



M E M O R A N D U M

DATE: October 20th, 2025

TO: Mary Patrick, Dean: Library & Learning Resources
Academic Policy & Planning Committee

FROM: Trevor Passage, AP&P Librarian
Susie Kopecky, Library Coordinator

SUBJECT: AP&P Committee Course and Program Reviews Impacts on the Library

Hello Dr. Patrick and our esteemed AP&P Committee,

The following is the library's review process as agreed upon and implemented previously. My eternal gratitude to Dr. Kopecky for taking over while I was on leave.

This report covers all courses from start of term to the October 16th AP&P Curriculum Summary Report. See below for details.

(note: if there is nothing listed for a particular section in the library impact review, it does not mean that there were no courses listed for action in the curriculum summary report, just that there was no library review for anything listed).

September 4th, 2025

First Reading

- **GEOG 137 – Critical Geographies of Race/Ethnicity in the United States - New credit course.** This new 3-unit credit course uses textbooks such as *Race and racisms: A critical approach* (2021) by Golash-Boza (the library does not have this book and the cost to acquire is \$116) and *Racial Formation in the United States* (2014) by Omi and Winant (the library has one copy on Reference and the cost to acquire a copy for Course Reserves is \$240. The total cost to acquire materials is \$356.
- **HOSP 140 - Introduction to Hotel Management – new credit course.** This new 3-unit credit course uses textbooks such as *Foundations of Lodging Management* by Hayes (the library does not have this book, and the cost is \$207). The library does not have the text and the cost to acquire materials is \$207.
- **INTD 172 – Interior Design Studio – New credit course.** This course was reviewed in April 2025 by a librarian. The library does not have the textbook and the cost to acquire materials is \$73.
- **OLDR 7330 – Mixed Media Portrait Studio – Noncredit new course.** This new noncredit course uses textbooks such as *Portrait Revolution: Inspiration from Around the World for Creating Art in Multiple Mediums and Styles* by Kay (2017) (cost: \$20 and the library does not have this text) and *Mixed Media Portraits: Techniques for Drawing and Painting Faces* by Carriker (2015) (cost: \$25 and the library does not have this text). The library does not have these textbooks and the cost to acquire materials is \$45.
- **ECON 121 - Business Economics – Review and modify credit course.** This credit course uses the textbook *Survey of Economics* (2023) by Tucker and the library has this textbook. No further costs to the library are associated with materials for this course.
- **BUS 121 - Business Economics – Review and modify credit course.** This credit course uses the textbook *Survey of Economics* (2023) by Tucker and the library has this textbook. No further costs to the library are associated with materials for this course.
- **LE 322 - Basic Law Enforcement Academy 1B – Review and modify credit course.** This course uses workbooks made by AHC faculty and staff and texts such as the 2025 *California Penal Code* (cost to acquire is \$50) and *California Vehicle Code* (cost is \$45). Other materials may be acquired, and the representative cost of these materials is \$95.
- **OLDR 7315 – Phototography – Modify noncredit course.** This course uses such texts as Karr and Wood's *The Practice of Contemplative Photography: Seeing the World with Fresh Eyes* (cost of \$35). The library does not have these materials and the cost to acquire materials is \$35.
- **OLDR 7350 - Introduction to Watercolor Painting -- Modify Non-Credit Course.** This noncredit course uses texts such as Geoff Kersey's *Pocket Book for Watercolour Artists: Over 100 Essential Tips to Improve Your Painting* (2020) (cost of \$20) and *Watercolour Techniques and Tutorials for the Complete Beginner* by Paul Clark (2021) (cost of \$18). The library does not have these books and the cost to acquire them is \$38.
- **OLDR 7355 - Advanced Watercolor Painting -- Modify Non-Credit Course.** This course uses the textbook *All About Techniques in Watercolor: An Indispensable Manual for Artists* (1997) by Barron's (the library does not have this text and the cost to acquire it is \$30) and *The Watercolor Flower Painter's A to Z: An Illustrated Directory of Techniques for Painting 50 Popular Flowers* by

Adelene Fletcher (the library does not have this text and the cost is \$17). The library does not have these books and the cost to acquire them is \$47.

- **Commercial Truck Driving - Certificate of Competency -- Delete Noncredit Program.** No fiscal impact to the library.
- **Intermediate English Language Development - Certificate of Competency – Delete noncredit program.** No fiscal impact to library.

Second Reading

(none)

September 18th, 2025

Consent

- INTD 170: Interior Design—COR indicates a textbook change. The library does not own a copy. Cost to acquire new text: \$135.

First Reading

- **AJ 165 - Introduction to Digital Forensics.** This is a new 3-unit credit course. The course will use the 2025 textbook *Guide to Computer Forensics and Investigations* by Phillips and Nelson. The library does not have this textbook and it can be purchased for \$260. The library does not have the text and the cost to acquire materials is \$260.
- **GEOG 137 – Critical Geographies of Race/Ethnicity in the United States - New credit course.** This new 3-unit credit course uses textbooks such as *Race and racisms: A critical approach* (2021) by Golash-Boza (the library does not have this book and the cost to acquire is \$116) and *Racial Formation in the United States* (2014) by Omi and Winant (the library has one copy on Reference and the cost to acquire a copy for Course Reserves is \$240. The total cost to acquire materials is \$356.
- **DAX 7149 - Work Education Experience.** This course lists no texts. No further costs to the library are associated with materials for this course.
- **OLDR 7330 – Mixed Media Portrait Studio – Noncredit new course.** This new noncredit course uses textbooks such as *Portrait Revolution: Inspiration from Around the World for Creating Art in Multiple Mediums and Styles* by Kay (2017) (cost: \$20 and the library does not have this text) and *Mixed Media Portraits: Techniques for Drawing and Painting Faces* by Carriker (2015) (cost: \$25 and the library does not have this text). The library does not have these textbooks and the cost to acquire materials is \$45.
- **Pre-radiography: Associate in Science—Program undergoing modification.** The current courses listed in the program are: BIOL 124, 125, RT 100, 101, and one of the following: HIT 135, or MA/MB 305. A quick review of these courses has found the following:
 - BIOL 124—library owns copy of representative text.
 - BIOL 125—library owns copy of representative text.
 - RT 100—The adopted textbook is *Introduction to Radiologic and Imaging Sciences and Patient Care* (8th edition) by Adler, Carlton, and Stewart. The library does not have this text and the cost to acquire it is approximately \$100.

