



Academic Senate

Curriculum Committee

Minutes November 1, 2016

12:30pm **Berger Faculty Innovation Center**

Members present: Donna Greene (Chair), Mike Gladych, George Brown (alt), Maria Elena Diaz, Elise King, Sarah Gaete, Wendy Ansley, Jon Fernald, Dan Kleinfelter, Alexa Sawa, Sara Butler, Adam Uhlhorn

Non-Voting: Pamela Ralston, Ex-Officio; Maria Jasso, Articulation Officer; Scott Relerford, ASCOD representative

Staff: Jojie Magbuhat, Erin Robertson

Guests: R. Sagara, C. Smith, G. Kay, R. Weissmann, M. Smith (alt.), C. Christman, B. Bitanga, F. Marhuenda-Donate, A. Garcia (alt), M. Avalos, A. Elshafie, R. Guinn

Not Present: L. Soccio, D. Kleinfelter, A. Uhlhorn,

1. **Call to Order** 12:34

Public Comments:

C. Luttrell addressed non-credit subject area and numbering. He is worried that there might be confusion on students' part when they are enrolling. Typically 300s in a college are reserved for Junior level courses. He also suggested that naming the non-credit and the credit programs might also result in confusion when students enroll.

P. Ralston gave update on Curriculum Inventory and Local control. Raised issue of SLO development and course cap review.

2. **Action Items**

2.1 Agenda Approved as amended to remove courses for next meeting

Motion: W. Ansley, 2nd

2.2 Minutes of October 20, 2016 Approved as provided

2.3 Consent Agenda

2.3.1 COURSE DEACTIVATION:

- 1) ART-007C Advanced Ceramics
- 2) ART-011C Advanced Sculpture
- 3) ART-023A Beginning Oil Painting
- 4) ART-023B Intermediate Oil Painting
- 5) DANC-050 Theatre Dance
- 6) RE-010A Recreation Field Work I
- 7) RE-010B Recreation Field Work II
- 8) RE-010C Recreation Field Work III

2.3.2 COURSE MODIFICATION:

- 1) A-001L Descriptive Astronomy Lab

2) ENG-018	Poetry CSI
3) MATH-011	Math Concepts for Elementary School Teachers – Number System
4) MC-001	Introduction to Mass Media, Textbook update.
5) ACR-064	Air Conditioning & Refrigeration Electricity I
6) ACR-065	Air Conditioning & Refrigeration Electricity II
7) ACR-076	Facilities Maintenance – Chillers
8) ACR-078	Safe Refrigerant Handling & Management
9) ACR-080	Gas Heating
10) ACR-083	All Weather Heating & Cooling Systems
11) ART-020B	Intermediate Ceramic Sculpture
12) ART-031B	Digital Photography
13) BUAC-066	Fundamentals Of Bookkeeping
14) CIS-006	Business Research
15) CIS-010	Computer Literacy
16) CIS-012	Professional Office Procedures
17) CIS-085C	Dynamic Website Design
18) CIS-086	Visual Basic Programming
19) DANC-070	Dance, Modern
20) DANC-073	Dance, Jazz
21) DANC-075	Dance, Tap
22) ECE-001	Principles and Practices Of Teaching
23) ECE-010	Child Growth & Development
24) ECE-016A	Parenting Infants and Toddlers
25) ECE-016B	Parenting The Preschool Child
26) ECE-016C	Parenting The Young Child
27) ECE-019	Children’s Language & Literature
28) ECE-020	Infant/Toddler Growth & Development
29) ECE-021	Infant/Toddler Curriculum
30) ECE-023	The Mentor Teacher/Adult Supervision
31) ECE-024	Admin. Of Programs For Young Children
32) ECE-025	Adv. Administrative/Programs Young Chil
33) ECE-027	English Language Learners in ECE
34) ECE-030	Creativity in Young Children
35) ECE-034	Social Cognition & the Developing Brain
36) ECE-045	Teaching in a Diverse Society
37) ECE-046B	Observation and Assessment
38) ECE-047A	Practicum in Early Childhood Education
39) ESL-052	Pronunciation
40) ESL-071	ESL/Academic English II
41) ESL-071A	Advanced Grammar and Editing
42) HSAD-001	Introduction to Alcohol/Drug Studies
43) HSAD-020	Biomedical Pharmacology
44) HSAD-024	Law and Ethics: Community Resources
45) HSAD-032A	Supervised Practicum I
46) HSAD-032B	Supervised Practicum II
47) HSAD-034	Dual Diagnosis
48) MATH-009	Business Calculus
49) MATH-015	Discrete Mathematics for Computers
50) MUS-078A	Digital Audio I
51) MUS-078B	Digital Audio II
52) MUS-078C	Digital Audio III

