: Mariah Beck

Development Date: October 2013

COURSE DESCRIPTION:

This course is an introduction to the scientific calculator. Topics include: operations using real numbers, evaluating expressions, fractions and decimals, correct use of significant digits, powers and roots, memory functions, and scientific notation. This course does not cover graphing.

COURSE OUTCOMES:

Upon successful completion of the course, the student will be able to:

1. Identify the keys and the display indicators on a scientific calculator.
2. Change settings and modes on the scientific calculator.
3. Perform basic operations of real numbers using order of operations.
4. Evaluate expressions by replacing variables with real numbers.
5. Find answers in both factional and decimal form.
6. Recognize exact versus approximate solutions and use significant digits correctly.
7. Calculate powers and roots.
8. Enter and correct using the edit, insert, and delete keys.
9. Use the memory functions and the ANS function.
11. Confirm answers found algebraically using a scientific calculator.
12. Research on the internet to find information on using the scientific calculator.
REQUIRED TEXT/MATERIALS:
TI 36X -IIIS, or TI-84/ TI-83 family graphing calculator

OUTLINE: [Topics taught by week 1-10.]
Week 1 Introduction to the calculator
Week 2 Operations using real numbers and order of operations
Week 3 Operations using real numbers and order of operations
Week 4 Fractions and decimals
Week 5 Significant digits and pi
Week 6 Powers, roots, and reciprocal
Week 7 Evaluating expressions
Week 8 Scientific Notation
Week 9 Memory Functions
Week 10 Researching on the internet
Week 11 Final Assessment
New Course title: Using the Scientific Calculator

Mth 63: Using the Scientific Calculator

Student need for course:

In order to be successful in Mth 60 and higher math courses a student needs to be able to correctly use a scientific calculator. Students entering UCC come with a wide variation in calculator skills. This course will serve students who are lacking in these needed calculator skills.

During the 2009/2010 academic year the Math/CTE project collected information from all the CTE programs on campus. Many of the CTE programs reported that their students were lacking in basic math skills – percentages, fractions, decimals, integers, measurement, estimation, and calculator use. One of the proposals from the CTE/Math project was to create mini-courses on campus that provide students with instruction in these topics.

Course Information:

☐AA ☐AS ☐AAS ☑Below 100 level ☐Elective ☐Certificate

☐ AAOT (Area of distribution): ______________

Cost of this course:

☐ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☑ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: This course will require an increase of 3 ILC’s per year to the math budget at an estimated cost of $2470 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

Course impact on:

a. Student enrollment in other courses: This course will increase enrollment in other courses due to student success and retention.

Disposition: Signature Date Recommendation

______________________________________________  __________________________________
Curriculum Committee Chair Vice President of Instruction
Course title: **Using the Graphing Calculator**

X________________________________________

Supervisor Signature:

Division **Arts and Sciences**  Department **Mathematics**

Course No **Mth 93** Title **Using the Graphing Calculator** Terms Offered **F,W,S**

Credits 1  Lecture hrs/wk 1

Banner Pre-req. or Co-requisite **Mth 95**  Length (wks) 11 (may vary)

Proposed implementation date Term **Fall** Year 2014 Grading Option **P/NP** Load Factor 1

Catalog Course Description:

**This course is an introduction to the graphing calculator. An emphasis will be on graphing and the skills necessary for Mth 111. Topics include: evaluating expressions, correct use of significant digits, graphing functions, solving equations graphically, scatter plots and regression equations, and using the tools of the graphing calculator to explore the properties of a graph.**

**VOCATIONAL TECHNICAL PROPOSALS ONLY**  **LOWER DIVISION COLLEGIATE PROPOSALS ONLY**

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department

☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
**Support Course:** Indicate all programs for which this course will be required.

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**Overlap**  
Indicate departments and courses

none

COURSE DEVELOPED BY **Mariah Beck** DATE: **October 2013**

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Using the Graphing Calculator

Developed By: Mariah Beck

Development Date: October 2013

COURSE DESCRIPTION:

This course is an introduction to the graphing calculator. An emphasis will be on graphing and the skills necessary for Mth 111. Topics include: evaluating expressions, correct use of significant digits, graphing functions, solving equations graphically, scatter plots and regression equations, and using the tools of the graphing calculator to explore the properties of a graph.

COURSE OUTCOMES:

Upon successful completion of the course, the student will be able to:

1. Identify the keys, screens, menus, modes, and status indicators on a graphing calculator.
2. Evaluate arithmetic and formula expressions using order of operations and scientific notation.
3. Edit arithmetic and formula expressions.
4. Recognize exact versus approximate solutions and use significant digits correctly.
5. Utilize memory to store, recall, and use numeric values and expressions.
6. Graph functions, adjusting the window to display the appropriate features of the
Use the tracing, zoom, tables, and menu features to explore the properties of a graph.

Solve equations and inequalities both graphically and using the SOLVE feature.

Draw scatter plots, find regression equations, and interpret the fit.

Confirm answers found algebraically using a scientific calculator.

Research on the internet to find information on using the scientific calculator.

REQUIRED MATERIALS:

TI-84/ TI-83 family graphing calculator

OUTLINE: [Topics taught by week 1-10.]

Week 1 Characteristics of the graphing calculator
Week 2 Evaluating and editing algebraic expressions
Week 3 Graphing Functions
Week 4 Exploring the properties of graphs
Week 5 Exploring the properties of graphs
Week 6 Using the graphing calculator to explore applications
Week 7 Using the graphing calculator to explore applications
Week 8 Solving equations using the graphing calculator
Week 9 Scatter plots and linear regression
Week 10 Researching on the internet
Week 11 Final Assessment
New Course title: Using the Graphing Calculator

Supervisor Signature: X______________________________________

Mth 93: Using the Graphing Calculator

Student need for course:

In order to be successful in Mth 111 and higher math courses a student needs to be able to correctly use a graphing calculator. Students entering UCC come with a wide variation in calculator skills. This course will serve students who are lacking in these needed calculator skills.

During the 2009/2010 academic year the Math/CTE project collected information from all the CTE programs on campus. Many of the CTE programs reported that their students were lacking in basic math skills—including the use of calculators. One of the proposals from the CTE/Math project was to create mini-courses on campus that provide students with instruction in these topics.

Mth 111 is a gateway course that affects the ability of students to complete their degrees. This mini-course on using graphing calculators will improve student success and retention in Mth 111.

Course Information:

☐ AA ☐ AS ☐ AAS ☒ Below 100 level ☒ Elective ☐ Certificate

Cost of this course:

☒ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: This course will require an increase of 3 ILC’s per year to the math budget at an estimated cost of $2470 per year. ($610 PT salary per ILC with 35% increase for associated salary costs)

Course impact on:

a. Student enrollment in other courses: This course will increase enrollment in other courses due to student success and retention.

Disposition: Signature Date Recommendation

___________________________________________________________________________

Curriculum Committee Chair Vice President of Instruction
Document brought forward by: Dale Champion

Supervisor’s name Jason Aasa Date 10/1/2013

Course title: Making Sense of Science

Division: Arts & Sci. Department: Science Program AAOT/OTM

Course No GS 112 Title Making Sense of Science Offered SP 2014

Credits 4 Lec hrs/wk 3 Lec/Lab hrs/wk 0 Lab hrs/wk 3 Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites none Length (wks) 11

Proposed implementation date Term SP Year 2014 Grading Option G/P/NP Load Factor 5.1

Catalog Course Description: A course for non-science majors on the processes and methods of scientific inquiry and how “Scientific Knowledge” is perceived differently from other types of knowledge. Students will develop skills to analyze and evaluate Societal Issues that involve scientific knowledge. Laboratory work, student collaboration and peer review are designed to simulate the processes involved in scientific inquiry within a scientific community.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program) ☐ Occupational Supplementary

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Overlap

COURSE DEVELOPED BY DATE:

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course No: TBA  
Course Credit: 4  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 3  
Lecture/Lab Hrs/Wk: 0  
Practicum Hrs/Wk: 0  
Clock Hours: 66  
Length of Course: 11  
Banner enforced Prerequisite: none  
Instructor enforced Prerequisite: none  
Co-Requisite: none  
Load Factor: 5.1  
Activity Code: 110  
CIPS: 240101  

Course Title: TBA  
Developed By: Dale Champion  
Development Date: Oct-Dec 2013  
Revision Date: NA  

COURSE DESCRIPTION:

A course for non-science majors on the processes and methods of scientific inquiry and how “Scientific Knowledge” is perceived differently from other types of knowledge. Students will develop skills to analyze and evaluate Societal Issues that involve scientific knowledge. Laboratory work, student collaboration and peer review are designed to simulate the processes involved in scientific inquiry within a scientific community.