- RT 101—The texts used for this course include Merrill's *Atlas of Radiographic Positioning and Procedure*. The 15th edition (2022) is available on Amazon for \$300 and Adler's 8th edition of *Introduction to Radiologic and Imaging Sciences & Patient Care*. This text is available on Amazon for \$94. The total cost to purchase these texts is approximately \$400
 - HT 135—The text used for this class is Basco's 2022 *Medical Language for Modern Healthcare*. This book can be purchased for approximately \$140.
 - MA/MB 305—library owns copy of representative text.
- Cost to acquire materials to support this program is approximately \$540.

Second Reading

- **HOSP 140 - Introduction to Hotel Management – new credit course.** This new 3-unit credit course uses textbooks such as *Foundations of Lodging Management* by Hayes (the library does not have this book, and the cost is \$207). The library does not have the text and the cost to acquire materials is \$207.
- **INTD 172 – Interior Design Studio – New credit course.** This course was reviewed in April 2025 by a librarian. The library does not have the textbook and the cost to acquire materials is \$73.
- AJ 165—see first reading.
- DAX 7149—see first reading
- OLDR 7330—see first reading
- **ECON 121 - Business Economics – Review and modify credit course.** This credit course uses the textbook *Survey of Economics* (2023) by Tucker and the library has this textbook. No further costs to the library are associated with materials for this course.
- **BUS 121 - Business Economics – Review and modify credit course.** This credit course uses the textbook *Survey of Economics* (2023) by Tucker and the library has this textbook. No further costs to the library are associated with materials for this course.
- **CBIS 321 - Internet Business Applications.** This is a 3-unit credit course. The listed adopted textbook is *Discovering Computers: Digital Technology, Data, and Devices* (2023) by Jennifer Campbell, Mark Ciampa, Steven M. Freund, Mark Frydenberg, Susan Sebok, Misty E. Vermaat, and Barbara Clemens. The library has an older edition of this text. The library does not have the text, and the cost to acquire materials is \$234.
- **LE 322 - Basic Law Enforcement Academy 1B – Review and modify credit course.** This course uses workbooks made by AHC faculty and staff and texts such as the 2025 *California Penal Code* (cost to acquire is \$50) and *California Vehicle Code* (cost is \$45). Other materials may be acquired, and the representative cost of these materials is \$95.
- **RT 101 - Introduction to Radiography – Review and modify credit course.** This 3-unit course uses texts such as *Merrill's Atlas of Radiographic Positioning and Procedures* (2022) by Rollins, Long and Curtis (cost of \$320) and Adler's *Introduction to Radiologic and Imaging Sciences & Patient Care* (8th edition) (the library has this text). The cost to acquire textbooks is \$320.
- **OLDR 7315 – Phonetography – Modify noncredit course.** This course uses such texts as Karr and Wood's *The Practice of Contemplative Photography: Seeing the World with Fresh Eyes* (cost of \$35). The library does not have these materials and the cost to acquire materials is \$35.
- **OLDR 7350 - Introduction to Watercolor Painting -- Modify Non-Credit Course.** This noncredit course uses texts such as Geoff Kersey's *Pocket Book for Watercolour Artists: Over 100 Essential*

Tips to Improve Your Painting (2020) (cost of \$20) and *Watercolour Techniques and Tutorials for the Complete Beginner* by Paul Clark (2021) (cost of \$18). The library does not have these books and the cost to acquire them is \$38.

- **OLDR 7355 - Advanced Watercolor Painting -- Modify Non-Credit Course.** This course uses the textbook *All About Techniques in Watercolor: An Indispensable Manual for Artists* (1997) by Barron's (the library does not have this text and the cost to acquire it is \$30) and *The Watercolor Flower Painter's A to Z: An Illustrated Directory of Techniques for Painting 50 Popular Flowers* by Adelene Fletcher (the library does not have this text and the cost is \$17). The library does not have these books and the cost to acquire them is \$47.
- Pre-radiography: Associate Degree in Science—see first reading.
- **Commercial Truck Driving - Certificate of Competency -- Delete Noncredit Program.** No fiscal impact to the library.
- **Intermediate English Language Development - Certificate of Competency – Delete noncredit program.** No fiscal impact to library.
- GEOG 137—see first reading
- **HOSP 140 - Introduction to Hotel Management – new credit course.** This new 3-unit credit course uses textbooks such as *Foundations of Lodging Management* by Hayes (the library does not have this book, and the cost is \$207). The library does not have the text and the cost to acquire materials is \$207.
- RT 101—see first reading.
- GEOG 137—see first reading.

October 2nd, 2025

Consent

- **ANTH C1001 - Introduction to Biological Anthropology.** This 3-unit course uses the adopted OER textbook (2023) *Explorations: An Open Invitation to Biological Anthropology*. The supplemental text is *APA: The Easy Way* by Houghton (2009). The library has these texts and no additional purchases are required.
- **ANTH C1001L - Biological Anthropology Lab.** This 1-unit lab course uses the adopted textbook (2020) *Laboratory Manual and Workbook for Biological Anthropology*. The library has this text and no additional purchases are required.
- **COMM C1004 - Interpersonal Communication.** This 3-unit lecture course lists no adopted textbooks, though it lists a variety of OER texts that may be used. No additional library purchases are required.
- MATH C2220: Calculus II: Early Transcendentals—course undergoing modification to align with new common course numbering. Library has sufficient resources to support this course.
- MATH C2220—see above
- ANTH C1001L—see above

First Reading

- HOSP 100: Introduction to Hospitality—see [new course memo](#).

