CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERNCE #6759
AGENDA
January 31, 2018
1:30pm-3:00pm

1. **Call To Order/New Committee Members:**

2. **Public Comment:**

3. **Review and Approval of January 17, 2018 Expanded Summary Notes:**

4. **Discussion Items:**

    4.1. **Annual Retreat:**
    4.2. **Quorum Number:**
    4.3. **COOPED Update:**
    4.4. **Prerequisite Workgroup:**

5. **Guided Pathways:**

6. **Miscellaneous:**

7. **Consent Agenda:**

    7.1. **Textbook Changes Only**

PHOTO-7	Introduction to Digital Photography	Approval:

8. **OLD BUSINESS:**

    New Courses with DE: Second Reading

MATH-420B	Bridge to STEM+ from Intermediate Algebra	Approval:
MATH-642	Skill Building for Math 420	Approval:
MATH-645	Skill Building for Math 450	Approval:

    Course Modifications: Second Reading

PHARMT-482	Clinical Externship *Changes requested have been made in consultation with the Faculty member and Curriculum Chair.*	Approval:

PACKAGE: Kinesiology

New Courses: Second Reading-*All other items in package were approved 1/17/2018.*

KINACT-26	Beginning Pilates Matwork	Approval:
KINACT-32	Beginning Jiu-Jitsu	Approval:

KINTM-66	Baseball Strength and Conditioning for Athletes	Approval:

Program Modifications: Final Reading

Physical Education	A.A.	Approval:

9. NEW BUSINESS:

New Courses: First Reading

PHARMT-481	Clinical Externship Seminar	Approval:

Course Modifications with DE: First Reading

GERO-462	Activity Coordinator Training	Approval:
GERO-463	Social Work Designee/Assistant Training	Approval:
COMSTD-8	Fundamentals of Speech Communication	Approval:
HNS-10	Introduction to Homeland Security	Approval:
HNS-11	Intelligence Analysis and Security Management	Approval:
HNS-12	Transportation and Border Security	Approval:
SPAN-8	Survey of Hispanic Literature: 1700 - Present	Approval:

Course Modifications: First Reading

AUTOTEC-416	Basic Automotive Air Conditioning Systems	Approval:
AUTOTEC-423	Engine Management Systems and Drivability	Approval:
AUTOTEC-427	Engine Operation and Service	Approval:
AUTOTEC-430	Engine Rebuilding - Upper Engine	Approval:
AUTOTEC-431	Engine Rebuilding - Lower Engin	Approval:
AUTOTEC-435	High Performance Engine Rebuilding and Blueprinting	Approval:
AUTOTEC-443	Engine and Emission Control Training Level 1	Approval:
BIOL-61	Introduction to Cell and Molecular Biology	Approval:
CHEM-7	Chemistry in Everyday Life with Lab	Approval:
CHEM-9	Health Science Chemistry	Approval:
CHEM-12	Elementary Organic and Biochemistry	Approval:
CHEM-24B	General Chemistry II	Approval:
CHEM-70	Quantitative Analysis	Approval:
CHEM-75A	Organic Chemistry I	Approval:
CHEM-75B	Organic Chemistry II	Approval:
EMT-405	Emergency Medical Responder	Approval:
FASHM-11	Fashion Retail Merchandising and Management	Approval:
MATH-417	Statway I	Approval:

	Units have been changed to 5 units and Prerequisite of MATH-550 has been changed to an advisory.	
PHOTO-9	Digital Imaging	Approval:
PHOTO-438	Photography for Media Portfolio	Approval:
THEATRE-40	Stage Costuming	Approval:

New Programs: Final Reading

Social Media Technician	Certificate of Achievement	Approval:

PACKAGE: Business and Office Technologies

New Courses with DE: First Reading

BUSOT-410	MS Publisher Comprehensive	Approval:

Course Modifications: First Reading

BUSOT-64	Microsoft Office Access-Comprehensive	Approval:

Course Deactivations: Final Reading

BUSOT-64A	Microsoft Office Access - Specialist	Approval:
BUSOT-64B	Microsoft Office Access - Expert	Approval:
BUSOT-410A	Microsoft Office Publisher - Specialist	Approval:
BUSOT-410B	Microsoft Office Publisher - Expert	Approval:

Program Modifications: Final Reading

Business Information Worker (BIW) Stage Two	Certificate of Achievement	Approval:
Microsoft Excel	Certificate of Career Preparation	Approval:
Microsoft Office	Certificate of Achievement	Approval:
Professional Administrative Assistant	A.S.	Approval:
Professional Administrative Assistant	Certificate of Achievement	Approval:
Professional Office Management	A.S.	Approval:
Professional Office Management	Certificate of Achievement	Approval:

