



## Curriculum Committee Agenda and Minutes

<b>DATE: Monday, September 25, 2017</b>		<b>TIME: 2:00-4:00 p.m.</b>		<b>LOCATION: B-220</b>	
<input type="checkbox"/> James Smith (Chair)	<input checked="" type="checkbox"/> Mary Copeland (Co-Chair)	<input type="checkbox"/> Anthony Ababat	<input checked="" type="checkbox"/> Kathryn Adams	<input checked="" type="checkbox"/> Vicente Alvarez	
<input checked="" type="checkbox"/> Corrina Baber (Online)	<input checked="" type="checkbox"/> Jennifer Bjerke	<input type="checkbox"/> Patrick Buckley	<input type="checkbox"/> Lorrie Burnham (VPI Designee)	<input type="checkbox"/> Colleen Calderon	
<input checked="" type="checkbox"/> Melita Caldwell-Betties	<input checked="" type="checkbox"/> Jeffrey Demsky	<input checked="" type="checkbox"/> Glenn Drewes	<input checked="" type="checkbox"/> Virginia Evans-Perry	<input checked="" type="checkbox"/> Andrea Hecht	
<input type="checkbox"/> Leticia Hector	<input type="checkbox"/> Albert Maniaol	<input type="checkbox"/> Daniele Ramsey	<input type="checkbox"/> Yolanda Simental	<input checked="" type="checkbox"/> Laurie Sullivan	
<input checked="" type="checkbox"/> Maria Valdez	<input checked="" type="checkbox"/> Margaret Worsley	<input checked="" type="checkbox"/> Kay Dee Yarbrough	Stephanie Briggs	Student:	
<b>GUESTS:</b>	Bruce Underwood	Mark Williams	Mark Williams for T. Halabi	Mandi Batalo	
	Brandy Nelson	Melinda Moneymaker	Melissa King	Andrea Hecht	
<input checked="" type="checkbox"/> Corrina Baber, due to scheduling conflicts, participates and provides proposal input online.					
<i>The Curriculum Committee recommends that the pre-requisites and co-requisites approved be re-evaluated in the next 2-3 years by the appropriate departments/programs to ensure student success.</i>					
<i>Note: Committee members are voting on all Proposals, Requisites, Advisories, and Distributed Education.</i>					

### DISCUSSION ITEMS:

<b>Standardizing Certificate Wording</b>	<p>The Committee discussed removing the "Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select" wording from each of the certificates coming through the Curriculum Approval Process. Though this may be redundant in the catalog, the Committee suggests this wording is up to the purview of the faculty as to whether they want to keep the wording for their certificate. If the department faculty feel strongly about keeping this wording, then the Committee agrees it should stay in the certificate.</p>
<b>Updating Advisory Minutes</b>	<p>In reviewing program proposals, it has been noted that many of the Advisory Minutes are not the most current.. Mary asked the Committee for their opinion in this matter. Past practice has been that the committee does not consider the date of Advisory Minutes in the approval/voting process. It was noted, however, that Advisory Minutes are required for new programs/proposals. . In researching this subject, Mary noted that the PCAH does not have a clear definition on when Advisory Minutes need to be updated. The Committee has decided that unless the contents have changed substantially, they will Call for a vote on the proposal.</p>

### CONTENT REVIEW:

Course ID:	C-ID:	TOP Code:	Equate:	DE:	Requisite or Advisory:	Notes:	Voting:	Board Date:	Result:
<b>SDEV 102</b>	NO	4930.13	NO	YES	DA: ENGL 015	Per the department, this course was returned by the State, as there was not enough content. Additional content has been added with hopes of satisfying the State Chancellor's guidelines. No comments by the committee.	Motioned: Glenn Drewes Seconded: Virginia Evans-Perry Motion Approved	11/9/2017	<b>Approved</b>
<b>ART 107</b>	NO	1002.00	NO	YES	DA: ENGL 015	Updating for C-ID approval. Added textbook.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>ART 120</b>	NO	1002.00	NO	NO	DA: ENGL 015	Updated textbooks.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>



## Curriculum Committee Agenda and Minutes

### CONTENT REVIEW:

Course ID:	C-ID:	TOP Code:	Equate:	DE:	Requisite or Advisory:	Notes:	Voting:	Board Date:	Result:
ART 121	NO	1002.00	NO	NO	DA: ART 120 DA: ENGL 015	Updated catalog description and out-of-class assignments.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	Approved
AUTO 022	NO	0949.00	NO	NO	NONE	Per the department, the format of the AUTO courses has worked for their students for many years. The department and Advisory Committee wish to keep this course with the majority of the coursework being lecture, as it prepares students for the certification exam. Updated Out-of-Class Assignments.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	Approved
AUTO 024	NO	0949.00	NO	NO	AUTOST 010 AUTO 022	Per the department, the format of the AUTO courses has worked for their students for many years. The department and Advisory Committee wish to keep this course with the majority of the coursework being lecture, as it prepares students for the certification exam. Updated Out-of-Class Assignments.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	Approved
AUTO 064	NO	0949.00	NO	NO	NONE	Per the department, the format of the AUTO courses has worked for their students for many years. The department and Advisory Committee wish to keep this course with the majority of the coursework being lecture, as it prepares students for the certification exam. Updated Out-of-Class Assignments.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	Approved
AUTO 067	NO	0949.00	NO	NO	NONE	Per the department, the format of the AUTO courses has worked for their students for many years. The department and Advisory Committee wish to keep this course with the majority of the coursework being lecture, as it prepares students for the certification exam. Updated Out-of-Class Assignments.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	Approved
BIOL 222	NO	4902.00	NO	NO	NONE	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Laurie Sullivan Motion Approved	11/9/2017	Approved
BIOL 104	NO	4902.00	NO	YES	P: ENGL 015	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Laurie Sullivan Motion Approved	11/9/2017	Approved