- **HOSP 140 - Introduction to Hotel Management – new credit course.** This new 3-unit credit course uses textbooks such as *Foundations of Lodging Management* by Hayes (the library does not have this book, and the cost is \$207). The library does not have the text and the cost to acquire materials is \$207.
- **HUSV 100 - Introduction to Social Work.** This is a new credit course. This is a 3-unit course that uses the adopted textbook *Introduction to Social Work and Social Welfare: Empowering People* (13 edition by Zastrow). The library does not have this text and the cost to acquire materials is \$260.
- **INTD 172 – Interior Design Studio – New credit course.** This course was reviewed in April 2025 by a librarian. The library does not have the textbook and the cost to acquire materials is \$73.
- LE 433: JCO to PO Transfer Academy—see [new course memo](#).
- THEA 196B: Rep of Come From Away to Beehive—see [new course memo](#).
- THEA 197A: Exploration of Come from Away to Beehive—see [new course memo](#).
- THEA 197B: Rep of Come from Away to Beehive—see [new course memo](#).
- **Noncredit New Course: DAX 7149 - Work Education Experience.** This course lists no texts. No further costs to the library are associated with materials for this course.
- **OLDR 7004 - Acting I.** This is a noncredit course that uses the fifth edition of the textbook *Acting 1* (2007) by Robert Cohen. The library has a copy of this textbook on Course Reserve. No further costs to the library are associated with materials for this course.
- **OLDR 7124 - Stagecraft.** This noncredit course uses the adopted textbook *Theatrical Design and Production: An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup* (edition 9 by Grillette, 2024). The library has an older edition of this book. The library does not have this text, and the cost to acquire materials is \$159.
- OLDR 7128: Stage Makeup—see [new non-credit course memo](#).
- WKPR 7199: Workforce Preparation – Special Topics—see [new non-credit course memo](#).
- WKPR 7198: Workforce Preparation – Applied Skills—see [new non-credit course memo](#).
- COMM 106: Critical Thinking through Argumentation—undergoing modification to change the title, description and lecture content. The library does not have a copy of the identified non-OER text, Lapakko's *Argumentation: Critical Thinking in Action* (5th ed). Cost to acquire is \$89.95.
- COMM 108: Oral Interpretation—undergoing modification to update the C-ID descriptor. Library does not have a copy of the representative text (Gura & Powell's *Oral Interpretation* 13th ed). Cost to acquire is \$250.00.
- EDUC 130: Introduction to Elementary Classroom Teaching—COR indicates a modification to remove prior cross-listing. Library has a copy of the identified text, and the other materials all appear to be OER accessible via the internet. No additional resources needed.
- **HOSP 110 - Sanitation and Safety.** This 3-unit lecture course uses the adopted textbook *SERVSAFE MANAGER BOOK* (8TH ED). The library has a similar text, but not the exact described edition. The 8th edition does not appear available right now through the publisher, though the 7th edition is available for purchase for \$53. The library does not have this text and the cost to acquire materials is \$53.
- HOSP 120: Hospitality Cost Control—COR indicates the course is being cross listed with CA 126 and needed to make adjustments to align. Library has the 6th edition on reserve. Cost to acquire the 7th is \$142.95.

- HOSP 130: Introduction to Food and Beverage Management—COR indicates a modification to update the textbook and to remove a prior cross listing. Library has a copy of an older edition. Cost to acquire the 10th is \$142.95.
- KIN 129: First Aid-CPR Educator/Coach--undergoing modification to change prefix from PE to KIN. Library does not own a copy of the representative text, the American Red Cross' *First Aid/CPR/AED Participant's Manual*, 16th ed. Cost to acquire is \$28.40.
- PHYS 141: General Physics 1—undergoing modification to add SLOs and update textbook. Text is an OER; no further purchases recommended.
- SPAN 101: Elementary Spanish I—undergoing modification to update SLOs and textbook. New text is an OER (written by our own faculty no less—huzzah!). No further purchases recommended.
- SPAN 102: Elementary Spanish II—undergoing modification update SLOs and textbook. New text is an OER. No further purchases recommended.
- SPAN 103: Intermediate Spanish I—undergoing modification to update SLOs, textbook, and to clarify course content to align with text. New text is an OER. No further purchases recommended.
- SPAN 104: Intermediate Spanish II—undergoing modification to change textbook, update SLOs, and move semester offering to fall. New text is an OER. No further purchases recommended.
- SPAN 105: Advanced Composition and Grammar—undergoing modification to update SLOs. Identified text is Bleichmar & Cañón's *Taller de Escritores: Grammar and Composition for Advanced Spanish*, 2nd edition. The library does not own a copy; cost to acquire is \$52.00.
- SPAN 111: Intermediate Spanish Conversation—undergoing modification to update SLOs, textbook, and offering to spring semester. New text is an OER. No further purchases recommended.
- SPAN 112: Advanced Spanish Conversation—undergoing modification to update the SLOs. Library has a copy of the identified text. No further purchases recommended.
- BASK 7003: Reading, Writing, and Math—library has sufficient resources to support this course.
- BASK 7005: Preparing for the GED Test—library has sufficient resources to support this course.
- BASK 7005B: GED Lab—undergoing modification to adjust contact hours, content, title and other things. The library has copies of the identified texts. No further purchases recommended.
- BASK 7006: GED Math Reasoning—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7007: GED Language Arts—this non-credit course is undergoing modification to update the course title, remove the HiSET references, and references to instructional materials. DE Modality will be synchronous only, and adjusting course content. The library has copies of the identified texts. No further purchases recommended.
- BASK 7012: Basic Reading and Writing—undergoing modification to content (focusing on grades 6th through 8th), contact hours, objectives and SLOs, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7013: GED Computer/Calculator Skills—undergoing modification to content and aligning to new GED compatible calculator, title, and to add DE Modality of synchronous only. No texts listed; no further purchases recommended.

- BASK 7017: Geometry for GED/HiSET Test—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- CCNC 7100: Computers and You Level 1—undergoing review. Library has sufficient resources to support this course.
- CCNC 7101: Computers and You Level 2—undergoing review. Library has sufficient resources to support this course.
- CCNC 7103: Introduction to the Internet—undergoing review. Library has sufficient resources to support this course. VEN Winemaking: Associate of Science—see [new program memo](#).
- CCNC 7105: Intro to Microsoft Word—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7107 - Intro to Microsoft Excel.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7108: Computer Skills Lab—undergoing review. Library has sufficient resources to support this course.
- CCNC 7109: Microsoft Windows—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7110 - Social Media.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7111: Outlook—undergoing review. Library has sufficient resources to support this course.
- CCNC 7112: Intro to Microsoft PowerPoint—undergoing review. Library has sufficient resources to support this course.
- CITZ 7000: Preparation for Citizenship—library has sufficient resources to support this course.
- CITZ 7001: U.S. Citizenship Interview Preparation—library has sufficient resources to support this course.
- ECSN 7300: Family Childcare Business—text is provided by the CDSS. Library has sufficient resources to support this course.
- ECSN 7301: Child Health and Safety—text is provided by the CDSS. Library has sufficient resources to support this course.
- ECSN 7302: Developmental Needs of a Child—text is OER. Library has sufficient resources to support this course.
- ECSN 7303: Infant and Toddler Care—library has sufficient resources to support this course.
- ECSN 7304: Ethics—library has sufficient resources to support this course.
- TRCK 7800: Truck Driving Theory—library has sufficient resources to support this course.
- TRCK 7801: Yard Skills—library has sufficient resources to support this course.
- TRCK 7802: Public Road Truck Driving—library has sufficient resources to support this course.
- TRCK 7803: Commercial Vehicle Simulator Lab—library has sufficient resources to support this course.
- TRCK 7805: DMV Refresher—library has sufficient resources to support this course.
- VOCE 7502: Intro to Tax Preparation—undergoing modification to add course objectives. Texts are all IRS tax forms or publications. No further purchases recommended.

