

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
RANCHO CAMPUS BEB BUILDING, CONFERENCE ROOM 204  
FONTANA CAMPUS, FNAC 100  
CHINO CAMPUS, CHMB 143  
SUMMARY NOTES  
September 28, 2016  
1:30pm-3:00pm**

**Members Present:**

Angela Burkherrick, Mathematics & Science  
Annette Henry, Kinesiology, Nutrition, & Athletics  
Charmaine Phipps, Language Arts  
Cherlou Opulencia, Counseling  
Daniel Jacobo, Visual & Performing Arts  
Elaine Martinez, Kinesiology, Nutrition, & Athletics  
Jason Chavalier, Dean, Visual & Performing Arts  
Linda Marcotte, Social & Behavioral Sciences  
Lucy Serrano, Counseling

Marie Boyd, Curriculum Chair  
Michael Escobosa, Health Sciences  
Rob Kopp, Mathematics & Science  
Sean Stratton, Articulation Officer  
Sharon Awad, Administrative Assistant II, Curriiculum  
Shelley Marcus, Library Learning Resources  
Stephen Calebotta, Language Arts  
Tracy Kocher, Business & Applied Technology  
Wanda Baker, Business & Applied Technology

**Members Absent:**

Andrew Schnurr, Visual & Performing Arts  
Ardon Alger, Faculty Senate President  
Arsalan Khan, ASCC  
David Schlanger, Catalog/Schedule Coordinator  
Marlene Soto, Health Sciences

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness  
Julie Song, Social & Behavioral Sciences  
Marina Jimenez, ASCC  
Tom Vitzelio, Instructional Support

**Guests:**

Kathy Lucero, Director of Admissions and Records

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:39p.m. Director of Admissions and Records, Kathy Lucero, was introduced to the committee.
2. **Review and Approval of September 14, 2016 Expanded Summary Notes:** The Expanded Summary Notes were approved 13/0/0.
3. **Consent Agenda:** The consent agenda was approved 13/0/0.
  - 3.1. **Summer Cleanup:** The following actions were completed administratively.

Program	Changes	Effect on unit value	Steps to Take
Motion Picture Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) <b>COMPLETED 9/12</b>
On-Air Radio Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) <b>COMPLETED 9/12</b>

Post Production Editing CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) <b>COMPLETED 9/12</b>
Screenwriting CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) <b>COMPLETED 9/12</b>
Television and Video Production CA	Change from CCP to CA	None	Admin change (certificate type revision needed in CurricUNET) <b>COMPLETED 9/12</b>

### 3.2. Addition of two texts to satisfy C-ID approval for CINEMA-22:

3.2.1. Friedmann, Anthony. Writing For Visual Media. (4th/e). Focal Press, 2014.

3.2.2. Hilliard, Robert L. Writing for Television, Radio, and New Media. (11th/e). Cengage, 2014.

3.3. **NF-15 C-ID Changes:** The originator of the course added metabolic pathways to both lipids and protein to ensure metabolism of lipids and proteins are reviewed. It was also clarified that students learn food sources of micronutrients.

4. **The Role of Curriculum in Institutional Financial Aid Eligibility- Kathy Lucero, Director of Admissions and Records:** The Curriculum Chair, the Administrative Assistant for Curriculum, the Dean of Counseling and Matriculation, Amy Nevarez, the Director of Admissions and Records, Kathy Lucero, and the Director of Financial Aid, Patricia Bopko, attended the “The Role of Curriculum in Institutional Financial Aid Eligibility” workshop on September 22, 2016. The underlying theme of the workshop was that the partnership between Admissions and Records, Financial Aid, and Curriculum Office is crucial for maintaining federal funds for Chaffey College’s programs. Director of Financial Aid, Patricia Bopko, generates a report known as the Program Participation Agreement (PPA) which is used by the U.S. Department of Education to assess a school’s financial aid responsibility; moreover, it serves as an agreement that the school will comply with all Federal Student Aid laws, regulations, and policies. Director of Admissions and Records, Kathy Lucero, shared that the Catalog, Curriculum Inventory, and PPA all must be aligned due to the tremendous effect on Financial Aid eligibility. Kathy must maintain admissions applications, majors offered, and graduation records from semester to semester which is why the alignment is crucial for her area. To help facilitate the partnership, the Chair presented an extension to the curriculum approval process in CurricUNET to include the Governing Board approval, Regional Consortium approval, Chancellor’s Office approval dates. The system will then generate an email notification to Financial Aid, Admissions and Records, and Counseling. This results in CurricUNET serving as a more streamlined tool that can be utilized amongst the different departments on campus.