Program Deactivation: Final Reading

Microsoft Office Specialist	Certificate of Career Preparation	Approval:

10. Adjournment:

CHAFFEY COLLEGE
CURRICULUM COMMITTEE MEETING
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204
FONTANA CAMPUS, FNAC 100
CHINO CAMPUS, CHMB 143
TELECONFERNCE #6759
SUMMARY NOTES
January 17, 2018
1:30pm-3:00pm

Members Present:

Angela Burk-Herrick, Mathematics & Science	Megan Keebler, Instructional Support
Annette Henry, Kinesiology, Nutrition, & Athletics	Michael Escobosa, Health Sciences
Ardon Alger, Faculty Senate President	Meridith Randall, Associate Superintendent of Instruction
Charmaine Phipps, Language Arts	and Institutional Effectiveness
Elaine Martinez, Kinesiology, Nutrition, & Athletics	Naomi McCool, Social and Behavioral Sciences
Helen Leung, Counseling	Rob Kopp, Mathematics & Science
Jason Chevalier, Dean, Visual & Performing Arts	RuthAnn Garcia, Transfer Center
Jeffrey Laguna, Health Sciences	Sean Stratton, Articulation Officer
John Machado, Visual & Performing Arts	Sharon Awad, Administrative Assistant II, Curriculum
Linda Marcotte, Social & Behavioral Sciences	Shelley Marcus, Library Learning Resources
Lucy Serrano, Counseling	Stephen Shelton, Vice Chair
Marie Boyd, Curriculum Chair	Tracy Kocher, Business & Applied Technology
Mark Forde, Chino Representative	Vanessa Thomas, Business and Applied Technology, High
Marlene Soto, Health Sciences	School Articulation

Members Absent:

Daniel Jacobo, Visual and Performing Arts	Patricia Bopko, Financial Aid
David Schlanger, Catalog/Schedule Coordinator	Stephen Calebotta, Language Arts
MariaIsabel Sandoval, Student Representative	Wanda Baker, Business & Applied Technology
Kathy Lucero, Admissions and Records	

Guests:

Anthony DiSalvo, Dean, Language Arts	Neil Watkins, Language Arts
Leona Fisher, Language Arts	Sherrie Loewen, Dean, Health Sciences

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:35p.m.

2. **Public Comment:** No comment.

3. **Review and Approval of December 6, 2017 Expanded Summary Notes:** The summary notes were approved 19/0/2.

4. **Discussion Items:** All discussion items were tabled.

   4.1. **Annual Retreat**
   4.2. **Quorum Number**
   4.3. **COOPED Update**

5. **Guided Pathways:** Tabled.

6. **Miscellaneous:** No items.

7. **Consent Agenda:** The consent agenda was approved 22/0/0.

   7.1. Per the Chancellors' Office request, the description and the narrative for the Film, Television, and Electronic Media ADT were edited to remove the phrase "four year institution" and replace it with "CSU".

7.2.1.0 Per Chancellor's Office observation and with faculty confirmation, CINEMA-20 has been removed from the ADT and has been replaced with CINEMA-22. CINEMA-22 fits into the TMC Template and has C-ID approval.

7.2. Per the Chancellors' Office request, the description and narrative for the Political Science ADT was edited to remove the phrase "four year institution" and replace it with "CSU".

7.2.1.0 The Chancellor's Office would not approve the modification as presented. The modification did not match the TMC template. Per consultation and agreement with discipline faculty, the following changes were made:
- 7.2.1.1. Removal of PSYCH-80 and SOC-80 from List A.
- 7.2.1.2. Placement of PSYCH-80 and SOC-80 in List B, resulting in a unit increase in List B. Students now have the option of choosing 6-7 units as opposed to 6 units.
- 7.2.1.3. Heading for List B changed to match the template and other ADTs. "Any List A course not used, and/or:" was added.
- 7.2.1.4. The total units of the degree changed from 18-19 units to 18-20 units.

7.3. MATH-450: Language for the advisory of MATH-645 has been added to the description. Advisory of MATH-645 has been added to the requisite section. (MATH-645 is below for approval).