PERIODIC REVIEW: Update texts, content, SLOs, assignments, methods of instruction, methods of evaluation

Motion: E. King, 2nd
Approved

2.4 Course Modifications

- 1) BIT-~~001~~ 010 California Building Codes 08/02/2016
*Change class size max from 36 to 28 to address the increased technical requirements of the courses due to changes in codes. Change Units **from:** 3 (3 lec + 0 lab) **to:** 4 (4 lec + 0 lab), Contact Hours **from:** 54 (54 lec + 0 lab) **to:** 72 (72 lec + 0 lab).*
- 2) BIT-~~002~~ 020 California Mechanical Codes 08/02/2016
- 3) BIT-~~003~~ 030 California Plumbing Codes 08/02/2016
- 4) BIT-~~004~~ 040 California Electrical Codes 08/02/2016
*Change class size max from 36 to 28 to address the increased technical requirements of the courses due to changes in codes. Change Units **from:** 3 (3 lec + 0 lab) **to:** 2 (2 lec + 0 lab), Contact Hours **from:** 54 (54 lec + 0 lab) **to:** 36 (36 lec + 0 lab).*

From 2.6 New Course

- 5) BIT-025 California Residential Codes 08/02/2016
Motion: G. Brown, 2nd
Discussion: listed under each course
 - Suggestion BIT-001 thru BIT-004 course numbers be changed
 - After approval will consider 025 for BIT Certificate
 - Bert Bitanga will update the relevant programs with the updated course numberings for BIT-010, BIT-020, BIT-030, and BIT-040, as well as with the addition of the new course BIT-025

Approved

- 6) CH-005 Bio-organic Chemistry 10/01/2016
Motion: A. Sawa, 2nd
Discussion: Add CH-003 as an alternate prerequisite to CH-004 (not CID aligned), update textbooks
Approved
- 7) ESL-070 ESL/Academic English I 10/09/2016
- 8) ESL-070A Grammar and Editing 10/09/2016
Motion: ME Diaz, 2nd
Discussion: Remove ESL-069A as a prerequisite, being deactivated. TOEFL scores raised. Updated to reflect changes.
Approved
- 9) CH-001A General Chemistry I 10/13/2016
Motion: A. Sawa, 2nd
Discussion: Change prerequisite from MATH-012 to MATH-040. CID alignment
Approved
- 10) CIS-082C Website Design 10/15/2016
PERIODIC REVIEW: Change title **from:** Web Publishing **to:** Website Design
- 11) CIS-085C Dynamic Website Design 10/15/2016
PERIODIC REVIEW: Change title **from:** Web Programming **to:** Dynamic Website Design
Motion: G. Brown, 2nd
Discussion: Periodic Review title changes, SLOs updated. Felix Marhuenda-Donate will update CIS and business programs to reflect these new credit courses.
Approved
- 12) HSAD-033A Supervised Internship I 10/17/2016
- 13) HSAD-033B Supervised Internship II 10/17/2016
Motion: M. Smith, 2nd
Discussion: Change Units from: 3 (1 lec + 2 lab) to: 1 (1 lec + 0 lab), Contact Hours from: 146 (18 lec + 128 lab) to: 18 (18 lec + 0 lab). Supervision difficult

offsite, looked at other schools for model, Work experience allows service learning. Faculty will update relevant programs to reflect this change.