## 5. Discussion Items:

5.1. **Amending the By-Laws to add an Admissions and Records and Financial Aid representatives to the committee:** The Chair proposed adding the Director of Admissions and Records, Kathy Lucero, and the Director of Financial Aid, Patricia Bopko, or their representatives to be voting members on the Curriculum Committee. The amendment and additions were approved 14/0/0.

5.2. **New Curriculum Inventory:** The Administrative Assistant for Curriculum shared the information presented at a webinar hosted by the California Community Colleges Education Planning Initiative (EPI) and the California Community Colleges Chancellor’s Office in regards to the new Curriculum Inventory. During the webinar, presenters briefly described and showed the new roles being added to the curriculum inventory. Currently there is read only access and super administrative access which is titled as CIO access. The new system will have reader

access, submitter access, district administrative access, college administrative access, and super administrative access. The new user roles include multiple layers and access points that allow one user to perform different tasks in different roles under the same login.

The new system will be launched in four phases: (1) first testing phase at the Chancellor's Office, pilot college testing (small pool) phase, limited availability phase where colleges can access some features, and then the final conversion phase aimed to take place the end of February or the beginning of March.

Additional new features:

- Save at different steps in addition to whole document saving.
- The COR can be typed manually or uploaded as before. Other Curriculum Specialists questioned the efficiency of this and the true benefit behind this feature. Instead, many specialists suggested a multiple upload feature for programs of study.
- Email notifications will be sent to the colleges when there is a rejection or approval.

Data migration is expected to take place mid-March in which all archived files and data fields will be moved over to the new system. The CCCEPI hopes to eventually do a full integration between local college systems (i.e. Curricunet) and the Curriculum Inventory. Future trainings and webinars will be provided.

**5.3. Low Unit Certificate:** The Articulation Officer expressed his desire to generate a policy regarding residency for the low unit certificates. Counselor, Cheryl Opulencia, shared Citrus College's policy that fifty percent of the units must be completed at the campus, but for many certificates, equivalencies may be determined on case by case by the department. The AO shared that Moreno Valley College and Santa Monica College have a similar policy in place. The Chair proposed a general guideline that fifty percent of the units must be taken at Chaffey. Angela Burkerrick added that a petition process should be partnered with this policy. The policy is as follows: Students must complete 50% of the units here at Chaffey for a low unit certificate. In the event of a student challenge, a department may override any decision. This policy will be published in the College's Catalog and possibly as an Administrative Policy. A finalized copy of the policy will be presented at the next curriculum meeting. The policy as discussed was approved 15/0/0.

**5.4. Accreditation:** The Accreditation team would like to meet with the Curriculum Committee on Wednesday, October 5, 2016 from 11:00a.m.-11:30a.m. Nine members volunteered to attend the meeting. The Chair handed out "Ten Helpful Phrases for the Accreditation Visit" to help the committee prepare for the visit.

**6. University Studies:** The Chair presented an email sent by former Curriculum Committee member Jeff Moser for review of his suggestions presented in the email. The email documented language from the Program Course and Approval Handbook (PCAH) and program of study samples he suggested satisfy that language. In addition, the Chair distributed Title 5 regulations that address the concerns and samples presented by Jeff. One sample presented an area of emphasis with different course TOP codes which not in alignment with Title 5 language (§55063). After discussion of the samples and Title 5 regulations, the AO suggested that Jeff design a degree for Curriculum Committee review and extended the invitation to all departments to create degrees that can be vetted by the Curriculum Committee. The Chair asked that these drafted degrees be presented and discussed at the October 26, 2016 meeting to meet the November 7 deadline. The Chair will send a link to the TOP Code Directory to the committee and counselors to guide the creation of drafts.