8. NEW BUSINESS:

New Courses with DE: First and Second Reading

ENGL-73	LGBT Literature	Approval: 22/0/0
ENGL-495	College Reading and Writing *This course combines ENGL-475 and ENGL-575 to align with AB-705. ENGL-475 and ENGL-575 will not be launched for deactivation until Fall 2018 because these two courses are prerequisites to over 50 interdisciplinary courses combined. The deactivation process should align with the recommendations made by the Prerequisite Workgroup as to whether or not the courses impacted by ENGL-475 and ENGL-575 will remove their prerequisite or change it to ENGL-495.* *Neil Watkins shared a document that illustrated the English Department's plan to incorporate ENGL-495 in the AB-705 transfer sequence. As of last week, the English department will no longer use the Accuplacer for placement into the sequence. Instead, multiple measures will be used like high school GPA and self-reported information such as, final grade in last English class and how many hours a week a student reads. Students can petition the test results and can choose to place themselves one level lower than what was recommended by the assessment. Full implementation of AB-705 is expected to be Fall 2019.*	Approval: 22/0/0

New Courses with DE: First Reading

MATH-420B	Bridge to STEM+ from Intermediate Algebra	Approval: 21/0/0
MATH-642	Skill Building for Math 420	Approval: 20/0/1

	Concern: companion courses tied to transfer level courses at other colleges, too many options, and pathways. Does it follow suit of AB705	
MATH-645	Skill Building for Math 450	Approval: 20/0/1

Rob Kopp shared a document that illustrated the new proposed math pathways. All three Math courses and pathways were heavily discussed. The conversation was centered on AB-705 and the sequences used at other community colleges. Some colleges have their support courses as corequisites to the transfer level course as opposed to corequisites to the below transfer courses. Another point of discussion was based on the concern that these courses may provide students too many options to reach transfer level math.

Course Modifications with DE: First and Second Reading

CJ-3	Criminal Court Process	Approval: 21/0/0
CJ-52	Control and Supervision of Inmates	Approval: 21/0/0
CJ-412	Writing for Criminal Justice Professionals	Approval: 21/0/0
COMSTD-78	Family Communication	Approval: 21/0/0
ENGL-1A	Composition	Approval: 21/0/0

Course Modifications: First and Second Reading

CISCO-420	Cisco Internetworking X	Approval: 21/0/0
IET-401A	Industrial Electrical Technology Core	Approval: 21/0/0
KINLEC-18	Introduction to Kinesiology	Approval: 21/0/0
KINLEC-19	Practical Applications in Athletic Training I	Approval: 21/0/0
KINLEC-21	Practical Applications in Athletic Training II	Approval: 21/0/0
KINLEC-22	Practical Applications in Athletic Training III	Approval: 21/0/0
KINLEC-24	Biomechanics	Approval: 21/0/0
KINLEC-32	Outdoor Adventures	Approval: 21/0/0
MATH-4	Mathematical Concepts for Elementary School Teachers	Approval: 21/0/0
MATH-25	College Algebra	Approval: 21/0/0
MATH-401	Mathematics for Health Science	Approval: 21/0/0
STAT-10	Elementary Statistics	Approval: 21/0/0

Course Modifications: First Reading

MATH-417	Statway I	Approval: Tabled due to possible unit change.

Course Reactivations with DE: First and Second Reading

MATH-420	Essentials of Intermediate Algebra	Approval: 21/0/0

Course Deactivations: Final Reading

CISPROG-403	Advanced Visual Basic Programming	Approval: 21/0/0

PACKAGE: Computer Information Systems

Course Deactivations: Final Reading

CISHDSP-401	Microcomputer Hardware	Approval: 21/0/0

CISHDSP-405	A+ Certification Preparation	Approval: 21/0/0

Program Modification: Final Reading

Computer Support Technician (A+ Certification Preparation)	Certificate of Achievement	Approval: 21/0/0

PACKAGE: Dance

New Courses: First and Second Reading

DANCE-12	Introduction to Dance	Approval: 21/0/0
DANCE-450	Student Choreography for Performance	Approval: 21/0/0

Program Modification: Final Reading

DANCE	A.A.	Approval: 20/0/0

PACKAGE: Gerontology

New Courses with DE: First and Second Reading

GERO-455	Resources and Services for Older Adults	Approval: 20/0/0

Course Deactivations: Final Reading

GERO-405	Resources and Services for Older Adults	Approval: 20/0/0

Program Modifications: Final Reading

Community Caregiver	Certificate of Career Preparation	Approval: 20/0/0
Gerontology	A.S.	Approval: 20/0/0
Gerontology	Certificate of Achievement	Approval: 20/0/0