COURSE OUTCOMES:

Students completing this course will:
1. Describe the various mechanisms by which our perceptions, thinking and actions can lead to errors.
2. Describe Science as a system of error detection and correction to overcome our individual failings.
3. Describe many of the individual and collaborative processes involved in Scientific Inquiry.
4. Perform simple inquiry based laboratory activities involving collaboration & peer review.
5. Appraise and revise their thinking based on additional evidence.
6. Explain how facts, laws, theories & knowledge in general are used differently in Science.
7. Discriminate between Scientific and Pseudoscientific claims.
8. Analyze several societal issues or controversies in which scientific knowledge is relevant.

OUTLINE: [Topics taught by week 1-10.]

Week #1: The Fallibility of the Human Mind (or it’s a miracle we’ve gotten this far):
   A. Misperception
   B. Biases
   C. Faulty Memories
   D. Recognizing Common Errors of Logic and Reasoning

Week # 2: Philosophy of Scientific Inquiry
   A. What is and is not a Scientific Question?
   B. Falsification vs. Proof

Week # 3: Methods of Scientific Inquiry: An error reducing, detection and correction system
   A. Observation, Questioning, Hypothesizing
   B. Testing, Experimental Design: Controls, Variables, some Statistical measures

Week # 4: Methods of Scientific Inquiry: An error reducing, detection & correction system (cont.)
   A. Open Communication and Peer Review
   B. Changing your mind based on Evidence

Week #5: The Products of Science:
   A. Are Scientific Facts Really Facts?
   B. Statistical Confidence vs. Certitude
   C. Scientific Models: Value and Limitations
   D. Why Doesn’t a Theory become a Law?

Week #6: Good Science, Bad Science, Pseudoscience or Cutting Edge Science
   A. Who’s Experts are you to believe
   B. Recognizing Pseudoscientific Claims
   C. Recognizing Valid Criticism vs. Manufactured Doubt

Weeks # #7: Issues in Science & Society (Real and Fabricated Scientific Controversies)
   A. Evolution, Intelligent Design, Creationism
   B. Vaccination Safety and Autism

Week #8: Issues in Science & Society (continued)
   A. Global Climate Change and Its Causes

Week #9: Science & Society (continued)
   A. Stem Cell Research
   B. Genetically Modified Organisms in Food Production

Week #10: Supporting and Financing Scientific Research

Week #11: Final Exam
Student need for course:

To provide a Lab science elective course for non-science majors that focuses on the broader philosophy and processes of science. This understanding is needed by the average citizen to critically evaluate issues involving scientific knowledge that are impacting our society. Most 100 level science courses primarily focus on a narrower but more detailed factual content in a particular discipline (ex. microbiology) and as a result cannot cover many of the processes involved in how we came to know what we know.

Course Information:

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate

X AAOT (Area of distribution):
- Arts & Letters
- Science/Math/Computer Science
- Social Sciences
- Electives

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: I will teach this course in place of teaching PE 135 so no change in my salary. Replacement instructor for PE 135(5.1 ILC) will be needed.

Course impact on:

a. Student enrollment in other courses: Reduced enrollment in other 100 level lab sciences
b. Current program:

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 111 - Introduction to Viticulture and Vineyard Establishment

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

VIN 111 - Introduction to Viticulture and Vineyard Establishment

Need for course: The VIN 111 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS     X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 111
Course Title: Introduction to Viticulture and Vineyard Establishment
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk: 0
Banner Pre-req.: □ Instructor Pre-req.: □ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course is designed to introduce students to viticulture in general and to current practices for establishing a commercial vineyard. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, weed control, vine disease control, and pruning for training purposes. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY
□ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
□ To be □ Yes □ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)
□ Occupational Preparatory (organized degree/cert program)
□ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 111
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5
Length of Course: 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Introduction to Viticulture and Vineyard Establishment

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:

This course is designed to introduce students to viticulture in general and to current practices for establishing a commercial vineyard. Topics covered include varietal selection, site preparation, equipment, site selection, first season establishment, vine growth development and training, trellis systems, weed control, vine disease control, and pruning for training purposes. Students are required to partner with an approved vineyard to participate in the required field experience portion of the course.

COURSE OUTCOMES:

1. Demonstrate the ability to distinguish between seasonal activities in the V&E industry.
2. Demonstrate an understanding of the major vitis species in the world.
3. Demonstrate an understanding of the characteristics of grape growing regions and vitis species and hybrids suitable to the region
4. Demonstrate the ability to select and identify viable cultivars of red and white wine grapes and table grapes
5. Demonstrate an understanding of the basic principles of pest control and disease management, with a focus on weed control and management.
6. Demonstrate the ability to calculate number of vines per acre as a function of vine spacing and row spacing.
7. Demonstrate an understanding of the procedures involved in the proper implementation of a soil fertility program in the vineyard.
8. Demonstrate the ability to evaluate and apply proper site selection criteria.
9. Demonstrate an understanding of planting practices.
10. Demonstrate an understanding of processes and strategies involved in the first season of vineyard establishment.
11. Demonstrate an understanding of vine growth development and training.
12. Demonstrate an understanding of trellis systems.
13. Demonstrate an understanding of training practices.
14. Demonstrate an understanding of economic factors involved in vineyard feasibility.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 130 - Feasibility of a New Wine Business – Strategy for Success

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

VIN 130 - Feasibility of a New Wine Business

Need for course: The VIN 130 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 130
Course title: Feasibility of a New Wine Business
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0

Banner Pre-req.: ☐ Instructor Pre-req.: ☐ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course provides a systematic look at the different components of a successful wine or vineyard brand and assists students in creating a plan for a profitable business. Students will be exposed to key aspects of the business, including the regulatory climate for making and selling wine or grapes, financial frameworks to develop a vineyard and/or winery or to create a virtual brand, and different models for profitability. Every student will be given the tools and frameworks to critically evaluate this competitive landscape and make decisions on a course of action.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Feasibility of a New Wine Business

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course provides a systematic look at the different components of a successful wine or vineyard brand and assists students in creating a plan for a profitable business. Students will be exposed to key aspects of the business, including the regulatory climate for making and selling wine or grapes, financial frameworks to develop a vineyard and/or winery or to create a virtual brand, and different models for profitability. Every student will be given the tools and frameworks to critically evaluate this competitive landscape and make decisions on a course of action.

COURSE OUTCOMES:

1. Demonstrate an understanding of the different components of a successful wine business.
2. Explain and discuss the financial frameworks in developing a vineyard, winery or virtual brand.
3. Analyze the feasibility of an intended project against the costs and reserves identified in a financial model.
4. Recognize various tools for the use in a business plan specific for vineyards and wineries.
5. Demonstrate an understanding of the regulatory environment.
6. Identify federal, state, county, and local regulatory requirements for vineyard and winery operations.
7. Explain and discuss the marketing plan in developing a vineyard, winery or virtual brand.
8. Identify the components of a successful marketing model.
9. Recognize various tools for the use in a marketing plan specific for vineyards and wineries.
10. Critically evaluate the competitive landscape of the vineyard and wine industry as part of a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.
11. Create a feasibility study and course of action for developing a future business plan.
12. Describe and explain the different components of a wine business and how it will be successful.
13. Analyze the feasibility of an intended project against the cost identified in a financial model.
14. List the components of a business plan.
Division: Arts and Sciences  
Department: Viticulture and Enology  
Program: Wine Business & Entrepreneurship Degree  
Degree: AAS Wine Business & Entrepreneurship Degree  
Course Title: VIN 132 - Finance and Accounting for Wine Business

V1N 132 - Finance and Accounting for Wine Business

Need for course: The VIN 132 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  
X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair  
Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 132
Course Title: Finance and Accounting for Wine Businesses
Terms Offered: 1 Term per Year

X
Program Director Signature, Chris Lake

X
Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: □ Instructor Pre-req.: □ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course covers industry specific accounting and reporting for wine business profit and loss statements and balance sheets, assets and depreciation, intangibles, cost segregation and inventory costing. It also examines best practices in winery business management, including key performance indicators and other winery expenses. Using financial ratios and benchmarking are explored for internal management reporting.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

□ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
□ To be □ Yes □ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

□ Occupational Preparatory (organized degree/cert program)

□ Occupational Supplementary
**Support Course:** Indicate all programs for which this course will be required.