- VOCE 7503: Intro to Tax Prep Software—undergoing modification to change from lab to lecture and adjust course objectives. Texts are all IRS tax forms or publications. No further purchases recommended.
- VOCE 7504: Income Tax Prep Internship—library has sufficient resources to support this course.
- AG Agriculture: Certificate of Achievement—undergoing modification to account for course creations and deletions. For AG 130 library does not have one of the identified texts, *Integrated Pest Management*. Cost to acquire is \$155.99. For AG 153 library does not own copies of identified texts, *Agroecology: Ecological Processes in Sustainable Agriculture 3rd ed* or *Agroecology: A Transdisciplinary, Participatory and Action-oriented Approach 1st ed*. Cost to acquire materials is \$316.95. For AG 156 the library has an older edition of identified text, *Principles of Horticulture*. A newer edition is available for purchase. Cost to acquire is \$260. AG 165 the library does not own a copy of the identified text, *The Safe and Effective Use of Pesticides*. Cost to acquire is \$60.00. AG 166 the library does not have a copy of one of the identified texts, *Principles of Weed Control 4th ed*. Cost to acquire \$50.00. VT 102 library does not own a copy of the identified text, *Basic Animal Nutrition & Feeding*. Cost to acquire \$246.95. Total cost of purchases to support this course is approximately \$1100.
- AG Agriculture: Associate in Science—undergoing modification to account for course creations and deletions. For AG 130 library does not have one of the identified texts, *Integrated Pest Management*. Cost to acquire is \$155.99. For AG 153 library does not own copies of identified texts, *Agroecology: Ecological Processes in Sustainable Agriculture 3rd ed* or *Agroecology: A Transdisciplinary, Participatory and Action-oriented Approach 1st ed*. Cost to acquire materials is \$316.95. For AG 156 the library has an older edition of identified text, *Principles of Horticulture*. A newer edition is available for purchase. Cost to acquire is \$260. AG 165 the library does not own a copy of the identified text, *The Safe and Effective Use of Pesticides*. Cost to acquire is \$60.00. AG 166 the library does not have a copy of one of the identified texts, *Principles of Weed Control 4th ed*. Cost to acquire \$50.00. VT 102 library does not own a copy of the identified text, *Basic Animal Nutrition & Feeding*. Cost to acquire \$246.95. Total cost of purchases to support this course is approximately \$1100.
- AG Agricultural Pest Control Adviser Preparation (1 of 2) Crop Protection: Certificate of Achievement—see [new program memo](#).
- AG Agricultural Pest Control Adviser Preparation (2 of 2) Production Systems: Certificate of Achievement—see [new program memo](#).
- BIOL Biology Associate in Arts—undergoing modification to adjust program learning outcomes and institutional requirements. BIOL 154 library does not own a copy of the identified text, *Biology of Plants 8th ed*. Cost to support this program is \$330.99.
- SPAN Spanish: Associate in Arts—program undergoing modification to add more courses to selective units. Library has sufficient resources to support this program.
- FASN Alterations Specialist Certificate: Cert of Competency—library has sufficient resources to support this certificate.
- FASN Apparel Construction 1: Cert of Competency—library has sufficient resources to support this certificate.
- FASN Apparel Construction 2: Cert of Competency—library has sufficient resources to support this certificate.

- FASN Formal-wear Specialist: Cert of Competency—library has sufficient resources to support this certificate.
- **Beginning Computer Skills - Certificate of Completion.** This is a review to delete a noncredit program certificate of completion. No additional library purchases are required.
- **Microsoft Office Basics - Certificate of Completion.** This is a review to delete a noncredit program certificate of completion. No additional library purchases are required.

Second Readings

(none)

October 16th, 2025

Consent

- SOCI C1000: Introduction to Sociology—undergoing modification to align with common course numbering. Library does not own copies of some identified texts, *Terrible Magnificent Sociology*, *You may ask yourself*. Total cost to acquire texts is approximately \$160.

First Reading

- MMAC/GRPH 130: Introduction to 3D Modeling—undergoing modification to update SLOs and text. Library does not have a copy of the identified text, *Autodesk Maya 2026 Basics Guide*. Cost to acquire materials is \$102.00
- PE 119: Intermediate Indoor Cycling—see [new course memo](#).
- THEA 196A: Exploration of Come from Away to Beehive—library has sufficient resources to support this course.
- BARB 7007: Barbering 1—see [new course memo](#).
- BARB 7011: Barbering 2—see [new course memo](#).
- SEWN 7200: Sewing Fundamentals 1—see [new course memo](#).
- SEWN 7201: Sewing Fundamentals 2—see [new course memo](#).
- SWEN 7203: Sewing Open Lab—see [new course memo](#).
- SEWN 7205: Machine Embroidery 1—see [new course memo](#).
- SEWN 7206: Machine Embroidery 2—see [new course memo](#).
- SEWN 7207: Machine Embroidery Open Lab—see [new course memo](#).
- COMM 110: Intercultural Communication—undergoing modification to update CID descriptors. Library has sufficient resources to support this course.
- ENGL/ES 135: Poetry for the People's Liberation Movements—undergoing modification to take into consideration feedback from the CSU's regarding Cal-GETC Area 6. Library has sufficient resources to support this course.
- ENGL/ES 150: Asian American Literature—undergoing modification to take into consideration feedback from the CSU's regarding Cal-GETC Area 6. The library does not own some of the identified texts, *Asian American Fiction After 1965: Transnational Fantasies of Economic Mobility* (\$140.00), *The Cambridge History of Asian American Literature* (\$127.00), *Race, Class and Gender: Intersections and Inequalities* (\$193.95). Total cost to acquire materials is approximately \$470.