PACKAGE: Industrial Electrical Technology

New Courses with DE: First and Second Reading

IET-414	Advanced Programmable Logic Controllers	Approval: 19/0/0

Program Modifications: Final Reading

Industrial Electrical Technology	A.S.	Approval: 19/0/0

PACKAGE: Kinesiology

New Courses: First and Second Reading

KINTM-2A	2A Volleyball Team Activity, Women	Approval: 18/0/0
KINTM-60	Volleyball Strength and Conditioning for Athletes	Approval: 18/0/0
KINTM-60A	Volleyball Strength and Conditioning for Athletes	Approval: 18/0/0

New Courses: First Reading

KINACT-26	Beginning Pilates Matwork	Approval: 18/0/0
KINACT-32	Beginning Jiu-Jitsu	Approval: 18/0/0
KINTM-66	Baseball Strength and Conditioning for Athletes	Approval: 18/0/0

Course Deactivations: Final Reading

| KINACT-28 | Yoga | Approval: 18/0/0 |

Program Modifications: Final Reading

| Physical Education | A.A. | Approval: Tabled due to not all new courses being approved. |

9. **Adjournment:** The meeting was adjourned at 3:03p.m.

Name	ATTENDANCE	SUMMARY NOTES	CONSENT AGENDA	ENGL-73 1st/2nd Reading	ENGL-495 1st/2nd Reading	MATH-420B 1st Reading	MATH-642 1st Reading	MATH-645 1st Reading	CJ-3 1st/2nd Reading	CJ-52 1st/2nd Reading	CJ-412 1st/2nd Reading	COMSTD-78 1st/2nd Reading	ENGL-1A 1st/2nd Reading	CISCO-420 1st/2nd Reading	IET-401A 1st/2nd Reading	KINLEC-18 1st/2nd Reading	KINLEC-19 1st/2nd Reading	KINLEC-21 1st/2nd Reading	KINLEC-22 1st/2nd Reading
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger	X		X	X	X														
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																			
David Schlanger																			
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	A	A	X	X	X	X	X	X	X	X	X	X	X
Mark Forde	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta																			
Tracy Kocher	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker																			
Total Counts	22	21	22	22	22	21	21	21	21	21	21	21	21	21	21	21	21	21	21

Non-Voting	
Kathy Lucero	
Marie Boyd	X
MariaIsabel Sandoval	
Meridith Randall	X
Patricia Bopko	
Sharon Awad	X
Stephen Shelton	X

Name	KINLEC-24 1st/2nd Reading	KINLEC-32 1st/2nd Reading	MATH-4 1st/2nd Reading	MATH-25 1st Reading	MATH-401 1st/2nd Reading	STAT-10 1st/2nd Reading	MATH-420 1st/2nd Reading	CISPROG-403 DEACTIVATION	CISHDSP-401 DEACTIVATION	CISHDSP-405 DEACTIVATION	COMPUTER SUPPORT TECHNICIAN (A+ CERTIFICATION PREPARATION)	DANCE-12 1st/2nd Reading	DANCE-450 1st/2nd Reading	DANCE A.A.	GERO-455 1st/2nd Reading	GERO-405 EACTIVATION	COMMUNITY CAREGIVER	GERONTOLOGY AS
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ardon Alger																		
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo																		
David Schlanger																		
Elaine Martinez	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jason Chevalier	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Mark Forde	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Michael Escobosa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta																		
Tracy Kocher	X	X	X	X	X	X	X	X	X	X	X	X	X					
Vanessa Thomas	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Wanda Baker																		
Total Counts	21	21	21	21	21	21	21	21	21	21	21	21	21	20	20	20	20	20

Name	GERONTOLOGY CERTIFICATE	IET-414 1st/2nd Reading	INDUSTRIAL ELECTRICAL TECHNOLOGY	KINACT-26 1st Reading	KINACT-32 1st Reading	KINTM-2A 1st/2nd Reading	KINTM-60 1st/2nd Reading	KINTM-60A 1st/2nd Reading	KINTM-66 1st Reading	KINACT-28 DEACTIVATION
Angela Burk-Herrick	X	X	X	X	X	X	X	X	X	X
Annette Henry	X	X	X	X	X	X	X	X	X	X
Ardon Alger										
Charmaine Phipps	X	X	X	X	X	X	X	X	X	X
Daniel Jacobo										
David Schlanger										
Elaine Martinez	X	X	X	X	X	X	X	X	X	X
Helen Leung	X	X	X	X	X	X	X	X	X	X
Jason Chevalier	X									
Jeffrey Laguna	X	X	X	X	X	X	X	X	X	X
John Machado	X	X	X	X	X	X	X	X	X	X
Linda Marcotte	X	X	X	X	X	X	X	X	X	X
Lucy Serrano	X	X	X	X	X	X	X	X	X	X
Mark Forde	X	X	X	X	X	X	X	X	X	X
Marlene Soto	X	X	X	X	X	X	X	X	X	X
Megan Keebler	X	X	X	X	X	X	X	X	X	X
Michael Escobosa	X	X	X	X	X	X	X	X	X	X
Naomi McCool	X	X	X	X	X	X	X	X	X	X
Rob Kopp	X	X	X	X	X	X	X	X	X	X
RuthAnn Garcia	X	X	X	X	X	X	X	X	X	X
Sean Stratton	X	X	X	X	X	X	X	X	X	X
Shelley Marcus	X	X	X	X	X	X	X	X	X	X
Stephen Calebotta										
Tracy Kocher										
Vanessa Thomas	X	X	X							
Wanda Baker										
Total Counts	20	19	19	18	18	18	18	18	18	18