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**Overlap**

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

**ATTACH the documents below:**

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Finance and Accounting for Wine Businesses

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course will discuss the major aspects of winery establishment and design including the legal and regulatory process, layout, design and building; economics; cash flow; marketing and investment generation.

COURSE OUTCOMES:

1. Identify components of the business plan that are essential for winery establishment and design.
2. Develop a master plan for the winery.
3. Identify components of the winery design that can be modified to attain higher levels of sustainability.
4. Identify Federal, State and local regulatory and compliance requirements that are essential for winery establishment and design.
5. Identify key individuals in the winery design team.
6. Understand the key dimensional requirements and the critical adjacencies required for various winery functions.
7. Understand the key building and mechanical systems of a winery

REQUIRED TEXT/MATERIALS: NA

OUTLINE:

Week 1  Identify components of the business plan essential for winery establishment.

Week 2  Identify components of the business plan essential for winery facility design.

Week 3  Begin development of a master plan for the winery.

Week 4  Identify components of the winery design that can be modified in order to attain higher levels of sustainability.

Week 5  Identify Federal, State, and local regulatory requirements that are essential for winery establishment and design.

Week 6  Identify Key Individuals and scope of responsibilities essential to the successful winery design team.

Week 7  Understand the key dimensional requirements and the critical adjacencies required for various winery functions.

Week 8  Understand the key building and mechanical systems of a winery.

Week 9  Present and critique student master plans.

Week 10 Program review and preparation for final examination.
Division: Arts and Sciences  
Department: Viticulture and Enology  
Program: Wine Business & Entrepreneurship Degree  
Degree: AAS Wine Business & Entrepreneurship Degree  
Course Title: VIN 134 - Survey of Viticulture & Enology for Wine Business

Program Director Signature, Chris Lake  
Supervisor Signature, Jason Aase

VIN 134 - Survey of Viticulture & Enology for Wine Business

**Need for course:** The VIN 134 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

**Course Information:**

- X AAS  
- X AAOT (Area of distribution): Online

**Cost of this course:**

- X No other costs are anticipated that will impact existing UCC courses.
  
a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.
  
b. Current program: Unique course.

**Disposition:**

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Curriculum Committee Chair  
Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 134
Course Title: Survey of Viticulture & Enology for Wine Business
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 4.5  Lecture hrs/wk: 4.5  Lec/Lab 0  Practicum hrs/wk  0
Banner Pre-req.: □  Instructor Pre-req.: □  Co-requisites: 0  Length (wks):  11

Proposed implementation Year: 2014  Grading Option: S  Load Factor: 4.5

Catalog Course Description:
This course will review basic grape growing and wine making principals. An overview of viticulture, fermentation, winery operations, the physiology of wine consumption, wines produced in major wine-producing regions and the sensory evaluation of wine will be covered. The goal of this course is to provide the student with basic viticulture and enology education that can be applied to the business aspects of a wine business.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

□ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
□ To be □ Yes □ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

□ Occupational Preparatory (organized degree/cert program)

□ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE

- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Survey of Viticulture & Enology for Wine Business

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course will review basic grape growing and wine making principals. An overview of viticulture, fermentation, winery operations, the physiology of wine consumption, wines produced in major wine-producing regions and the sensory evaluation of wine will be covered. The goal of this course is to provide the student with basic viticulture and enology education that can be applied to the business aspects of a wine business.

COURSE OUTCOMES:

1. Demonstrate an understanding of grape growing regions in the U.S. and appropriate wine grape species, vineyard size and financial impacts implied.
2. Identify sources and availability of desirable grapes commercially viable in your regions.
3. Identify differences between common commercial cultivars.
4. Identify the impacts of vineyard size on future operations.
5. Demonstrate the ability to recognize grapevine phenology and its financial impacts.
6. Demonstrate an understanding of vineyard establishment and its financial impacts.
7. Understand site selection, and local area zoning regulations.
8. Identify quality vineyard location based on soils and topography, and fertilization requirements.
9. Describe proper planting techniques, discuss various trellising options, and list possible irrigation and drainage options.
10. Demonstrate an understanding of vineyard maintenance and its financial impacts.
11. Describe major regional vineyard pests and their controls.
12. Discuss cultural management practices including pruning, canopy management, ground cover crops, and harvesting.
13. Demonstrate an understanding of winery scale, operations and management and its financial impacts.
14. List and describe the function of the various pieces of winery equipment based on functionality and scale of production output.
15. Evaluate alternative production possibilities, including custom crush and other custom activities.
16. Describe the basic elements of winery and cellar design and location.
17. Recognize business responsibility of wine consumption.
18. Explain the state and federal statutes on winemaking.
19. Demonstrate an understanding of the wine production processes and the financial impacts.
20. Explain the differences between various wine process types and styles.
21. Describe the basics of pre-harvest and harvest operations.
22. Describe the basics of pre-fermentation and fermentation.
23. Recognize elements of aging, blending and finishing.
24. Recognize elements of bottling and packaging.
25. Understand basic methods, timing and ranges of typical analytical results.
26. Demonstrate an understanding of factors affecting wine quality, types and styles.
27. Describe the different types and styles of wine, and identify sensory characters correlated to each style.
28. Recognize and understand flaws and their causes in finished wine.
29. Explain how vineyard and production decisions affect wine quality.
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 190 - Vineyard Safety

X Program Director Signature, Chris Lake  X Supervisor Signature, Jason Aase

VIN 190 - Vineyard Safety

Need for course: The VIN 190 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

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<td>Program:</td>
<td>Wine Business &amp; Entrepreneurship Degree</td>
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<td>Degree:</td>
<td>AAS Wine Business &amp; Entrepreneurship Degree</td>
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<td>Course No:</td>
<td>VIN 190</td>
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<tr>
<td>Title:</td>
<td>Vineyard Safety</td>
</tr>
<tr>
<td>Terms Offered:</td>
<td>1 Term per Year</td>
</tr>
</tbody>
</table>

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 1.5 Lecture hrs/wk: 1.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: [] Instructor Pre-req.: [] Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 1.5

Catalog Course Description:
This course provides an introduction to safety and procedures specific to viticulture (grape growing.) This course will include general history of agricultural safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

[] Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
[] To be [] Yes [] No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

[] Occupational Preparatory (organized degree/cert program)

[] Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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<td>Fall, 2014</td>
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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 190
Course Credit: 1.5
Lecture Hrs/wk: 1.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 16.5
Length of Course 11 Wks
Load Factor: 1.5
Activity Code: 210
CIPS: 019999

Course Title: Vineyard Safety

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:
This course provides an introduction to safety and procedures specific to viticulture (grape growing.) This course will include general history of agricultural safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns.