- ENGL/ES 151: African American and Black Literature—undergoing modification to align and be approved for Cal-GETC Area 6 requirement. Library does not own some of the identified texts, *Race, Class and Gender: Intersections and Inequalities* (\$193.95), *The Problem of Race in the Twenty-First Century* (\$32.00), *The Black Shoals: Offshore Formations of Black and Native Studies* (\$107.95), and *New Perspectives on the Black Intellectual Tradition* (\$38.00). Total cost to acquire materials is approximately \$480.
- ENGL/ES 152: Latina/o Literature—undergoing modification to instructor minimum qualifications and changes to address feedback for Cal-GETC Area 6 approval. Library does not own some of the identified texts, *Introduction to Mexican American Studies: Story of Aztlán and La Raza* (\$83.00) and *The Chicano Studies Reader: An Anthology of Aztlán, 1970-2019* (\$27.95). Cost to acquire materials is approximately \$105.
- ENGL/ES 153: Native American Literature—undergoing modification with changes to both course content and the COR. Library does not own identified texts, *A Separate Country: Postcoloniality and American Indian Nations* (\$65.00), and *When the Light of the World Was Subdued, Our Songs Came Through: A Norton Anthology of Native Nations Poetry* (\$19.95). Total cost to acquire materials is approximately \$85.
- FILM/MMAC 117: 3D Computer Animation 1—undergoing modification to remove GRPH 111 as an advisory. Library has sufficient resources to support this course.
- FILM/MMAC 126: Introduction to Motion Graphics—undergoing modification to remove GRPH 111 as an advisory. Library does not own a copy of the identified text, *Motion Graphic Design: Applied History and Aesthetics* (\$143.18). Cost to acquire materials approximately \$145.
- HUSV/PSY 127: Emotional Intelligence—library has sufficient resources to support this course.
- HUSV/PSY 128: Positive Psychology—library does not own the identified text. Cost to acquire materials is approximately \$15.
- LE 322: Basic Law Enforcement Academy 1B—library has sufficient resources to support this course.
- PSY 112: Human Sexuality—library has sufficient resources to support this course.
- BASK 7003: Reading, Writing, and Math—library has sufficient resources to support this course.
- BASK 7005: Preparing for the GED Test—library has sufficient resources to support this course.
- BASK 7005B: GED Lab—undergoing modification to adjust contact hours, content, title and other things. The library has copies of the identified texts. No further purchases recommended.
- BASK 7006: GED Math Reasoning—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7007: GED Language Arts—this non-credit course is undergoing modification to update the course title, remove the HiSET references, and references to instructional materials. DE Modality will be synchronous only, and adjusting course content. The library has copies of the identified texts. No further purchases recommended.
- BASK 7012: Basic Reading and Writing—undergoing modification to content (focusing on grades 6th through 8th), contact hours, objectives and SLOs, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7013: GED Computer/Calculator Skills—undergoing modification to content and aligning to new GED compatible calculator, title, and to add DE Modality of synchronous only. No texts listed; no further purchases recommended.

- BASK 7017: Geometry for GED/HiSET Test—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- CCNC 7100: Computers and You Level 1—undergoing review. Library has sufficient resources to support this course.
- CCNC 7101: Computers and You Level 2—undergoing review. Library has sufficient resources to support this course.
- CCNC 7103: Introduction to the Internet—undergoing review. Library has sufficient resources to support this course. VEN Winemaking: Associate of Science—see [new program memo](#).
- CCNC 7105: Intro to Microsoft Word—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7107 - Intro to Microsoft Excel.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7108: Computer Skills Lab—undergoing review. Library has sufficient resources to support this course.
- CCNC 7109: Microsoft Windows—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7110 - Social Media.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7111: Outlook—undergoing review. Library has sufficient resources to support this course.
- CCNC 7112: Intro to Microsoft PowerPoint—undergoing review. Library has sufficient resources to support this course.
- CITZ 7000: Preparation for Citizenship—library has sufficient resources to support this course.
- CITZ 7001: U.S. Citizenship Interview Preparation—library has sufficient resources to support this course.
- ELDV 7300: English Development for Family Childcare Business—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7301: English Development for Child Health and Safety—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7302: English Development for Developmental Needs of Children—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7303: English Development for Infant and Toddler Care—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7304: English Development for Ethics and Business Contracts—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7310: English Development for History of Child Development—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7311: English Development for Guidance and Interaction—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7312: English Development for the Importance of Play—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7313: English Development for Observation Made Easy—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.

- ELDV 7314: English Development for Assessment & Delivery Systems—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- TRCK 7800: Truck Driving Theory—library has sufficient resources to support this course.
- TRCK 7801: Yard Skills—library has sufficient resources to support this course.
- TRCK 7802: Public Road Truck Driving—library has sufficient resources to support this course.
- TRCK 7803: Commercial Vehicle Simulator Lab—library has sufficient resources to support this course.
- TRCK 7805: DMV Refresher—library has sufficient resources to support this course.
- VOCE 7502: Intro to Tax Preparation—undergoing modification to add course objectives. Texts are all IRS tax forms or publications. No further purchases recommended.
- VOCE 7503: Intro to Tax Prep Software—undergoing modification to change from lab to lecture and adjust course objectives. Texts are all IRS tax forms or publications. No further purchases recommended.
- VOCE 7504: Income Tax Prep Internship—library has sufficient resources to support this course.
- ENGR Engineering Fundamentals: Certificate of Achievement—see [new program memo](#).
- Annual Firefighter In-Service Training: CoA—see [new non-credit program memo](#).
- HOEC Foundations of Machine Embroidery: Cert of Completion—library has sufficient materials to support this certificate.
- SEWN Foundations of Sewing: Certificate of Completion—see [new program memo](#).
- CCNC Microsoft Office Basics: Certificate of Completion—see [new non-credit program memo](#).
- CCNC Beginning Computer Skills: Certificate of Completion—see [new non-credit program memo](#).
- CCNC Intermediate Computer Skills: Certificate of Completion—see [new non-credit program memo](#).
- AG Agriculture: Certificate of Achievement—undergoing modification to account for course creations and deletions. For AG 130 library does not have one of the identified texts, *Integrated Pest Management*. Cost to acquire is \$155.99. For AG 153 library does not own copies of identified texts, *Agroecology: Ecological Processes in Sustainable Agriculture 3rd ed* or *Agroecology: A Transdisciplinary, Participatory and Action-oriented Approach 1st ed*. Cost to acquire materials is \$316.95. For AG 156 the library has an older edition of identified text, *Principles of Horticulture*. A newer edition is available for purchase. Cost to acquire is \$260. AG 165 the library does not own a copy of the identified text, *The Safe and Effective Use of Pesticides*. Cost to acquire is \$60.00. AG 166 the library does not have a copy of one of the identified texts, *Principles of Weed Control 4th ed*. Cost to acquire \$50.00. VT 102 library does not own a copy of the identified text, *Basic Animal Nutrition & Feeding*. Cost to acquire \$246.95. Total cost of purchases to support this course is approximately \$1100.
- AG Agriculture: Associate in Science—undergoing modification to account for course creations and deletions. For AG 130 library does not have one of the identified texts, *Integrated Pest Management*. Cost to acquire is \$155.99. For AG 153 library does not own copies of identified texts, *Agroecology: Ecological Processes in Sustainable Agriculture 3rd ed* or *Agroecology: A Transdisciplinary, Participatory and Action-oriented Approach 1st ed*. Cost to acquire materials is \$316.95. For AG 156 the library has an older edition of identified text, *Principles of Horticulture*. A newer edition is available for purchase. Cost to acquire is \$260. AG 165 the library does not own a copy of the identified text, *The Safe and Effective Use of Pesticides*. Cost to acquire is