COURSE OUTLINE
CHAFFEY COLLEGE

Discipline: Cooperative Education

1. **COURSE IDENTIFICATION:** COOPED 497ABCD

2. **COURSE TITLE:** Cooperative Education: General Work Experience

3. **UNITS:** 1 to 4
    Work Experience: 240 - 300

4. **GRADING:** Letter Grade

5. **NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** 4

6. **REQUIRED AND/OR RECOMMENDED BACKGROUND:**
    Prerequisite(s): None
    Corequisite(s): None
    Advisory: None
    Advisory - Concurrent Enrollment: None
    Advisory - Prior Enrollment: None
    Limitation on Enrollment (e.g. Performance tryout or audition):
    None Assessment Level: None Other:
        Must be currently engaged in a volunteer or paid position.

7. **CATALOG DESCRIPTION:**
    Supervised employment which is designed to assist students in achieving job-related learning objectives and acquiring desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. This type of work experience is available to students whose job and educational or occupational goals are not directly related. Career and professional development include knowledge, judgments, skills and attitudes essential for success in the workplace, and achievement of job related learning objectives. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all types of Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours which equals 1 unit.

8. **CONTENT (Scope and Description of Content):**

    A. Collaboration with instructor, work-site supervisor, and student to identify at least three unique workplace learning objectives each time this course is taken.

B. Performance of work-site duties as identified on Learning Agreement
C. Self evaluation of achievement of Learning Agreement objectives
D. Internship/Coop Ed content is prescribed to meet each student's individual needs, incorporating various learning strategies.
E. Self-assessment of career interests and selection of career research topic using career resources.
F. Utilization of career development strategies to help student expand their present and future career goals.

9. **OBJECTIVES:**

A. Acquire desirable work habits and appropriate attitudes in the workplace.
B. Develop new technical and soft skills in the work environment.
C. Develop, implement, and evaluate progress towards achieving work-related learning objectives and goals.
D. Demonstrate professional and ethical responsibility in the work environment.
E. Analyze future career opportunities based on field research.

10. **METHODS OF INSTRUCTION:**

A. Student-instructor conferences
B. Other: Instructor led group orientation; advisement meetings with instructor; evaluation meeting with instructor and with work-site supervisor.

11. **OUT-OF-CLASS ASSIGNMENTS:**

The following assignments are representative.
A. Reading course handouts
Students will review worksite documents such as an employee handbook and identify the skills and attitudes essential for success in the workplace.
B. Writing
Research papers, Analyses, Responses/Reactions, Critiques
Students will develop a worksite journal that prioritizes the tasks necessary to achieve the job-related learning objectives.
C. Critical Thinking
Analyzes appropriate supporting data/evidence, Communicates own perspective or position, Integrates others' perspectives and positions
Students will problem-solve real or hypothetical problems in the workplace and analyze information objectively.
D. Computation E. Other

12. **METHODS OF EVALUATION:**
A.   Internship/coop ed experience is assessed by the worksite supervisor and the faculty member overseeing the internship/cooperative work experience.

13. TEXTS AND SUPPORTING REFERENCES:

The Goals Institute. LIFE SKILLS FOR STUDENTS: The Five Most Important Life Skills to Prepare Students For The Workplace And Success In Their Personal Lives. (Kindle). The Goals Institute, 2017. 9.95. ASIN: B0722RNFJ9;
(Free App is provided by Amazon to use as a reader).