Approved

- 14) RTV-007A Introduction to Radio Production **10/18/2016**
Split RTV-007 into RTV-007A, RTV-007B, and RTV-007C. Change Units from: 3 (2 lec + 1 lab) to: 3 (1 lec + 2 lab), Contact Hours from: 90 (36 lec + 54 lab) to: 126 (18 lec + 108 lab).
Motion: M. Gladych, 2nd
Discussion: Takes students longer to get experience skills, spreading out over several semesters similar to Chapparral format, provides student support.
- Making a change while awaiting CID approval problematic. Refer back to department for consideration

Postponed

- 15) DANC-076 Dance, Ballet **10/19/2016**
Change Units from: 1 (0.5 lec + 0.5 lab) to: 2 (1 lec + 1 lab), Contact Hours from: 36 (9 lec + 27 lab) to: 72 (18 lec + 54 lab).
Motion: M. Gladych, 2nd
Discussion: Strengthens program for transferring students, increases audition skills changes units can't be cross-listed with Kinesiology
Darlene Romano will update the Musical Theatre Certificate of Achievement to reflect this change, as well as to reflect recent course deactivations.
DANC-076 will be removed as a cross listed course in the COR for KINE-056.

Approved

- 16) A-002 Descriptive Astronomy **10/21/2016**
Motion: A. Sawa, 2nd
Discussion: Change Units from: 3 (3 lec + 0 lab) to: 4 (3 lec + 1 lab), Contact Hours from: 54 (54 lec + 0 lab) to: 108 (54 lec + 54 lab). Currently, we offer descriptive Astronomy lecture (A-001) and descriptive Astronomy lab (A-001L) as two separate courses. When both lecture and lab are combined, students will benefit from applying their knowledge from lecture in the lab which increase student success and most importantly, students will have smooth transfer and easy articulation with 4 year institutions.
Solves problem with lecture pre-req for lab by combining.
Ahmed Elshafie will update relevant programs to reflect this change.

Approved

- 17) HSAD-095B Human Services/Alcohol Drug Work Experience **10/24/2016**
Motion: M. Smith, 2nd
Discussion: Change HSAD 33A and 33B Internship from existing 1 unit lecture/2 unit lab to HSAD 33A and 33B with a concurrent enrollment requirement of HSAD 095B. This is a 2 unit internship/work experience lab. Requirements of the internship/work experience lab component will have all the same elements of what was previously included as the lab component in HSAD 33A and 33B. Component of previous HSAD courses approved
Faculty will update relevant programs to reflect this change.

Approved

2.5 Course Reactivation

- 1) ECE-045A Licensed Family Child Care
Motion: M. Gladych, 2nd

Discussion: Strong Workforce new certificate for child care, hadn't been offered in many years. Faculty will update relevant programs to reflect this change.
Approved

2.6 New Courses

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|-----|-----------|-----------------------------------------------------------------------------------------|------------|
| 1) | CSFM-383A | Company Officer 2A: Human Resource Management
(See new certificate #2.6.6) | 07/18/2016 |
| 2) | CSFM-383B | Company Officer 2B: General Administrative Functions
(See new certificate #2.6.6) | 07/18/2016 |
| 3) | CSFM-383C | Company Officer 2C: Fire Inspections and Investigations
(See new certificate #2.6.6) | 07/18/2016 |
| 4) | CSFM-383D | Company Officer 2D: All Risk Command Operations
(See new certificate #2.6.6) | 07/18/2016 |
| 5) | CSFM-383E | Company Officer 2E: Wildland Incident Operations
(See new certificate #2.6.6) | 07/18/2016 |
| 6) | CSFM-384A | Instructor I: Instructor Methodology
(See new certificate #2.6.6) | 07/18/2016 |
| 7) | CSFM-375 | Hazardous Materials First Responder Awareness Level
(See new certificate #2.6.7) | 10/14/2016 |
| 8) | CSFM-385A | Fire Inspector 1A: Duties and Administration
(See new certificate #2.6.7) | 07/18/2016 |
| 9) | CSFM-385B | Fire Inspector 1B: Fire and Life Safety
(See new certificate #2.6.7) | 07/18/2016 |
| 10) | CSFM-385C | Fire Inspector 1C: Field Inspection
(See new certificate #2.6.7) | 07/18/2016 |
| 11) | CSFM-385D | Fire Inspector 1D: Field Inspection-California Specific
(See new certificate #2.6.7) | 07/18/2016 |