COURSE OUTCOMES:

1. Demonstrate an understanding of historical and present agriculture safety issues and procedures.
2. Demonstrate an understanding of vineyard policies and procedures.
3. Demonstrate an understanding of Injury and Illness Protection Programs (IIPP).
4. Demonstrate an understanding of and proficiency in OSHA reporting procedures and applicability.
5. Demonstrate an understanding of hazardous occupation order in agriculture (family operation).
6. Demonstrate an understanding of ergonomics.
7. Demonstrate an understanding of blood borne pathogens (BBP).
8. Demonstrate an understanding of Personal Protective Equipment (PPE).
9. Demonstrate an understanding of machinery safety and guarding.
10. Demonstrate an understanding of equipment maintenance.
11. Demonstrate an understanding of spray application.
DIVISION: Arts and Sciences
DEPARTMENT: Viticulture and Enology
PROGRAM: Wine Business & Entrepreneurship Degree
DEGREE: AAS Wine Business & Entrepreneurship Degree
COURSE TITLE: VIN 201 - Legal Aspects of Vineyard Operation

VIN 201 - Legal Aspects of Vineyard Operation

**Need for course:** The VIN 201 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

**Course Information:**

X AAS X AAOT (Area of distribution): Online

**Cost of this course:**

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

**Disposition:**

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<th>Signature</th>
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<th>Recommendation</th>
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<tr>
<td>Curriculum Committee Chair</td>
<td>Vice President of Instruction</td>
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</table>
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 201
Course Title: Legal Aspects of Vineyard Operation
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 4.5  Lecture hrs/wk: 4.5  Lec/Lab 0  Practicum hrs/wk 0
Banner Pre-req.: ☐  Instructor Pre-req.: ☒  Co-requisites: 0  Length (wks): 11

Proposed implementation Year: 2014  Grading Option: S  Load Factor: 4.5

Catalog Course Description:
This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the vineyard owner/manager, identify and discuss governmental agencies and regulation affecting vineyard ownership/management, introduce and analyze employment relationships, and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY
☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Legal Aspects of Vineyard Operation

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

**COURSE DESCRIPTION:**

This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the vineyard owner/manager, identify and discuss governmental agencies and regulation affecting vineyard ownership/management, introduce and analyze employment relationships, and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

**COURSE OUTCOMES:**

1. Demonstrate general knowledge of basic legal concepts affecting the operation of a vineyard
2. Demonstrate general knowledge of the general concepts and types of contracts that may be required and/or recommended in the operation of a vineyard.
3. Demonstrate general knowledge and understanding of the elements of contracts in general and the types of and provisions in contracts related to vineyard operation.
4. Understand the essential elements of all contracts, encountered in the operation of a vineyard.
5. Understand the common provisions in contracts encountered in the operation of a vineyard, the purchase and sale contracts related to grape production.
6. Understand the full time and seasonal employee contract and the potential effects of operating without contracts in place for various operational aspects of the vineyard.
7. Demonstrate knowledge of the various types of real estate ownership options in the operation of a vineyard.
8. Understand the importance of title and ownership designation of the vineyard and the options for ownership both individually and as a business entity.
9. Understand the potential effects of ownership, succession and liability related to title of the vineyard
10. Recognize the documents necessary to secure title and ownership of the vineyard.
11. Demonstrate specific knowledge of federal, state, and local agencies and organizations that affect vineyard operations.
12. Demonstrate specific knowledge of business formation and employee relations.
13. Understand the characteristics of sole proprietorships, general and limited partnerships, limited liability partnerships, limited liability companies, and corporations.
14. Understand the tax consequences and effects of choosing a particular business entity.
15. Demonstrate specific knowledge of liability and site management issues that affect the operation of a vineyard including the concept of premises
16. Liability, the Americans With
17. Disabilities Act, training and loss prevention issues related to premises and operations liability, and insurance issues related to premises and operations liability.
18. Demonstrate an understanding of the tax issues, entities, and requirements related to business entity, employee relationship, production and distribution of grapes as they are involved in the operation of a vineyard and the production of wine.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 202 - Legal Aspects of Winery Management

Program Director Signature, Chris Lake

Supervisor Signature, Jason Aase

VIN 202 - Legal Aspects of Winery Management

Need for course: The VIN 202 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 202
Course Title: Legal Aspects of Winery Management
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake  X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard and winery. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard/winery ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the vineyard/winery owner or manager, identify and discuss governmental agencies and regulation affecting vineyard/winery ownership and management, introduce and analyze employment relationships, and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY
☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)
☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE

- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 202
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5
Instructor enforced Prerequisite: VIN 130, VIN 132 & VIN 134 or VIN 111 or VIN 146
Length of Course: 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Legal Aspects of Vineyard and Winery Operation

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:

This course will introduce students to the general concepts and issues relating to the creation and operation of a vineyard and winery. The course will explain general legal concepts related to real estate ownership, review and analyze typical contracts affecting vineyard/winery ownership and operations, compare and contrast various business formation and operation concepts, outline insurance and other business operation needs of the vineyard/winery owner or manager, identify and discuss governmental agencies and regulation affecting vineyard/winery ownership and management, introduce and analyze employment relationships, and describe miscellaneous legal issues and areas specifically related to the operation of a vineyard.

COURSE OUTCOMES:

1. Define basic legal concepts affecting the operation of a vineyard, winery and distribution of wine.
2. Recognize issues related to real estate acquisitions, ownership, use, and construction.
3. Identify the types of contracts and general provisions related to winery and vineyard operation.
4. Describe and distinguish various types of business formation.
5. Describe and distinguish various types of employment agreements.
6. Outline specific federal, state, and local agencies and governing bodies that regulate and assist winery and vineyard operations.
7. Interpret and apply liability and site management issues that affect the operation of a winery and vineyard.
8. Recognize and apply specific knowledge of labeling and marketing of wine and grapes.
9. Recognize the issues affecting the shipping and placement of wine.
10. Compare and contrast intellectual property areas that may affect the production and distribution of grapes and wine.
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 250 - Vineyard Equipment Technology for Entrepreneurs

VIN 250 - Vineyard Equipment Technology for Entrepreneurs

Need for course: The VIN 250 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS   X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 250
Course Title: Vineyard Equipment Technology for Entrepreneurs
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☑ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course covers equipment and technologies used in vineyard establishment and management systems used in modern commercial vineyards. An overview of vineyard establishment technologies will include soil mapping and preparation; irrigation set-up; planting systems; and vineyard trellis construction. Management equipment includes herbicide and air blast sprayers; irrigation and frost control equipment; cultivators; mechanisms used to bury the graft unions or vines for winter protection; equipment for either mechanical or manual pruning, shoot thinning, shoot positioning, fruit thinning, leaf removal and harvesting; soil mapping technology; climate monitoring equipment; fertilizer and lime application; and work place safety.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☑ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Vineyard Equipment Technology for Entrepreneurs

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course covers equipment and technologies used in vineyard establishment and management systems used in modern commercial vineyards. An overview of vineyard establishment technologies will include soil mapping and preparation; irrigation set-up; planting systems; and vineyard trellis construction. Management equipment includes herbicide and air blast sprayers; irrigation and frost control equipment; cultivators; mechanisms used to bury the graft unions or vines for winter protection; equipment for either mechanical or manual pruning, shoot thinning, shoot positioning, fruit thinning, leaf removal and harvesting; soil mapping technology; climate monitoring equipment; fertilizer and lime application; and work place safety.

COURSE OUTCOMES:

1. Identify technologies and equipment employed to evaluate and prepare a vineyard location and site.
2. Compare and contrast technologies and equipment used to evaluate and prepare a vineyard site.
3. Assess, select and justify appropriate pre-plant equipment and technologies based upon site and cultivar specific criteria.
4. Identify technologies and equipment employed to construct a vineyard.
5. Compare and contrast technologies and equipment used to construct a vineyard.
6. Assess, select and justify appropriate vineyard construction equipment and technologies based upon site and cultivar specific criteria.
7. Identify technologies and equipment utilized to manage an established vineyard.
8. Compare and contrast technologies and equipment utilized to manage an established vineyard.
9. Assess, select and justify appropriate vineyard management equipment and technologies based upon site and cultivar specific criteria.
10. Identify the economy of scales for vineyard equipment and technologies at various discrete farm sizes.
11. Describe the basic operation of vineyard equipment
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 251 - Marketing Grape

X Program Director Signature, Chris Lake X Supervisor Signature, Jason Aase

Course Title: VIN 251 - Marketing Grapes

Need for course: The VIN 251 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 251
Course Title: Marketing Grape
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

Credits: 3 Lecture hrs/wk: 3 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☑ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 3

Catalog Course Description:
This course explores how to market wine grapes. During the course the students will learn how
to identify markets for their grapes, how to develop and nurture relationships with wineries and
other buyers, how to develop grower and winery marketing opportunities, how to write contracts,
how to negotiate contracts and how to set prices. How to forecast grape demand by watching
market trends in this constantly changing environment.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 251
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Instructor enforced Prerequisite: VIN 130, VIN 132 & VIN 134 or VIN 111 or VIN 146

Length of Course 11 Wks
Load Factor: 3
Activity Code: 210
CIPS: 019999

Course Title: Marketing Grape
Developed By: Chris Lake and the VESTA Curriculum Development Committee
Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:
This course explores how to market wine grapes. During the course the students will learn how to identify markets for their grapes, how to develop and nurture relationships with wineries and other buyers, how to develop grower and winery marketing opportunities, how to write contracts, how to negotiate contracts and how to set prices. How to forecast grape demand by watching market trends in this constantly changing environment.