Instructors may choose from among the following representative texts
Supplemental:
1. Handbook
2. Learning Agreement
3. End-of-term project handouts

COURSE OUTLINE
CHAFFEY COLLEGE

Discipline: COOPED

1. **COURSE IDENTIFICATION:** COOPED 685

2. **COURSE TITLE:** Workplace/Internship Readiness

3. **UNITS:** 0
   Lecture Hours: 16   Normal: Range: 16-18
   Outside Of Class Hours: Normal: 32 Range: 32 - 36

4. **GRADING:** Letter Grade/   Pass/No Pass

5. **NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** 99

6. **REQUIRED AND/OR RECOMMENDED BACKGROUND:**
   Prerequisite:
   Corequisite:
   COOPED497ABCD

   Limitation on Enrollment (e.g. Performance tryout or audition): None
   Assessment Level: None
   Other: None

7. **CATALOG DESCRIPTION:**
   This lecture course is intended to accompany all cooperative work experiences. Topics include adaptability, analysis/solution mindset, collaboration, communication, digital fluency, empathy, entrepreneurial mindset, resilience, self-awareness, social diversity/awareness, professional work habits including punctuality, and a personal work ethic. Cooperative work experiences are available to students whose job or volunteer experience ranges from general areas to specific fields of study. This course may be offered online.

8. **CONTENT (Scope and Description of Content):**

1. adaptability

2. analysis/solution mindset

3. collaboration

4. communication

5. digital fluency

6. empathy

7. entrepreneurial mindset

8. resilience

9. self-awareness

10. social diversity/awareness

11. professional work habits including punctuality

12. personal work ethic

9. **OBJECTIVES:**
   A. Positively respond to change
   B. Develop a flexible approach to work which includes various work environments, roles and tasks
   C. Develop mechanisms to handle stress, feedback and setbacks in the workplace
   D. Develop mechanisms to consider multiple points of view and analyzes motivations behind multiple sources of information
   E. Examines information broadly, analyzes data and uses critical thinking
   F. Builds and maintains mutually beneficial relationships by working with diverse groups or teams.
   G. Use of technology tools to allow in-person and remote teamwork.
   H. Communicate with information that is appropriate in content, professional in both tone and language, and tailored to the recipient/audience.
   I. Uses digital media, social media, and other technology communication tools properly for work settings.
   J. Has basic knowledge of the ethical and legal issues related to information technology and shares information accordingly. This includes the use of passwords and an understanding of content that is open access versus restricted access.
   K. Builds relationships through understanding and valuing diverse backgrounds and cultures.
   L. Self-motivated and strives for professional development by seeking new knowledge, training, and responsibilities.
   M. Is an entrepreneur, social entrepreneur, or intrapreneur with the ability to work independently or in teams while being mindful of client/customer needs.

   N. Organize work flow and deadlines

> **Commented [MB10]:** Consider employing objectives from both cognitive and affective domains.

> **Commented [MB11R10]:** I included items from the chart Alisha sent, but the chart wasn't really oriented towards "objectives" in our traditional sense.
> I also left the original objectives.

O.   Employ appropriate teambuilding skills

P.   Develop a professional and personal work ethic

Q.   Commit to continuous improvement

R.   Value workplace diversity

S.   Develop professional listening skills

T.   Develop methods of professional communication, both oral and written.

10. METHODS OF INSTRUCTION:

A. Lecture
B. Demonstrations
C. Guest speakers
D. Internet instruction
E. Collaborative Group Work
F. Web-based presentations
G. Role Playing
H. Skill-building exercises
I. Small group or directed class discussion
J. Audio Visual Presentations

11. OUT-OF-CLASS ASSIGNMENTS:

The following assignments are representative.
A. Reading:
   Students will read materials regarding current trends and competencies expected in the workplace and prepare for class discussion.
B. Writing:
   Students prepare an essay regarding their communication style in relation to cultural diversity.
C. Critical Thinking:
   Students will prepare a class presentation outlining a theoretical problem-solving strategy in the general workplace in relation to their personal work ethic. This presentation shall include appropriate specifics such as communicating within the workplace hierarchy and documentation.
D. Computation
E. Other

12. METHODS OF EVALUATION:

A. A grading scale specified in the course syllabus
B. Class presentations
C. Completion of homework assignments
D. Creative projects
E. Demonstrated ability
F. Essay exams
G. Essays
H. Group projects
I. Journals
J. Notebooks
K. Objective exams and quizzes - completion
L. Objective exams and quizzes - matching
M. Objective exams and quizzes - multiple choice
N. Objective exams and quizzes - problem solving
O. Objective exams and quizzes - short answer
P. Objective exams and quizzes - true-false
Q. Observation
R. Oral reports
S. Participation in classroom discussion
T. Performance
U. Standardized tests
V. Written reports

13. TEXTS AND SUPPORTING REFERENCES:
Instructors may choose from among the following representative texts

Texts:

The Goals Institute. LIFE SKILLS FOR STUDENTS: The Five Most Important Life Skills to Prepare Students For The Workplace And Success In Their Personal Lives. (Kindle). The Goals Institute, 2017. 9.95. ASIN: B0722RNFJ9;
(Free App is provided by Amazon to use as a reader).