Motion: G. Brown, 2nd

Discussion: Non-credit courses same as credit
Approved

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|-----|---------|----------------------------------------------------------------------------------------|------------|
| 12) | ENG-305 | Critical Thinking and Language Consciousness
(See new certificate #2.6.8) | 08/03/2016 |
| 13) | ENG-306 | Narrative Writing and Writing from Personal Experience
(See new certificate #2.6.8) | 08/03/2016 |
| 14) | ENG-303 | Developing Paragraphs
(See new certificate #2.6.9) | 08/09/2016 |
| 15) | ENG-304 | Basic Essay Principles
(See new certificate #2.6.9) | 08/03/2016 |
| 16) | ENG-301 | Basic Grammar and Punctuation
(See new certificate #2.6.11) | 10/17/2016 |
| 17) | ENG-302 | Sentences and Syntax
(See new certificate #2.6.11) | 10/17/2016 |
| 18) | ENG-307 | Introduction to Research and Documentation
(See new certificate #2.6.10) | 10/17/2016 |
| 19) | ENG-308 | Introduction to Rhetoric and Narrative
(See new certificate #2.6.10) | 10/17/2016 |

Motion: ME Diaz, 2nd

Discussion: 8 course sequence based on AEBD work/recommendations, repeatable. Helps students who struggle to pickup.
Approved

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|-----|----------|-------------------------------------------------------------------|------------|
| 20) | ESL-352 | Pronunciation (see new certificate) | 08/11/2016 |
| 21) | ESL-353 | Speech Pronunciation and Listening (See new certificate # 2.6.12) | |
| 22) | ESL-370 | ESL/Academic English I (See new certificate # 2.6.12) | |
| 23) | ESL-370A | Grammar and Editing (See new certificate # 2.6.12) | |
| 24) | ESL-371 | ESL/Academic English II (See new certificate # 2.6.12) | |

- 47) A-003 Planetary Astronomy **10/03/2016**
Motion: S. Butler, 2nd
Discussion: new family of astronomy to expand program, in-depth look at solar system, comets, moons, asteroids. (Ahmed Elshafie will submit this course for GE and he will be developing astronomy programs in the coming year and is considering both certificates and AS degrees.)

Approved

- 48) MATH-015P Discrete Mathematics for Computers with Programming **10/19/2016**
Motion: ME Diaz, 2nd
Discussion No One to represent or speak to course Postponed

- 49) SPAN-021 Spanish for Heritage Speakers I **10/20/2016**
 50) SPAN-022 Spanish for Heritage Speakers II **10/20/2016**
Motion: ME Diaz, 2nd
Discussion: Skills at more advance level, learn to read/write, professional interpretation, academic writing. (Artel Garcia will submit these courses for GE and is currently developing an AA-T degree in Spanish that these courses will be a part of.)

Approved

2.7 New Programs

- 2.6.1 **AIR PROPERTIES AND ECONOMIZER CERTIFICATE OF COMPLETION** **10/17/2016**

Required Courses

- ACR-378A Introduction to Refrigerants Management
 ACR-378D System Performance and Charging procedures
 ACR-378E Study of Air Properties and Human Comfort
 ACR-378F Indoor Air Quality and Economizers

- 2.6.2 **REFRIGERANT MANAGEMENT AND EPA-608 PREPARATION CERTIFICATE OF COMPLETION** **10/17/2016**

Required Courses

- ACR-378A Introduction to Refrigerants Management
 ACR-378B Recovery and Evacuation Practices in Refrigerant Management
 ACR-378C EPA-608 Preparation for Refrigerant Management