\$60.00. AG 166 the library does not have a copy of one of the identified texts, *Principles of Weed Control 4th ed.* Cost to acquire \$50.00. VT 102 library does not own a copy of the identified text, *Basic Animal Nutrition & Feeding*. Cost to acquire \$246.95. Total cost of purchases to support this course is approximately \$1100.

- AG Agricultural Pest Control Adviser Preparation (1 of 2) Crop Protection: Certificate of Achievement—see [new program memo](#).
- AG Agricultural Pest Control Adviser Preparation (2 of 2) Production Systems: Certificate of Achievement—see [new program memo](#).
- BIOL Biology Associate in Arts—undergoing modification to adjust program learning outcomes and institutional requirements. BIOL 154 library does not own a copy of the identified text, *Biology of Plants 8th ed.* Cost to support this program is \$330.99.
- PHTO Commercial Photography: Certificate of Achievement—undergoing modification to change placement of certificate and add a course. PHTO 140: library does not own a copy of identified text, *Exploring Color Photography: From Film to Pixels*, cost to acquire \$97.99. PHTO 152: library does not own a copies of identified texts, *Drone Photography Basics: Your Guide to the Camera in the Sky*, *Introduction to Unmanned Aircraft Systems*, *Drone Photography Basics for Everyone: The simplified techniques of flying, handling, and maintaining a drone from scratch to finish even as a novice or professionals drone photographer*. Cost to acquire texts is \$214.95. PHTO 179A: library does not own a copy of the identified text, *A User's Guide to the View Camera*. Cost to acquire \$220. Total cost to acquire materials is approximately \$540.
- MMAC Media Arts Animation & Game Art: Associate in Science—undergoing modification to adjust required and elective courses in the program. MMAC 115: library does not own a copy of the identified text, *Cartoon Animation*. Cost to Acquire is \$21.99. MMAC 101: library does not own a copy of the identified text, *Interaction Design: From Concept to Completion*. Cost to acquire \$40.95. MMAC: library does not own a copy of the identified text, *Adobe After Effects Classroom in a Book*. Cost to acquire \$64.99. Total cost of purchases to support this program is approximately \$130.
- PHTO Media Arts Photography: Associate in Science—program undergoing modification to change program requirements; remove MMAC 102 and add PHTO 152. PHTO 140: library does not own a copy of identified text, *Exploring Color Photography: From Film to Pixels*, cost to acquire \$97.99. PHTO 151: library does not own a copy of identified text, *The Portrait: Understanding Portrait Photography*, cost to acquire \$39.95. PHTO 152: library does not own a copies of identified texts, *Drone Photography Basics: Your Guide to the Camera in the Sky*, *Introduction to Unmanned Aircraft Systems*, *Drone Photography Basics for Everyone: The simplified techniques of flying, handling, and maintaining a drone from scratch to finish even as a novice or professionals drone photographer*. Cost to acquire texts is \$214.95. PHTO 179A: library does not own a copy of the identified text, *A User's Guide to the View Camera*. Cost to acquire \$220. MMAC 101: library does not own a copy of the identified text, *Interaction Design: From Concept to Completion*. Cost to acquire \$40.95. Total cost of purchases to support this course is approximately \$620.
- SPAN Spanish: Associate in Arts—program undergoing modification to add more courses to selective units. Library has sufficient resources to support this program.
- LE Basic Law Enforcement Academy: Certificate of Achievement—undergoing modification to represent recent changes to LE 322. Library has sufficient resources to support this program.

- FASN Alterations Specialist Certificate: Cert of Competency—library has sufficient resources to support this certificate.
- FASN Apparel Construction 1: Cert of Competency—library has sufficient resources to support this certificate.
- FASN Apparel Construction 2: Cert of Competency—library has sufficient resources to support this certificate.
- FASN Formal-wear Specialist: Cert of Competency—library has sufficient resources to support this certificate.
- **Beginning Computer Skills - Certificate of Completion.** This is a review to delete a noncredit program certificate of completion. No additional library purchases are required.
- **Microsoft Office Basics - Certificate of Completion.** This is a review to delete a noncredit program certificate of completion. No additional library purchases are required.

Second Reading

- HOSP 100: Introduction to Hospitality—see [new course memo](#).
- **HUSV 100 - Introduction to Social Work.** This is a new credit course. This is a 3-unit course that uses the adopted textbook *Introduction to Social Work and Social Welfare: Empowering People* (13 edition by Zastrow). The library does not have this text and the cost to acquire materials is \$260.
- LE 433: JCO to PO Transfer Academy—see [new course memo](#).
- MMAC/GRPH 130: Introduction to 3D Modeling—undergoing modification to update SLOs and text. Library does not have a copy of the identified text, *Autodesk Maya 2026 Basics Guide*. Cost to acquire materials is \$102.00
- PE 119: Intermediate Indoor Cycling—see [new course memo](#).
- THEA 196A: Exploration of Come from Away to Beehive—library has sufficient resources to support this course.
- THEA 196B: Rep of Come From Away to Beehive—see [new course memo](#).
- THEA 197A: Exploration of Come from Away to Beehive—see [new course memo](#).
- THEA 197B: Rep of Come from Away to Beehive—see [new course memo](#).
- BARB 7007: Barbering 1—see [new course memo](#).
- BARB 7011: Barbering 2—see [new course memo](#).
- **DAX 7149 - Work Education Experience.** This course lists no texts. No further costs to the library are associated with materials for this course.
- **OLDR 7004 - Acting I.** This is a noncredit course that uses the fifth edition of the textbook *Acting 1* (2007) by Robert Cohen. The library has a copy of this textbook on Course Reserve. No further costs to the library are associated with materials for this course.
- **OLDR 7124 - Stagecraft.** This noncredit course uses the adopted textbook *Theatrical Design and Production: An Introduction to Scenic Design and Construction, Lighting, Sound, Costume, and Makeup* (edition 9 by Grillette, 2024). The library has an older edition of this book. The library does not have this text, and the cost to acquire materials is \$159.
- OLDR 7128: Stage Makeup—see [new non-credit course memo](#).
- SEWN 7200: Sewing Fundamentals 1—see [new course memo](#).
- SEWN 7201: Sewing Fundamentals 2—see [new course memo](#).