COURSE OUTCOMES:
1. Understand product and market investigation and research to determine industry need and trends, competition and differentiation, and production cost.
2. Understand the relationship of mission focus, growing site analysis, labor needs assessment, and product cost calculation through market/product research and investigation.

3. Understand and apply successful product branding, unique selling proposition, and cost calculation to advertising, public relations, website, social media, and signage in order to create a successful product promotion plan.

4. Understand the strategies and techniques of relationship marketing, research the potential target markets, and calculate costs to create an effective market placement plan.

5. Understand and apply the process of market demand, competitive set, and appropriate pricing structure in order to calculate profit and loss statements, Return On Investment (ROI) projections and to develop an appropriate, competitive pricing structure.

6. Demonstrate understanding of the marketing/sales relationship through Identification of sales presentation components and the ability to outline and implement sales strategies.

7. Identify relevant metrics, create a plan to measure individual marketing activities, and conduct a comparative analysis of marketing activities that demonstrate success in using metrics.

8. Describe strategies for negotiating contracts and identify elements of grower contracts to demonstrate understanding of contract logistics.

9. Develop Winery Relations. Identify potential customers, recognize the importance of establishing relationships with local wineries and associations, and establish a plan for developing these measurements.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 255 - Financial Management for the Vineyard

X ___________________________ X ___________________________
Program Director Signature, Chris Lake Supervisor Signature, Jason Aase

VIN 255 - Financial Management for the Vineyard

Need for course: The VIN 255 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

______________________________  ____________________________  ____________
Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 255
Course Title: Financial Management for the Vineyard
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
Vineyard Management explores the interconnectedness between vineyard inputs, the dollars spent, and how to maximize profits. The class will help you to recognize and develop your own personal system to measure your inputs versus outputs in relationship to your vineyard health and performance, grape quality, and your buyers' expectations. The class will also give you examples on how to negotiate and write grape purchase agreements and planting contracts, and how to develop a seasonal budget.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 255
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5
Instructor enforced Prerequisite: VIN 130, VIN 132
& VIN 134 or VIN 111 or VIN 146
Length of Course: 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Financial Management for the Vineyard

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

Vineyard Management explores the interconnectedness between vineyard inputs, the dollars spent, and how to maximize profits. The class will help you to recognize and develop your own personal system to measure your inputs versus outputs in relationship to your vineyard health and performance, grape quality, and your buyers' expectations. The class will also give you examples on how to negotiate and write grape purchase agreements and planting contracts, and how to develop a seasonal budget.

COURSE OUTCOMES:

1. Demonstrate an understanding of costs for establishing a vineyard.
2. Identify the costs involved in site selection and procurement
   - soil preparation
   - irrigation
3. Create a list of local & regional cost resources
   - Demonstrate an understanding of expenses and financial considerations for annual vineyard management

4. Identify the costs involved in
   - Floor management
   - Pest management
   - Nutrition
   - Canopy management
   - Irrigation
   - Harvest
   - Equipment maintenance & fuel
   - Insurance
   - Pruning/crop control
   - Frost protection

5. Determine market price of grapes

6. Determine the financial viability of owning and operating a vineyard.
   - Develop an initial capital budget
   - Develop an annual capital budget
   - Calculate financial viability

7. Determine cost/benefit analysis of vineyard management decisions

8. Determine acceptable level of debt
Division: Arts and Sciences  
Department: Viticulture and Enology  
Program: Wine Business & Entrepreneurship Degree  
Degree: AAS Wine Business & Entrepreneurship Degree  
Course Title: VIN 260 - Winery Equipment Technology for the Entrepreneur

X Program Director Signature, Chris Lake  
X Supervisor Signature, Jason Aase

VIN 260 - Winery Equipment Technology for the Entrepreneur

Need for course: The VIN 260 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  
X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 260 - Winery Equipment Technology for the Entrepreneur
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 3 Lecture hrs/wk: 3 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: □ Instructor Pre-req.: □ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 3

Catalog Course Description:
This course covers process technologies and process systems that are used in modern commercial wineries. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and work place safety.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

□ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
□ To be □ Yes □ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

□ Occupational Preparatory (organized degree/cert program)
□ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 65/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Winery Equipment Technology for the Entrepreneur

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course covers process technologies and process systems that are used in modern commercial wineries. Overview of winemaking systems including winemaking operations and equipment, barrel aging and barrel management, membrane separation processes, specialized contacting systems, cleaning and sanitation systems, process control systems, refrigeration systems, air conditioning and humidity systems, electrical systems, waste water systems, solid waste handling, and workplace safety.

COURSE OUTCOMES:

1. Identify technologies and equipment employed to receive, sort, destem, crush and press fruit.
2. Compare and contrast technologies and equipment used to receive, sort, destem, crush and press fruit.
3. Assess, select and justify appropriate pre-plant equipment and technologies based upon site and cultivar specific criteria.
4. Identify technologies and equipment utilized in commercial wine production.
5. Compare and contrast technologies and equipment used to construct a vineyard.
6. Assess, select and justify appropriate vineyard construction equipment and technologies based upon site and cultivar specific criteria.
7. Identify technologies and equipment used to bottle and package wine.
8. Compare and contrast technologies and equipment utilized to manage an established vineyard.
9. Assess, select and justify appropriate vineyard management equipment and technologies based upon site and cultivar specific criteria.
10. Identify the economy of scales for winery equipment and technologies at various discrete volumes of production.
11. Describe the basic operation of winery equipment.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 271 – Wine Marketing for Entrepreneurs

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

VIN 271 – Wine Marketing for Entrepreneurs

Need for course: The VIN 271 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 271
Course Title: Wine Marketing for Entrepreneurs

Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake  X Supervisor Signature, Jason Aase

Credits: 3 Lecture hrs/wk: 3 Lec/Lab 0 Practicum hrs/wk 0

Banner Pre-req.: □ Instructor Pre-req.: ☑ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 3

Catalog Course Description:
This course explores the strategies and tactics that a winery would utilize to develop a strong marketing program. The students will develop a marketing plan, incorporating online technology, social media, including the application of blogs and social networking accounts to market both winery retail and wholesale markets. The course will conclude with a student presentation of a marketing package directed at a specific target market.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department
  ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Wine Marketing for Entrepreneur

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course explores the strategies and tactics that a winery would utilize to develop a strong marketing program. The students will develop a marketing plan, incorporating online technology, social media, including the application of blogs and social networking accounts to market both winery retail and wholesale markets. The course will conclude with a student presentation of a marketing package directed at a specific target market.

COURSE OUTLINE:

1. Define and describe marketing theory and the core principles of a marketing plan. (Weeks 1-10)
2. Develop a vocabulary of marketing terms. (Weeks 1-10)
3. Complete an analysis of their general marketing situation. (Week 1)
4. Complete market research on local demographics and consumer markets. (Week 2)
5. Explore new-product development strategies and the product life-cycle. (Week 3)
6. Consider diverse pricing approaches and strategies for pricing their product. (Week 4)
7. Analyze local consumer buyer behavior and apply to marketing plan. (Week 5)
8. Design a point of product store display on paper, focusing on a specific chosen advertising campaign. (Week 6)
9. Develop a customer relations policy. (Week 6)
10. Investigate marketing channels and the supply-chain management, including distributors, brokers and direct winery marketers. (Week 7)
11. Effectively work through the communication process with distributors, brokers and direct winery marketers. (Week 7)
12. Propose a budget for marketing campaigns. (Week 8)
13. Define a regional market niche, complete market research based on individual sales plans. (Week 9)
14. Complete a market plan for individual wine label. (Week 10).
Division: Arts and Sciences  
Department: Viticulture and Enology  
Program: Wine Business & Entrepreneurship Degree  
Degree: AAS Wine Business & Entrepreneurship Degree  
Course Title: VIN 275 - Financial Management for the Winery

X Program Director Signature, Chris Lake  
X Supervisor Signature, Jason Aase

VIN 275 - Financial Management for the Winery

Need for course: The VIN 190 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 275
Title: Financial Management for the Winery
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☑ Co-requisites: 0 Length (wks): 11
Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:

This course integrates wine production with the management of a winery and its strategic business units. In the process wine marketing, financial management, strategic winery business management, legal structures, leadership, organization development and the breadth of the value chain are all examined as these relate to an actual winery.
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE

- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 275
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5
Instructor enforced Prerequisite: VIN 130, VIN 132 & (VIN 134 or VIN 111 or VIN 146)
Length of Course: 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Winery Establishment and Design

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course integrates wine production with the management of a winery and its strategic business units. In the process wine marketing, financial management, strategic winery business management, legal structures, leadership, organization development and the breadth of the value chain are all examined as these relate to an actual winery.