## **7. Curriculum Inventory**

### **7.1. Submittals Awaiting Approvals**

#### ***Course-Modifications:***

IET-411  
NURVN-403L  
THEATRE-32

#### ***Programs-New:***

Film, Television, and Electronic Media A.S.-T

#### ***Programs-Modifications:***

Chemistry A.S.-T  
Drafting Technician: Architectural A.S.  
Drafting Technician: Architectural Certificate

Elementary Teacher Education A.A.-T  
 Engineering A.S.  
 Fashion Merchandising A.S  
 Fashion Merchandising Certificate of Achievement  
 History A.A-T  
 Hospitality Management: Food Service A.S.  
 Hospitality Management: Food Service Certificate of Achievement  
 Hospitality Management: Hotel Management A.S.  
 Hospitality Management: Hotel Management Certificate of Achievement  
 Journalism Certificate of Achievement  
 Nursing: ADN A.S. Degree  
 Small Business Entrepreneur A.S.

**8. Miscellaneous**

**9. Old Business**

**Course Modifications: 2nd Reading**

<b>BIOL-1</b>	General Biology	No changes requested.	Approval: 16/0/0
<b>BIOL-10</b>	Concepts in Biology	No changes requested.	Approval: 16/0/0
<b>BIOL-12</b>	Introduction to Human Genetics	No changes requested.	Approval: 16/0/0
<b>BIOL-14</b>	Health Science	No changes requested.	Approval: 16/0/0
<b>NURAST-420L</b>	Home Health Aide Laboratory: <b>Corrected Out-of-Assignments typo.</b>	No changes requested.	Approval: 16/0/0

**10. New Business**

**New Courses**

<b>FIRETEC-11</b>	Legal Aspects of Emergency Services: <b>Corrected "united"</b> .	Approval: 16/0/0
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**Course Modifications: First and Second Reading**

<b>HOTFS-17</b>	Principals of Food Preparation	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>HOTFS-21</b>	Purchasing, Cost controls, and Menu Planning	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>HOTFS-428</b>	Human Resources Management in Hospitality	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>ID-16</b>	Quick Sketching for Interior	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>ID-17</b>	Introduction to Lighting	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>ID-21</b>	Space Planning	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0
<b>ID-22</b>	Interior Design Materials	Approval: 1 <sup>st</sup> and 2 <sup>nd</sup> 16/0/0

**Course Modifications: First Reading**

<b>HOTFS-482</b>	Industry Internship: Hospitality Management	Approval: 16/0/0
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**Course: Distance Education**

<b>BUSMGT-11</b>	Retail Merchandising and Management	Approval: 16/0/0
<b>BUSMGT-40</b>	Introduction to Management	Approval: 16/0/0

**Program Modifications: Final Reading**

<b>Fire Prevention Inspector</b>	Certificate of Achievement	Approval: 16/0/0
<b>Microsoft Office</b>	Certificate of Achievement	Approval: 16/0/0
<b>Microsoft Office Excel</b>	Certificate of Achievement	Approval: 16/0/0

<b>Professional Administrative Assistant</b>	A.S. Degree	Approval: 16/0/0
<b>Professional Administrative Assistant</b>	Certificate of Achievement	Approval: 16/0/0
<b>Professional Office Management</b>	Certificate of Achievement	Approval: 16/0/0

**11. Adjournment:** The meeting was adjourned at 3:00p.m.



Attendance and Vote Count Continued...

<b>Name</b>	<b>Professional Administrative Assistant A.S.</b>	<b>Professional Administrative Assistant Certificate of Achievement</b>	<b>Professional Office Management C of Achievement</b>
<b>Andrew Schnurr</b>			
<b>Angela Burk-Herrick</b>	X	X	X
<b>Annette Henry</b>	X	X	X
<b>Ardon Alger</b>			
<b>Charmaine Phipps</b>	X	X	X
<b>Cherlou Opulencia</b>	X	X	X
<b>Daniel Jacobo</b>	X	X	X
<b>David Schlanger</b>			
<b>Elaine Martinez</b>	X	X	X
<b>Jason Chevalier</b>	X	X	X
<b>Julie Song</b>			
<b>Linda Marcotte</b>	X	X	X
<b>Lucy Serrano</b>	X	X	X
<b>Marlene Soto</b>			
<b>Meridith Randall</b>			
<b>Michael Escobosa (Via Teleconference -CHMB 143)</b>	X	X	X
<b>Rob Kopp</b>			
<b>Sean Stratton</b>	X	X	X
<b>Shelly Marcus (Via Teleconference -FNAC 100)</b>	X	X	X
<b>Stephen Calebotta</b>	X	X	X
<b>Tom Vitzelio</b>			
<b>Tracy Kocher</b>	X	X	X
<b>Wanda Baker</b>	X	X	X
<b>Total Counts</b>	16	16	16