### NEW COURSE:

Course ID:	C-ID:	TOP Code:	Equate:	DE:	Requisite or Advisory:	Notes:	Voting:	Board Date:	Result:
ANTHRO 103	NO	2202.00	NO	YES	DA: ENGL 015	No comments by the Committee.	Motioned: Kathy Adams	11/9/2017	Approved

10/3/2017



## Curriculum Committee Agenda and Minutes

							Sounded: Glenn Drewes Motion Approved		
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### MODIFY COURSE:

Course ID:	C-ID:	TOP Code:	Equate:	DE:	Requisite or Advisory:	Notes:	Voting:	Board Date:	Result:
HUMSV 147	NO	2104.00	NO	YES	DA: ENGL 015	The department is the content experts when it comes to assigning textbooks for their classes. Though many of their textbooks are utilized at an Associate, Bachelor, and Graduate levels, they wish to keep these books attached to this class. Based on the advice of the Counseling faculty, they have added the suggested textbook to this course. Updated Course Content to state "Introduction to specific types of counseling".	Motioned: Glenn Drewes Sounded: Kathy Adams Motion Approved	11/9/2017	Approved
HUMSV 186	NO	2104.00	NO	YES	NONE	No comments by the Committee.	Motioned: Glenn Drewes Sounded: Kathy Adams Motion Approved	11/9/2017	Approved
HUMSV 189	NO	2104.00	NO	YES	DA:ENGL 015	No comments by the Committee.	Motioned: Glenn Drewes Sounded: Kathy Adams Motion Approved	11/9/2017	Approved
SDEV 103	NO	4930.13	NO	YES	DA: ENGL 015	No comments by the Committee.	Motioned: Glenn Drewes Sounded: Virginia Evans-Perry Motion Approved	11/9/2017	Approved
PHT 071	NO	1221.00	NO	NO	P: PHT 060 P: PHT 064 P: PHT 062	HOLD – Department No-show	HOLD	HOLD	HOLD
PHT 072	NO	1221.00	NO	NO	P: PHT 060 P: PHT 064 P: PHT 062	HOLD – Department No-show	HOLD	HOLD	HOLD

### COURSE DELETION:

Course ID:	Notes:	Voting:	Board Date:	Result:
PHT 067	HOLD – Department No-show	HOLD	HOLD	HOLD

### CERTIFICATE AND DEGREE MODIFICATIONS:

Program:	Program Type:	TOP Code:	Notes:	Voting:	Board Date:	Result:
ACCOUNTING	CERTIFICATE	0502.00	No Comments by the Committee.	Motioned: Glenn Drewes Sounded: Virginia Evans-Perry Motion Approved	11/9/2017	Approved



## Curriculum Committee Agenda and Minutes

### CERTIFICATE AND DEGREE MODIFICATIONS:

Program:	Program Type:	TOP Code:	Notes:	Voting:	Board Date:	Result:
<b>ACCOUNTING</b>	DEGREE	0502.00	No Comments by the Committee.	Motioned: Glenn Drewes Seconded: Virginia Evans-Perry Motion Approved	11/9/2017	<b>Approved</b>
<b>BOOKKEEPING</b>	CERTIFICATE	0502.00	HOLD – The department is going to see if they can make this certificate over 18 units by requiring ACCT 010 and ACCT 047.	HOLD	HOLD	<b>HOLD</b>
<b>BUSINESS ADMINISTRATION</b>	DEGREE	0505.00	No Comments by the Committee.	Motioned: Glenn Drewes Seconded: Virginia Evans-Perry Motion Approved	11/9/2017	<b>Approved</b>
<b>BUSINESS ADMINISTRATION</b>	CERTIFICATE	0505.00	No Comments by the Committee.	Motioned: Glenn Drewes Seconded: Virginia Evans-Perry Motion Approved	11/9/2017	<b>Approved</b>
<b>COMMUNICATION ENGINEERING TECHNOLOGY</b>	DEGREE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>COMMUNICATION ENGINEERING TECHNOLOGY</b>	CERTIFICATE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>COMPUTER ENGINEERING TECHNOLOGY</b>	DEGREE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>COMPUTER ENGINEERING TECHNOLOGY</b>	CERTIFICATE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>ELECTRIC POWER TECHNOLOGY</b>	DEGREE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>ELECTRIC POWER TECHNOLOGY</b>	CERTIFICATE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>