COURSE OUTCOMES:

1. Demonstrate an understanding of costs for establishing a winery.
2. Identify the costs of winery size and site selection, business model & structure – legal & operational, water & waste management, zoning and code/ordinance approval, equipment, licensing (fed, state, local), inspections, raw materials, labor, building & design, copyright/trademark, professional fees, and insurance.
3. Demonstrate an understanding of annual winery operating costs.
4. Identify the costs of utilities, repairs/maintenance, insurance, labor, 
   advertising/marketing, information Technology, barrels and/or alternatives, taxes, 
   interest, COGS, miscellaneous expense, dues, licenses & fees, vehicle rent or lease, and 
   professional fees.
5. Demonstrate an understanding of winery operating revenues.
6. Identify revenue from retail, wholesale, non-wine sales, wine club, tasting fees, direct to 
   consumer, events & tours, export, and third party.
7. Determine the financial viability of owning and operating a winery.
8. Develop an initial capital budget.
9. Develop an annual capital budget.
10. Calculate financial viability.
11. Determine cost/benefit analysis of winery management decisions.
Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 276 - Advanced Tasting Room Management

Vin 276 - Advanced Tasting Room Management

Need for course: The VIN 276 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 276
Course Title: Advanced Tasting Room Management
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
This course explores the key components needed to optimize sales and profitability for tasting room management. The class will focus on direct sales and tasting room activities, wine club management, direct shipping, inventory control, promotions and merchandising, customer relationship management, winery events management, employee compensation issues and employee training.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 276
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5

Instructor enforced Prerequisite: VIN 130, VIN 132
& (VIN 134 or VIN 111 or VIN 146)

Length of Course: 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Advanced Tasting Room Management

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:

This course explores the key components needed to optimize sales and profitability for tasting room management. The class will focus on direct sales and tasting room activities, wine club management, direct shipping, inventory control, promotions and merchandising, customer relationship management, winery events management, employee compensation issues and employee training.

COURSE OUTCOMES:

1. Demonstrate an understanding of tasting room operations.
2. Recognize the importance of legal and compliance issues.
3. Demonstrate an understanding of destination marketing.
4. Demonstrate an understanding of successful sales practices
5. Demonstrate an understanding of staff training and development.
6. Demonstrate an understanding of budgeting and finance.
7. Demonstrate use of appropriate industry metrics to:
   a. Perform a promotion pricing worksheet example
   b. Create a checklist for mystery shopping evaluation.
   c. Evaluate a tasting room based on mystery shopping observations; include improvements.
   d. Develop measurable objectives for wine clubs, events, promotions, customer service, and sales performance.
   e. Investigate methods to measure sales productivity.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 281 - Winery Establishment and Design

X Program Director Signature, Chris Lake X Supervisor Signature, Jason Aase

VIN 281 - Winery Establishment and Design

Need for course: The VIN 281 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 281
Course Title: Winery Establishment and Design
Terms Offered: 1 Term per Year

X                     X
Program Director Signature, Chris Lake Supervisor Signature, Jason Aase

Credits: 3 Lecture hrs/wk: 3 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 3

Catalog Course Description:
This course will discuss the major aspects of winery establishment and design, including the legal and regulatory process, layout, design and building; economics; cash flow; marketing and investment generation.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 281
Course Credit: 2
Lecture Hrs/wk: 2
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 22
Instructor enforced Prerequisite: VIN 130, VIN 132 & (VIN 134 or VIN 111 or VIN 146)

Length of Course: 11 Wks
Load Factor: 2
Activity Code: 210
CIPS: 019999

Course Title: Winery Establishment and Design

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013
Revision Date: NA

COURSE DESCRIPTION:

This course will discuss the major aspects of winery establishment and design including the legal and regulatory process, layout, design and building; economics; cash flow; marketing and investment generation.

COURSE OUTCOMES:

1. Identify components of the business plan that are essential for winery establishment and design.
2. Develop a master plan for the winery.
3. Identify components of the winery design that can be modified to attain higher levels of sustainability.
4. Identify Federal, State and local regulatory and compliance requirements that are essential for winery establishment and design.
5. Identify key individuals in the winery design team.
6. Understand the key dimensional requirements and the critical adjacencies required for various winery functions.
7. Understand the key building and mechanical systems of a winery

REQUIRED TEXT/MATERIALS: NA

OUTLINE:

Week 1  Identify components of the business plan essential for winery establishment.

Week 2  Identify components of the business plan essential for winery facility design.

Week 3  Begin development of a master plan for the winery.

Week 4  Identify components of the winery design that can be modified in order to attain higher levels of sustainability.

Week 5  Identify Federal, State, and local regulatory requirements that are essential for winery establishment and design.

Week 6  Identify Key Individuals and scope of responsibilities essential to the successful winery design team.

Week 7  Understand the key dimensional requirements and the critical adjacencies required for various winery functions.

Week 8  Understand the key building and mechanical systems of a winery.

Week 9  Present and critique student master plans.

Week 10 Program review and preparation for final examination.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 285 – Human Resources

X Program Director Signature, Chris Lake

X Supervisor Signature, Jason Aase

VIN 285 – Human Resources

Need for course: The VIN 285 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture & Enology
Program: Viticulture & Enology
Course No: VIN 285
Title: Winery Establishment and Design
Terms Offered: 1 Term per Year
Course title: Human Resources

X ______________________ X ______________________
Program Director Signature, Chris Lake Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
The course will explore the different specialties that fall under the broad heading "Human Resources" and the skills necessary to succeed in them. Topics such as labor relations, global HR, executive compensation, employee development, employment law, organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities, employee manual, and communications will be covered.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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</table>

Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course No: VIN 285
Course Credit: 4.5
Lecture Hrs/wk: 4.5
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 49.5
Instructor enforced Prerequisite: VIN 130, VIN 132 & (VIN 134 or VIN 111 or VIN 146)
Length of Course 11 Wks
Load Factor: 4.5
Activity Code: 210
CIPS: 019999

Course Title: Human Resources

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

The course will explore the different specialties that fall under the broad heading "Human Resources" and the skills necessary to succeed in them. Topics such as labor relations, global HR, executive compensation, employee development, employment law, organization styles, leadership, motivation, adaptation, employee/employer rights and responsibilities, employee manual, and communications will be covered.

COURSE OUTCOMES:

1. Understand the importance of the role human resources plays in the viticulture and enology field.
2. Demonstrate a basic understanding of issues relating to training and development.
3. Demonstrate a basic understanding of issues relating to health, safety, and security issues.
4. Demonstrate a basic understanding of issues relating to motivating a modern workforce.
5. Demonstrate a basic understanding of issues relating to recruitment, selection, evaluation, retention, and promotion of employees.
6. Demonstrate a basic understanding of issues relating to compensation and benefit administration.
7. Demonstrate an understanding of the components of an employee handbook.
NEW COURSE JUSTIFICATION – Page 1 of 4

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 290 - Winery Safety

Program Director Signature, Chris Lake Supervisor Signature, Jason Aase

VIN 290 - Winery Safety

Need for course: The VIN 290 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature Date Recommendation

Curriculum Committee Chair Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 4

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 290
Course Title: Winery Safety
Terms Offered: 1 Term per Year

X _______________________________________________ X ___________________________________________
Program Director Signature, Chris Lake
Supervisor Signature, Jason Aase

Credits: 3 Lecture hrs/wk: 3 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: □ Instructor Pre-req.: □ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 3

Catalog Course Description:
This course provides an introduction to safety and procedures specific to enology (wine making.)
This course will include general history of food and beverage safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns specific to the winery.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

□ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
□ To be □ Yes □ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

□ Occupational Preparatory (organized degree/cert program)

□ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE

- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Winery Safety

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

This course provides an introduction to safety and procedures specific to enology (wine making.) This course will include general history of food and beverage safety and health issues, ergonomics, OSHA safety rules and safety issues and concerns specific to the winery.