Motion: G. Brown, 2nd

Discussion: Prep to receive refrigerant handling license

Approved

- 2.6.3 **A+ PREPARATORY CERTIFICATE OF COMPLETION** **10/13/2016**

Required Courses

- CIS-340A Information and Communication Technology Essentials I
 CIS-340B Information and Communication Technology Essentials II

- 2.6.4 **NETWORK+ PREPARATORY CERTIFICATE OF COMPLETION** **10/13/2016**

Required Courses

- CIS-353A Computer Network Fundamentals I
 CIS-353B Computer Network Fundamentals II

- 2.6.5 **SECURITY+ PREPARATORY CERTIFICATE OF COMPLETION** **10/13/2016**

Required Courses

- CIS-360A Information Systems Security I
 CIS-360B Information Systems Security II

Motion: G. Brown, 2nd

Discussion: Align with industry certifications, important to employers often more than degree

Approved

- 2.6.6 **COMPANY OFFICER CERTIFICATE OF COMPLETION** **10/10/2016**
Required Courses
CSFM-383A Company Officer 2A: Human Resource Management
CSFM-383B Company Officer 2B: General Administrative Functions
CSFM-383C Company Officer 2C: Fire Inspections and Investigations
CSFM-383D Company Officer 2D: All Risk Command Operations
CSFM-383E Company Officer 2E: Wildland Incident Operations
CSFM-384A Instructor I: Instructor Methodology

- 2.6.7 **FIRE INSPECTOR I CERTIFICATE OF COMPLETION** **10/10/2016**
Required Courses
CSFM-375 Hazardous Materials First Responder Awareness Level
CSFM-385A Fire Inspector 1A: Duties and Administration
CSFM-385B Fire Inspector 1B: Fire and Life Safety
CSFM-385C Fire Inspector 1C: Field Inspection
CSFM-385D Fire Inspector 1D: Field Inspection-California Specific

Motion: G. Brown, 2nd
Discussion: Non-credit to go with approved credit certificate
Approved

- 2.6.8 **LANGUAGE AND THOUGHT CERTIFICATE OF COMPETENCY** **10/17/2016**
Required Courses
ENG-305 Critical Thinking and Language Consciousness
ENG-306 Narrative Writing and Writing from Personal Experience

- 2.6.9 **ORGANIZATION CERTIFICATE OF COMPETENCY** **10/17/2016**
Required Courses
ENG-303 Developing Paragraphs
ENG-304 Basic Essay Principles

- 2.6.10 **RESEARCH AND ARGUMENT CERTIFICATE OF COMPETENCY** **10/17/2016**
Required Courses
ENG-307 Introduction to Research and Documentation
ENG-308 Introduction to Rhetoric and Argument

- 2.6.11 **SENTENCE CERTIFICATE OF COMPETENCY** **10/17/2016**
Required Courses
ENG-301 Basic Grammar and Punctuation
ENG-302 Sentences and Syntax

Motion: ME Diaz, 2nd
Discussion: Reflects approved credit courses
Approved

- 2.6.12 **ADVANCED ACADEMIC ENGLISH AS A SECOND LANGUAGE NONCREDIT CERTIFICATE OF COMPLETION** **10/14/2016**
Required Courses
ESL-370 ESL/Academic English I
ESL-370A Grammar and Editing
ESL-371 ESL/Academic English II
ESL-371A Advanced Grammar and Editing
ESL-352 Pronunciation
ESL-353 Speech Pronunciation and Listening

- 2.6.13 **ADVANCED ACADEMIC ENGLISH AS A SECOND LANGUAGE CREDIT CERTIFICATE OF PROFICIENCY** **10/14/2016**
Required Courses
ESL-070 ESL/Academic English I.....4
ESL-070A Grammar and Editing.....2
ESL-071 ESL/Academic English II.....4
ESL-071A Advanced Grammar and Editing.....2
ESL-052 Pronunciation.....3
ESL-053 Speech Pronunciation and Listening.....3