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Program:	Program Type:	TOP Code:	Notes:	Voting:	Board Date:	Result:
<b>ELECTRONICS TECHNOLOGY</b>	DEGREE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>ELECTRONICS TECHNOLOGY</b>	CERTIFICATE	0934.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>HEATING, VENTILATION, CONDITIONING AND REFRIGERATION</b>	DEGREE	0946.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>HEATING, VENTILATION, CONDITIONING AND REFRIGERATION</b>	CERTIFICATE	0946.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Kathy Adams Seconded: Glenn Drewes Abstention: Melita Caldwell-Betties Motion Approved	11/9/2017	<b>Approved</b>
<b>ANTHROPOLOGY</b>	TRANSFER DEGREE	2202.00	This update will not be effective until Fall 2019.	Motioned: Kathy Adams Seconded: Glenn Drewes Motion Approved	11/9/2017	<b>Approved</b>
<b>AUTOMATIC AND MANUAL TRANSMISSION</b>	CERTIFICATE	0948.00	The committee has decided to approve the program without updated Advisory Minutes. No further comments by the committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>AUTOMATIC AND MANUAL TRANSMISSION</b>	DEGREE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>AUTOMOTIVE TECHNICIAN</b>	CERTIFICATE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING</b>	CERTIFICATE	0949.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING</b>	DEGREE	0949.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>CIT MANAGEMENT INFORMATION SYSTEMS</b>	DEGREE	0702.00	HOLD – Department would like to add CIT 150 to make up the units.	HOLD	HOLD	<b>HOLD</b>
<b>ENGINE PERFORMANCE</b>	DEGREE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>



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Program:	Program Type:	TOP Code:	Notes:	Voting:	Board Date:	Result:
<b>ENGINE PERFORMANCE</b>	CERTIFICATE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>PREVENTATIVE MAINTENANCE TECHNICIAN</b>	CERTIFICATE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>PSYCHIATRIC TECHNOLOGY</b>	DEGREE	1239.00	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Maria Valdez Motion Approved	11/9/2017	<b>Approved</b>
<b>PSYCHIATRIC TECHNOLOGY</b>	CERTIFICATE	1239.00	No comments by the Committee.	Motioned: Glenn Drewes Seconded: Maria Valdez Motion Approved	11/9/2017	<b>Approved</b>
<b>WHEEL ALIGNMENT AND BRAKES</b>	DEGREE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>WHEEL ALIGNMENT AND BRAKES</b>	CERTIFICATE	0948.00	No comments by the Committee.	Motioned: Maggie Worsley Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>ART</b>	DEGREE	1002.00	Updated with ART 121 and ART 107 title.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>WEB AND MULTIMEDIA DESIGN</b>	CERTIFICATE	1030.00	No Comments by the Committee.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>GRAPHIC DESIGN</b>	CERTIFICATE	1030.00	No Comments by the Committee.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>
<b>GRAPHIC DESIGN</b>	DEGREE	1030.00	No Comments by the Committee.	Motioned: Virginia Evans-Perry Seconded: Kathy Adams Motion Approved	11/9/2017	<b>Approved</b>

**CURRICULUM COMMITTEE**  
**TEAM BASED DIVISION OF LABOR**

Each Team will be responsible for reviewing *Basic Course Information* along with specific sections of course proposals. Review will take place online in CurricUNET with a new set of courses each week.

**Team A:** Requisites, Requisite Analysis, **General Education**, Units, Lec/Lab hours, Catalog Description, Schedule Description, Course Impact, Resources, and **Equate**. Rationale, Distance Ed, Methods of Instruction, and **Number of Times Course May Be Taken for Credit**.

1. **Leticia Hector**
2. **Yolanda Simental**
3. **Maria Valdez**
4. **Kathy Adams**
5. **Ginny Evans Perry**

**Team B:** Methods of Evaluation , Out of Class Assignments, **Typical Textbooks, Other Supplies Required, Student Learning Outcomes**, Appropriate Files Attached (CTE Proposals: Labor Market Information & Analysis, Advisory Committee Minutes, and Regional Consortium Approval Meeting Minutes).

1. **Margaret Worsley**
2. **Vicente Alvarez**
3. **Pat Buckley**
4. **Albert Maniol**
5. **Colleen Calderon**

**Team C:** Course Objectives and Course Content

1. **Melita Caldwell-Betties**
2. **Glenn Drewes**
3. **Laurie Sullivan**
4. **Jennifer Bjerke**
5. **Anthony Ababat**
6. **Jeff Demsky**

**Expert resource members will review specific sections as well:**

***Corrina Baber, Schedule/Catalog Specialist:*** Area A1 Information, TOP Codes, CTE attachments, &  
Master Data Base

***KayDee, Curriculum/CurricUNET Support:*** Area A1 Information

***Cindy Parrish & Andrea Hecht, Articulation Officer:*** Basic Course Information, Articulation, General  
Education, Requisite and Requisite Analysis

***Mary Copeland, Curriculum Faculty Chair:*** Full Proposal Review

***Henry Hua, VPI:*** Full Proposal Review

***Note: GRAY HIGHLIGHT - TECHNICAL REVIEW FOCUS***