Commented [MB12]: This is just a sample text

COURSE OUTLINE
CHAFFEY COLLEGE

Discipline: Business

1. **COURSE IDENTIFICATION:** BUS 496ABCD

2. **COURSE TITLE:** Internships/Cooperative Work Experience in Business

3. **UNITS:** 1 to 4
   Work Experience: 60 - 300

4. **GRADING:** Pass/No-Pass

5. **NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** 4

6. **REQUIRED AND/OR RECOMMENDED BACKGROUND:**
   Prerequisite(s): None   Corequisite(s):

   Advisory: None
   Advisory - Concurrent Enrollment: None
   Advisory - Prior Enrollment: None
   Limitation on Enrollment (e.g. Performance tryout or audition):
       Consent of Business program coordinator is required for registration.

   Assessment Level: None
   Other: None

7. **CATALOG DESCRIPTION:**
   Supervised employment which is designed to assist students in achieving job-related learning objectives and acquiring desirable work habits, attitudes and skills so as to enable them to become productive employees. This internship/work experience also provides students with career awareness for jobs. This type of work experience is available to students whose job and educational or occupational goals are not directly related. Career and professional development include knowledge, judgments, skills and attitudes essential for success in the workplace, and achievement of job related learning objectives. Credit may be accrued at the rate of one to six units per semester for a maximum of sixteen units (combined total of all types of Work Experience units). Additionally, students must work 75 paid hours or 60 non-paid hours which equals 1 unit.

8. **CONTENT (Scope and Description of Content):**

Commented [MB1]: Use your specific discipline – NOT "COOP ED"

Commented [MB2]: Ask Curriculum Committee and Meridith to discuss noncredit (600) versus a credit (400)

Commented [MB3]: A=1 unit
B=2 units
C=3 units
D= 4units
The student will apply for the letter that correspond to the amount of time they will spend on the internship/cooperative work experience

Commented [MB4]: Please follow this format for your course title, inserting your specific discipline, i.e., "Internships In …"

Commented [MB5]: Keeping the unit range from 1-4 (instead of a fixed unit value) allows you to tailor the unit value to the length of the internship – greater flexibility.

Commented [MB6]: Can be a letter grade or pass/no pass

Commented [MB7]: •Internships/Coop Ed can be repeated, however, new course objectives have to be created and documented with each internship. Consult Title 5 for hour limits (paid and unpaid).
•If this course is going to be numbered as a noncredit course (i.e., 600), then we can place "99" to indicate unlimited enrollment.

Commented [MB8]:
•May or may not have to repeat the Coop Ed lecture course each time the student does a COOP ED

Commented [MB9]: You may wish to include a co-requisite/prerequisite to COOP ED 485 lecture (general Coop Ed lecture) or to a Occupational-specific noncredit 0 unit lecture course.

Commented [MB10]: When the Coop Ed Lecture course is approved, we will launch a mod to include that course on this COR

Commented [MB11]: The recommended format for pre-requisite/corequisite is contained under the "limitation on enrollment"

Commented [MB12]: •Please use this boilerplate language as the basis of the description.
•We are trying to refrain from using the word "course" as it is a "work experience" or internship – not a classroom course.
•This is not a "course" but rather a work experience that takes place in the work place.

Commented [MB13]: ******IMPORTANT********
If the instructor places students at a worksite, the College MUST complete an MOU and/or a site agreement with the worksite.
If the student selects a worksite, the student must seek faculty **approval (at what point – before registration?**

Commented [MB14]: These objectives are in line with those on the General Coop Ed COR, however, is there anything to be added, of a generic, broad-based nature, that should go into occupational Coop Ed? i.e., "published standards of the professional accrediting body for the discipline?"

A. Collaboration with instructor, work-site supervisor, and student to identify at least three unique workplace learning objectives each time this course is taken.

B. Performance of work-site duties as identified on Learning Agreement

C. Self evaluation of achievement of Learning Agreement objectives

D. Internship/Coop Ed content is prescribed to meet each student's individual needs, incorporating various learning strategies.