COURSE OUTCOMES:

1. Demonstrate an understanding of production personnel safety issues and procedures.
2. Demonstrate an understanding of Injury and Illness Protection Programs (IIPP).
3. Demonstrate an understanding of and proficiency in OSHA reporting procedures and applicability.
4. Demonstrate an understanding of hazardous occupation order in agriculture.
5. Demonstrate an understanding of ergonomics.
6. Demonstrate an understanding of bleeding injuries.
7. Demonstrate an understanding of Personal Protective Equipment.
NEW COURSE JUSTIFICATION – Page 1 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course Title: VIN 295 - Developing a Business Plan for a Commercial Vineyard/Winery

X Program Director Signature, Chris Lake  X Supervisor Signature, Jason Aase

VIN 295 - Business Plan

Need for course: The VIN 295 Course Feasibility, Course Description, Curriculum Goals, Objectives, and Assessment Strategies were developed and approved for inclusion in the Wine Business and Entrepreneurship Degree Program by representatives from a consortium of 20 college and university members of VESTA. Entry to the VESTA degree program is offered through 20 participating institutions. VESTA is dedicated to enhancing agricultural opportunities nationally in the fields of viticulture and enology by providing a 21st century workforce that has a solid educational foundation of courses in science, technology, engineering, and mathematics specifically focused on the needs of the wine and grape industry.

Course Information:

X AAS  X AAOT (Area of distribution): Online

Cost of this course:

X No other costs are anticipated that will impact existing UCC courses.

a. Student enrollment in other courses: This course is specific to the UCC/VESTA Wine Business and Entrepreneurship Degree Program. The degree offering is substantially different from the currently offered UCC Viticulture and Enology AAS and too subject-matter focused to detract from UCC degree offerings in Business.

b. Current program: Unique course.

Disposition: Signature  Date  Recommendation

Curriculum Committee Chair  Vice President of Instruction
NEW COURSE APPROVAL FORM - Page 2 of 5

Division: Arts and Sciences
Department: Viticulture and Enology
Program: Wine Business & Entrepreneurship Degree
Degree: AAS Wine Business & Entrepreneurship Degree
Course No: VIN 295
Course Title: Developing a Business Plan for a Commercial Vineyard/Winery
Terms Offered: 1 Term per Year

X Program Director Signature, Chris Lake
X Supervisor Signature, Jason Aase

Credits: 4.5 Lecture hrs/wk: 4.5 Lec/Lab 0 Practicum hrs/wk 0
Banner Pre-req.: ☐ Instructor Pre-req.: ☒ Co-requisites: 0 Length (wks): 11

Proposed implementation Year: 2014 Grading Option: S Load Factor: 4.5

Catalog Course Description:
Students will use the knowledge and skills gained from the previous courses in the business and entrepreneurship track to create a wine industry business plan. The primary course outcome is a major project in the form of a realistic and fully-integrated 5-year strategic business plan including a financial model and supporting materials.

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department
☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)

☐ Occupational Supplementary
Support Course: Indicate all programs for which this course will be required.

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Overlap

No overlap within Umpqua Community College.

COURSE DEVELOPED BY Chris Lake and VESTA Curriculum Development Committee
DATE: 5/31/13

ATTACH the documents below:

- COMPLETE COURSE OUTLINE
- COMPLETE NEW COURSE JUSTIFICATION FORM
Course Title: Developing a Business Plan for a Commercial Vineyard/Winery

Developed By: Chris Lake and the VESTA Curriculum Development Committee

Development Date: 5/31/2013

Revision Date: NA

COURSE DESCRIPTION:

Students will use the knowledge and skills gained from the previous courses in the business and entrepreneurship track to create a wine industry business plan. The primary course outcome is a major project in the form of a realistic and fully-integrated 5-year strategic business plan including a financial model and supporting materials.

COURSE OUTCOMES:

1. Recognize the purpose of the business plan.
2. Identify the Business Plan Components.
3. Design and develop a description of the business.
4. Develop an operational plan for the business.
5. Demonstrate an understanding of the management team.
6. Perform a SWOT analysis.
7. Perform a competitor analysis.
8. Establish a marketing and sales plan.
10. Synthesize the components of the plan into an Executive Summary.
11. Develop a 5-Year strategic business plan.
ARTICULATION AGREEMENT
BETWEEN
ASHFORD UNIVERSITY
AND
UMPQUA COMMUNITY COLLEGE

INTRODUCTION

This ARTICULATION AGREEMENT formally recognizes that Ashford University and Umpqua Community College are active educational collaborators, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

Ashford University and Umpqua Community College enter into this ARTICULATION AGREEMENT in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from diverse populations.

PURPOSE

The purpose of this ARTICULATION AGREEMENT is to enable Umpqua Community College students who transfer to Ashford University to carry with them the credit they have already earned for as much relevant study as possible. This ARTICULATION AGREEMENT provides a structure through which transfer articulation on all levels can be supported. The transfer guidelines outlined in this ARTICULATION AGREEMENT are applicable to students transferring to Ashford University from Umpqua Community College only.

TRANSFER ELEMENTS

Umpqua Community College Associate's Degrees

This ARTICULATION AGREEMENT establishes that students who transfer from Umpqua Community College to Ashford University and have earned an associate’s degree with a 2.0 cumulative GPA or higher are accepted as fulfilling all General Education and competency requirements of an Ashford University Bachelor’s program when one of the two conditions below is satisfied:

1) The student meets the General Education requirements for Bachelor of Art degrees offered through state universities in the State of Oregon;
   OR
2) The transfer credits have been evaluated and deemed acceptable by Ashford University Registrar’s Office.

For either condition, the associate’s degree will be transferred as a block covering General Education requirements as appropriate to each degree program. This does not constitute a waiver of any course required to earn a particular major.

Completed blocks are treated as whole; the components are not examined separately to determine transferability towards General Education requirements. Umpqua Community College students will not have to repeat General Education requirements at Ashford University except where major coursework applies as determined by Ashford University. All other credits are accepted and applied toward the designated/appropriate Ashford University degree to satisfy elective and major requirements as appropriate and applicable and in accordance with Ashford University current transfer credit...
policies.

**Umpqua Community College** students with a minimum cumulative GPA of 2.0 entering Ashford University under the terms of this ARTICULATION AGREEMENT will be admitted into Ashford University provided they meet all admissions requirements for the applicable program as determined by Ashford University.

**Umpqua Community College** students transferring to Ashford University without an associate’s degree will have all college-level/non-remedial courses completed at **Umpqua Community College** with a grade of "C-" or better, and which do not duplicate other credits earned by student, accepted for transfer as either an elective, General Education requirement, or an exemption or replacement for a required course as deemed appropriate in accordance with Ashford University current transfer credit policies.

**Umpqua Community College** students shall proceed through Ashford University admissions process and shall meet all requirements and deadlines applicable at the time of application **Umpqua Community College** students shall comply with all current policies and procedures of Ashford University.

**Umpqua Community College General Education Curriculum**

Completion of the **Umpqua Community College** state-approved General Education Curriculum will transfer as a block and will satisfy lower-division General Education requirements at Ashford University. The General Education Curriculum can be transferred and accepted as a component of an associate’s degree or as a stand-alone General Education block not affiliated with an associate’s degree. In the event a state-approved block of General Education Curriculum does not exist, the **Umpqua Community College** General Education Curriculum will be evaluated and accepted by Ashford University on a course-by-course basis.

**Associate in Applied Science (AAS) Degree**

The Associate in Applied Science (AAS) Degree represents the attainment of in-depth technical competency within an identified occupational area. However, **Umpqua Community College** students may need to obtain competencies in the area of General Education. Ashford University will provide AAS transfer students with a flexible degree plan that will meet Ashford University’s Baccalaureate Degree requirements.