- SWEN 7203: Sewing Open Lab—see [new course memo](#).
- SEWN 7205: Machine Embroidery 1—see [new course memo](#).
- SEWN 7206: Machine Embroidery 2—see [new course memo](#).
- SEWN 7207: Machine Embroidery Open Lab—see [new course memo](#).
- WKPR 7198: Workforce Preparation – Applied Skills—see [new non-credit course memo](#).
- WKPR 7199: Workforce Preparation – Special Topics—see [new non-credit course memo](#).
- COMM 106: Critical Thinking through Argumentation—undergoing modification to change the title, description and lecture content. The library does not have a copy of the identified non-OER text, Lapakko's *Argumentation: Critical Thinking in Action* (5th ed). Cost to acquire is \$89.95.
- COMM 108: Oral Interpretation—undergoing modification to update the C-ID descriptor. Library does not have a copy of the representative text (Gura & Powell's *Oral Interpretation* 13th ed). Cost to acquire is \$250.00.
- COMM 110: Intercultural Communication—undergoing modification to update CID descriptors. Library has sufficient resources to support this course.
- EDUC 130: Introduction to Elementary Classroom Teaching—COR indicates a modification to remove prior cross-listing. Library has a copy of the identified text, and the other materials all appear to be OER accessible via the internet. No additional resources needed.
- ENGL/ES 135: Poetry for the People's Liberation Movements—undergoing modification to take into consideration feedback from the CSU's regarding Cal-GETC Area 6. Library has sufficient resources to support this course.
- ENGL/ES 150: Asian American Literature—undergoing modification to take into consideration feedback from the CSU's regarding Cal-GETC Area 6. The library does not own some of the identified texts, *Asian American Fiction After 1965: Transnational Fantasies of Economic Mobility* (\$140.00), *The Cambridge History of Asian American Literature* (\$127.00), *Race, Class and Gender: Intersections and Inequalities* (\$193.95). Total cost to acquire materials is approximately \$470.
- ENGL/ES 151: African American and Black Literature—undergoing modification to align and be approved for Cal-GETC Area 6 requirement. Library does not own some of the identified texts, *Race, Class and Gender: Intersections and Inequalities* (\$193.95), *The Problem of Race in the Twenty-First Century* (\$32.00), *The Black Shoals: Offshore Formations of Black and Native Studies* (\$107.95), and *New Perspectives on the Black Intellectual Tradition* (\$38.00). Total cost to acquire materials is approximately \$480.
- ENGL/ES 152: Latina/o Literature—undergoing modification to instructor minimum qualifications and changes to address feedback for Cal-GETC Area 6 approval. Library does not own some of the identified texts, *Introduction to Mexican American Studies: Story of Aztlán and La Raza* (\$83.00) and *The Chicano Studies Reader: An Anthology of Aztlán, 1970-2019* (\$27.95). Cost to acquire materials is approximately \$105.
- ENGL/ES 153: Native American Literature—undergoing modification with changes to both course content and the COR. Library does not own identified texts, *A Separate Country: Postcoloniality and American Indian Nations* (\$65.00), and *When the Light of the World Was Subdued, Our Songs Came Through: A Norton Anthology of Native Nations Poetry* (\$19.95). Total cost to acquire materials is approximately \$85.
- FILM/MMAC 117: 3D Computer Animation 1—undergoing modification to remove GRPH 111 as an advisory. Library has sufficient resources to support this course.

- FILM/MMAC 126: Introduction to Motion Graphics—undergoing modification to remove GRPH 111 as an advisory. Library does not own a copy of the identified text, *Motion Graphic Design: Applied History and Aesthetics* (\$143.18). Cost to acquire materials approximately \$145.
- **HOSP 110 - Sanitation and Safety.** This 3-unit lecture course uses the adopted textbook *SERVSAFE MANAGER BOOK* (8TH ED). The library has a similar text, but not the exact described edition. The 8th edition does not appear available right now through the publisher, though the 7th edition is available for purchase for \$53. The library does not have this text and the cost to acquire materials is \$53.
- HOSP 120: Hospitality Cost Control—COR indicates the course is being cross listed with CA 126 and needed to make adjustments to align. Library has the 6th edition on reserve. Cost to acquire the 7th is \$142.95.
- HOSP 130: Introduction to Food and Beverage Management—COR indicates a modification to update the textbook and to remove a prior cross listing. Library has a copy of an older edition. Cost to acquire the 10th is \$142.95.
- HUSV/PSY 127: Emotional Intelligence—library has sufficient resources to support this course.
- HUSV/PSY 128: Positive Psychology—library does not own the identified text. Cost to acquire materials is approximately \$15.
- KIN 129: First Aid-CPR Educator/Coach--undergoing modification to change prefix from PE to KIN. Library does not own a copy of the representative text, the American Red Cross' *First Aid/CPR/AED Participant's Manual*, 16th ed. Cost to acquire is \$28.40.
- LE 322: Basic Law Enforcement Academy 1B—library has sufficient resources to support this course.
- PHYS 141: General Physics 1—undergoing modification to add SLOs and update textbook. Text is an OER; no further purchases recommended.
- PSY 112: Human Sexuality—library has sufficient resources to support this course.
- SPAN 101: Elementary Spanish I—undergoing modification to update SLOs and textbook. New text is an OER (written by our own faculty no less—huzzah!). No further purchases recommended.
- SPAN 102: Elementary Spanish II—undergoing modification update SLOs and textbook. New text is an OER. No further purchases recommended.
- SPAN 103: Intermediate Spanish I—undergoing modification to update SLOs, textbook, and to clarify course content to align with text. New text is an OER. No further purchases recommended.
- SPAN 104: Intermediate Spanish II—undergoing modification to change textbook, update SLOs, and move semester offering to fall. New text is an OER. No further purchases recommended.
- SPAN 105: Advanced Composition and Grammar—undergoing modification to update SLOs. Identified text is Bleichmar & Cañón's *Taller de Escritores: Grammar and Composition for Advanced Spanish*, 2nd edition. The library does not own a copy; cost to acquire is \$52.00.
- SPAN 111: Intermediate Spanish Conversation—undergoing modification to update SLOs, textbook, and offering to spring semester. New text is an OER. No further purchases recommended.
- SPAN 112: Advanced Spanish Conversation—undergoing modification to update the SLOs. Library has a copy of the identified text. No further purchases recommended.
- BASK 7003: Reading, Writing, and Math—library has sufficient resources to support this course.