E. Self-assessment of career interests and selection of career research topic using career resources.

F. Utilization of career development strategies to help student expand their present and future career goals.

9. **OBJECTIVES:**

A. Student will gain relevant work experience in specific disciplines within the Business Programs of Study.

B. Students will develop professional vocabulary relevant to the specific disciplines within the Business Programs of Study.

C. Students will develop a professional work ethic from being placed in the work environment.

D. Students will develop a professional sense of teamwork having worked with co-workers and supervisors in an actual work environment.

E. Students will develop a personal network based in the professional work place for future employment opportunities.

F. Students will gain community and global awareness of the impact of their actions and decisions made in the work place.

10. **METHODS OF INSTRUCTION:**

A. Student-instructor conferences

B. Other: Instructor led group orientation; advisement meetings with instructor; evaluation meeting with instructor and with work-site supervisor.

11. **OUT-OF-CLASS ASSIGNMENTS:**

The following assignments are representative.

A. Reading

Students will read work site manuals and references and discuss with site supervisor.

B. Writing

Students will keep a journal of daily work activities and how these activities aligned with the objectives created by the site supervisor and the instructor.

Commented [MB15]: Boilerplate language from General coop ED: A. - Acquire desirable work habits and appropriate attitudes in the workplace.
B. - Develop new technical and soft skills in the work environment.
C. - Develop, implement, and evaluate progress towards achieving work-related learning objectives and goals.
D. - Demonstrate professional and ethical responsibility in the work environment.
E. - Analyze future career opportunities based on field research.
DISCUSS

Commented [MB16]: •Must not include any "classroom" type of instructional practices
•Please remember that the instructor is allowed one meeting at the beginning of the Internship/Coop Ed experience, and one meeting at the end. These 2 meetings can be used to review expectations, distribute general guidelines and content/objectives.

Commented [MB17]: Discuss for occupational relevance

C. Critical Thinking
   Students will prepare a written report about a workflow issue they observed on the work site and suggest a solution to the issue based on both information from work site manuals and references, as well as the professional literature related to that industry.
D. Computation

E. E. Other

12. METHODS OF EVALUATION:

A. Internship/coop ed experience is assessed by the worksite supervisor and the faculty member overseeing the internship/cooperative work experience.

13. TEXTS AND SUPPORTING REFERENCES:
Instructors may choose from among the following representative texts

Texts:
1. Examples of Texts: 1. Assigned worksite manuals and references. Examples of Supporting References: 1. Daft, Richard. Understanding Management. 3rd Edition, Fort Worth: Harcourt, 2001.2. Slater, Robert. The G. Way Fieldbook: Jack Welch?s Battle Plan for Corporate Revolution. New York: McGraw-Hill, 1999.3. Scarborough, Norman. Effective Small Business Management. 6th Edition, New Jersey: Prentice Hall, 2000.

Discipline: GERO

> **Commented [MB1]:** Discipline specific

1. **COURSE IDENTIFICATION:** GERO 685

> **Commented [MB2]:** Have Curriculum Committee and Meridith discuss noncredit (600) versus credit (400)

2. **COURSE TITLE:** Workplace/Internship Readiness in Gerontology

> **Commented [MB3]:** Insert discipline in title

3. **UNITS:** 0
   Lecture Hours: 16   Normal: Range: 16-18
   Outside Of Class Hours: Normal: 32 Range: 32 - 36

> **Commented [MB4]:** If this will be noncredit, there will be zero hours and an hour range (1 hour per week) or whatever the discipline faculty may need

4. **GRADING:** Letter Grade/   Pass/No Pass

> **Commented [MB5]:** This can be either letter grade or pass/no pass

5. **NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT:** 99

> **Commented [MB6]:** If this course is to be noncredit, it can be repeated, and is therefore coded in Curricunet as "99"

6. **REQUIRED AND/OR RECOMMENDED BACKGROUND:**
   Prerequisite:
   Corequisite:
   COOPED497ABCD

> **Commented [MB7]:** For the Occupational Coop ED Lecture course, it may be advisable to take the lecture each time an Internship/Coop Ed is taken. This could be left up to the instructor/student? Curriculum Committee discussion

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   Other: None

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> **Commented [MB8]:** Care must be taken to describe job readiness in the discipline, and not career development/searching!
> Align this course description with COOP 482 (497)

8. **CONTENT (Scope and Description of Content):**

> **Commented [MB9]:** Content selected from course description for a Strong Workforce program. Infuse with discipline-specific content as needed.

1. adaptability

2. analysis/solution mindset

3. collaboration

4. communication

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