**Award of Upper-Division Credit**

**Umpqua Community College** students who transfer lower-division credits beyond that required for an associate’s degree, or whose lower-division credits are equivalent to designated upper-division course content, may have these courses evaluated by Ashford University and, where appropriate, they will be applied toward the course in the major. Lower-division credits transferred to satisfy upper-division courses do not constitute completion of the 30 upper-division credits required for graduation. Therefore, even if upper-division courses are awarded, **Umpqua Community College** students will still need to obtain a minimum of 30 upper-division credits at Ashford University to meet graduation requirements.

**Maximum Number of Transferable Credits**

The maximum number of transfer credits that can be accepted and applied toward degree completion is 90 credit hours.

**JOINT OBLIGATIONS**
Ashford University and Umpqua Community College agree to provide direct links on each institution's website indicating the existence of this ARTICULATION AGREEMENT. Umpqua Community College agrees that no publicity regarding this ARTICULATION AGREEMENT will be released without obtaining prior written consent from Ashford University.

The parties agree that this ARTICULATION AGREEMENT shall not be posted on an internet website such as Google, Yahoo, Facebook, etc., and that the terms and conditions of this ARTICULATION AGREEMENT shall be kept confidential except as may be required by law or accrediting agency standard, or as may be necessary to promote the agreement described herein among the students of Umpqua Community College. As a commitment to easing the access to transfer materials and advising services, Ashford University and Umpqua Community College agree to promote seamless transfer by developing mutually supporting links between institutional web pages.

Development, distribution, and accuracy of all transfer articulation products (e.g., Articulation Agreement, and Transfer Guide) are the sole responsibility of Ashford University. Articulation materials may not be developed or distributed without the prior review and approval of Ashford University including, but not limited to, web content, logos, and printed materials.

Ashford University and Umpqua Community College agree, subject to applicable federal and state laws and regulations, to exchange data and documents, which will contribute to the maintenance and improvement of this ARTICULATION AGREEMENT as well as promote effective cooperation between the two institutions. Prior to any exchange of data or documents, the parties will enter into a non-disclosure agreement in a mutually agreed upon form.

Both parties will not engage in any misrepresentation concerning the University, including without limitation its educational programs, the nature of its financial charges, or the employability of its graduates, within the meaning of 20 U.S.C. Section 1094 or its implementing regulations at 34 CFR Section 668 Subpart F, or any successor code or implementing regulations, or any applicable state law or standard of the University’s accrediting agency. All promotional and descriptive information regarding the University or displaying its name or logo that are to be made available by both parties will be subject to the review and approval of the University before being made available to both parties students or prospective students.

EVALUATION

Ashford University will conduct an annual evaluation process of the arrangement supported by this ARTICULATION AGREEMENT. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

TERM

The term of this ARTICULATION AGREEMENT exists indefinitely from the date of the last signature to this Agreement unless it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions, such that students who transfer pursuant to this ARTICULATION AGREEMENT are not adversely affected by cancellation of this ARTICULATION AGREEMENT.

MISCELLANEOUS

Nothing contained herein shall imply any partnership, joint venture or agency relationship between the parties and neither
party shall have the power to obligate or bind the other in any manner except to the extent herein provided.

This ARTICULATION AGREEMENT may be amended only by a written agreement signed by both parties. Notwithstanding the previous statement, Ashford University reserves the right to amend its programs, policies, procedures, and criteria relating to transfer credit in its sole discretion at any time. Such changes will be reflected in the Ashford University Catalog.

This ARTICULATION AGREEMENT may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A facsimile or .PDF signature shall be deemed an original for purposes of evidencing execution of this ARTICULATION AGREEMENT.

The signatories to this ARTICULATION AGREEMENT represent and warrant that each has the right and authority to execute this Agreement in their individual or representative capacity, as applicable.

Ashford University:
Dr. Richard Pattenaude  
President

(Signature)

(Date)

Contact Information at Ashford University:
Mark K. Young  
Divisional Vice President, Academic Partnerships  
400 North Bluff Blvd.  
Clinton, IA 52732  
(800) 798-0584 x.3426  
mark.young@ashford.edu

Umpqua Community College:

(Signature)

(Date)

Contact Information at Umpqua Community College:
Ali Mageehon  
Dean of Academic Support  
1140 Umpqua College Road  
Roseburg, OR 97470  
(541) 440-4720  
Ali.mageehon@umpqua.edu
BOARD POLICY SERIES NUMBER: 720.07

TITLE: Credit Hour

A credit hour shall be the unit of college academic credit representing 30-36 hours of academic engagement throughout a 11 week (fall, winter, spring) term or its equivalent in total work for short courses. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- Lecture: 1 contact hour/week, 10 + contact hours per term
- Lab: 3 contact hour/week, 30 + contact hours per term
- Lecture/Lab: 2 contact hours/week, 20 + contact hours per term
- Practicum/Cooperative Work Experience: 3 contact hours/week, 30 + contact hours per term
- Nursing Clinical: 3 contact hours/week, 30 + contact hours per term
- Independent Study: 1 contact hour/week, 10 + contact hours per term

Consistent with federal regulations a credit hour is defined as “Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different amount of time; or
(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”
Webforms Updates as of October 15th, 2013

Approvals
CTE
Title: Civil Engineering and Surveying Technology
Title: Civil Engineering and Surveying Technology *** ENGINEERING AND DRAFTING TECHNICIAN
Title: Industrial Mechanics & Maintenance Technology Apprenticeship
Title: Welding
Title: Medical Billing and Collections Clerk
Title: Public Relations Specialist
Title: Computer Information Systems
Title: Retail Management
Title: Fire Science
Course Number: FRP280, Title: Fire Related Skills
Course Number: AV280, Title: CWE: Aviation
Course Number: BA212, Title: Principles of Accounting II
Course Number: BA211, Title: Principles of Accounting I
Course Number: AV110, Title: Private Pilot Ground
Course Number: WQT290, Title: In-Plant Practicum
Course Number: CIV280, Title: CWE: Engineering
Title: Green Technology
Course Number: FRP163, Title: NFPA Fire Instructor I
Course Number: ED280, Title: Cooperative Work Experience: Education or Practicum
Title: Fitness Technician
Course Number: CJ280, Title: CWE: Criminal Justice
Title: Civil Engineering and Surveying Technology *** ENGINEERING AND DRAFTING TECHNICIAN
Title: Construction Technology
Title: Automotive Technology
Title: Aviation-Flight Technology *** AVIATION-FLIGHT TECHNOLOGY
Title: Aviation-Flight Technology
Title: Culinary Arts
Title: Computer Information Systems
Title: Accounting Technology
Title: Supervision
Title: Medical Office Administration *** Front Office Medical Assistant
Title: Medical Office Administration
Title: Computer Information Systems *** Microsoft Networking Support Technician
Title: Civil Engineering and Surveying Technology
Title: Computer Information Systems *** Microsoft Networking Support Technician
Title: Dental Assisting
Course Number: BA101, Title: Introduction to Business

Arts and Sciences
Course Number: TA265, Title: Production
Course Number: TA143, Title: Acting 3
Course Number: TA142, Title: Acting 2
Course Number: TA141, Title: Acting 1
Course Number: ART298, Title: Independent Study: Final Portfolio

Academic Support
Course Number: HD 106, Title: Gateway Study Skills
Course Number: HD 107, Title: Practicing Success

Denials

CTE
Title: Trucking and Transportation Logistics, Comments: Contact hours to credit ratio for TTL121 Practical Applications in Professional Truck Driving and Logistics does not meet requirements,
40 contact hours for 6 credit hours, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.

Arts and Sciences
Course Number: TA271, Title: Introduction to Theatre, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA253, Title: Performance, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA227, Title: Stage Makeup, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA211, Title: Introduction to Set Design, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA213, Title: Introduction to Lighting Design, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA 257, Title: Musical Theatre Dance, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours.
Course Number: TA 256, Title: Musical Theatre Workshop, Comments: Credit hours and contact hours do not fall within guidelines. One credit for 20 lecture/lab hours, Course Number: TA 261, Title: Introduction to Costume Design

Sent Back for Corrections
Course Number: BA206, Title: Management Fundamentals, Comments: Which Foundational area does this course meet?

Prepared by Joan Campbell