- BASK 7005: Preparing for the GED Test—library has sufficient resources to support this course.
- BASK 7005B: GED Lab—undergoing modification to adjust contact hours, content, title and other things. The library has copies of the identified texts. No further purchases recommended.
- BASK 7006: GED Math Reasoning—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7007: GED Language Arts—this non-credit course is undergoing modification to update the course title, remove the HiSET references, and references to instructional materials. DE Modality will be synchronous only, and adjusting course content. The library has copies of the identified texts. No further purchases recommended.
- BASK 7012: Basic Reading and Writing—undergoing modification to content (focusing on grades 6th through 8th), contact hours, objectives and SLOs, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- BASK 7013: GED Computer/Calculator Skills—undergoing modification to content and aligning to new GED compatible calculator, title, and to add DE Modality of synchronous only. No texts listed; no further purchases recommended.
- BASK 7017: Geometry for GED/HiSET Test—undergoing modification to content, title, and to add a DE Modality of synchronous only. The library has copies of the identified texts. No further purchases recommended.
- CCNC 7100: Computers and You Level 1—undergoing review. Library has sufficient resources to support this course.
- CCNC 7101: Computers and You Level 2—undergoing review. Library has sufficient resources to support this course.
- CCNC 7103: Introduction to the Internet—undergoing review. Library has sufficient resources to support this course. VEN Winemaking: Associate of Science—see [new program memo](#).
- CCNC 7105: Intro to Microsoft Word—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7107 - Intro to Microsoft Excel.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7108: Computer Skills Lab—undergoing review. Library has sufficient resources to support this course.
- CCNC 7109: Microsoft Windows—undergoing review. Library has sufficient resources to support this course.
- **CCNC 7110 - Social Media.** This noncredit course does not include any listed adopted textbooks. No additional library purchases are required.
- CCNC 7111: Outlook—undergoing review. Library has sufficient resources to support this course.
- CCNC 7112: Intro to Microsoft PowerPoint—undergoing review. Library has sufficient resources to support this course.
- CITZ 7000: Preparation for Citizenship—library has sufficient resources to support this course.
- CITZ 7001: U.S. Citizenship Interview Preparation—library has sufficient resources to support this course.
- ECSN 7300: Family Childcare Business—text is provided by the CDSS. Library has sufficient resources to support this course.

- ECSN 7301: Child Health and Safety—text is provided by the CDSS. Library has sufficient resources to support this course.
- ECSN 7302: Developmental Needs of a Child—text is OER. Library has sufficient resources to support this course.
- ECSN 7303: Infant and Toddler Care—library has sufficient resources to support this course.
- ECSN 7304: Ethics—library has sufficient resources to support this course.
- ELDV 7300: English Development for Family Childcare Business—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
- ELDV 7301: English Development for Child Health and Safety—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
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- ELDV 7304: English Development for Ethics and Business Contracts—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
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- ELDV 7311: English Development for Guidance and Interaction—undergoing review to check COR, SLOs, etc. Library has sufficient resources to support this course.
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- VOCE 7503: Intro to Tax Prep Software—undergoing modification to change from lab to lecture and adjust course objectives. Texts are all IRS tax forms or publications. No further purchases recommended.
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PHTO 179A: library does not own a copy of the identified text, *A User's Guide to the View Camera*. Cost to acquire \$220. Total cost to acquire materials is approximately \$540.

- MMAC Media Arts Animation & Game Art: Associate in Science—undergoing modification to adjust required and elective courses in the program. MMAC 115: library does not own a copy of the identified text, *Cartoon Animation*. Cost to Acquire is \$21.99. MMAC 101: library does not own a copy of the identified text, *Interaction Design: From Concept to Completion*. Cost to acquire \$40.95. MMAC: library does not own a copy of the identified text, *Adobe After Effects Classroom in a Book*. Cost to acquire \$64.99. Total cost of purchases to support this program is approximately \$130.
- PHTO Media Arts Photography: Associate in Science—program undergoing modification to change program requirements; remove MMAC 102 and add PHTO 152. PHTO 140: library does not own a copy of identified text, *Exploring Color Photography: From Film to Pixels*, cost to acquire \$97.99. PHTO 151: library does not own a copy of identified text, *The Portrait: Understanding Portrait Photography*, cost to acquire \$39.95. PHTO 152: library does not own a copies of identified texts, *Drone Photography Basics: Your Guide to the Camera in the Sky*, *Introduction to Unmanned Aircraft Systems*, *Drone Photography Basics for Everyone: The simplified techniques of flying, handling, and maintaining a drone from scratch to finish even as a novice or professionals drone photographer*. Cost to acquire texts is \$214.95. PHTO 179A: library does not own a copy of the identified text, *A User's Guide to the View Camera*. Cost to acquire \$220. MMAC 101: library does not own a copy of the identified text, *Interaction Design: From Concept to Completion*. Cost to acquire \$40.95. Total cost of purchases to support this course is approximately \$620.
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AP&P Library Review Process, updated 9/25/23

In the event that someone should know how our new process works, here is my best articulation of it.

Coordinator is put into the AP&P workflow as the required step prior to items moving on to the AP&P committee (this will change January 1, 2024) for modified courses and programs. The LRC dean is the required step for new courses and programs. Librarian in charge of the library review looks to see why a course or program is being modified (or proposed), and then looks to see if the library has: a) the adopted texts as identified in the COR, and b) sufficient supplemental materials should students need additional resources for the course (usually new courses and programs have a need to get more support materials. See above for examples of how memos would read.

New courses and program memos get emailed to the LRC Dean, so they can approve the step and move the proposal along. Modified courses and programs get added to a running memo the Librarian keeps that will be added to the curriculum summary reports as AP&P produces them. New courses and programs go on the running memo as well, but with a see new memo notation.

After the memo has been written, write the findings in Curricunet to record the result: either "Library has sufficient resources to support this course/program." or "Library does not have a copy of the adopted text/Library does not have sufficient supplemental resources to support this course/program. Cost to acquire materials is roughly \$XXX.XX."

That is the most of the function. Librarian is an ex officio position on the committee, and has a space to report at the end of meetings if so desired. The only other requirement is to deliver the library memo to the committee prior to a curriculum summary report moving on.