<b>Non Voting</b>	
Arsalan Khan	
Marie Boyd	X
Marina Jimenez	
Sharon Awad	X

<b>Guests</b>
Kathy Lucero

**CHAFFEY COLLEGE  
CURRICULUM COMMITTEE MEETING  
BEB BUILDING, CONFERENCE ROOM 204  
AGENDA  
September 14, 2016  
1:30pm-3:00pm**

**Members Present:**

Angela Burkerrick, Mathematics & Science  
 Ardon Alger, Faculty Senate President  
 Cherlou Oplencia, Counseling  
 David Schlanger, Catalog/Schedule Coordinator  
 Elaine Martinez, Kinesiology, Nutrition, & Athletics  
 Jason Chavalier, Dean, Visual & Performing Arts  
 Linda Marcotte, Social & Behavioral Sciences  
 Lucy Serrano, Counseling  
 Marie Boyd, Curriculum Chair

Meridith Randall, Associate Superintendent of Instruction and Institutional Effectiveness  
 Michael Escobosa, Health Sciences  
 Sean Stratton, Articulation Officer  
 Sharon Awad, Administrative Assistant II, Curriculum  
 Stephen Calebotta, Language Arts  
 Tom Vitzelio, Instructional Support  
 Tracy Kocher, Business & Applied Technology  
 Wanda Baker, Business & Applied Technology

**Members Absent:**

Annette Henry, Kinesiology, Nutrition, & Athletics  
 Arsalan Khan, ASCC  
 Charmaine Phipps, Language Arts  
 Daniel Jacobo, Visual & Performing Arts  
 Marlene Soto, Health Sciences

John Machado, Visual & Performing Arts  
 Julie Song, Social & Behavioral Sciences  
 Marina Jimenez, ASCC  
 Rob Kopp, Mathematics & Science  
 Shelley Marcus, Library Learning Resources

1. **Call To Order/New Committee Members:** The meeting was called to order at 1:36p.m.
2. **Review and Approval of August 31, 2016 Expanded Summary Notes:** The August 31, 2016 Expanded Summary Notes were approved 10/0/3.
3. **Consent Agenda:** The consent agenda was approved 15/0/0.
  - 3.1. **Summer Cleanup:** The following actions were completed administratively.

Program	Changes	Effect on unit value	Steps to Take
Biology AS	Change title to "Biological Sciences"	None	Admin change <b>COMPLETED 8/31</b>
Chemistry AS-T (Pending at Chancellor's Office)	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin Change <b>COMPLETED 9/2</b>
Anthropology AA-T	Move ANTHRO-1L from the Required Core to List C. Change unit range in List C from "3-4 units" to "1-4 units".	Change from 20-21 units to 18-21 units.	Admin change to align with program submitted to Chancellor's Office. <b>COMPLETED 8/30</b>
Real Estate AS	Remove ACCTGFS-454 (deactivation)	None	Admin change <b>COMPLETED 8/31</b>
General Business AS	Remove ACCTGFS-472 due to deactivation.	None	Admin change



			<b>COMPLETED 8/31</b>
General Business CA	Remove ACCTGFS-472 due to deactivation.	None	Admin change <b>COMPLETED 8/31</b>
Mathematics AS-T	Remove COMPSCI-21 due to deactivation.	None	Admin change <b>COMPLETED 8/31</b>
Biology AS-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change <b>COMPLETED 8/31</b>
Elementary Teacher Education AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change <b>COMPLETED 8/31</b>
Journalism AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change <b>COMPLETED 8/31</b>
Kinesiology AA-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change <b>COMPLETED 8/31</b>
Physics AS-T	Remove line in description that states, "A "P" (Pass) grade is not an acceptable grade for courses in the major."	None	Admin change <b>COMPLETED 8/31</b>

**3.2. Removal of "Eg" from Art 83 course description.**

**3.3. Added textbook to Math 520 Course Modification.**

**3.4. Corrected minor grammatical issues in the Leadership in Criminal Justice Certificate.**

**3.5. Corrected spelling and grammar error in the FIRETEC 12.**

**3.6. Added "Plus six units from the following courses" on the Criminal Justice Certificate Word Report.**

#### **4. Articulation Report (Please see handouts)**

**4.1. C-ID Newsletter (Physical Handout at Meeting):** The Curriculum Chair shared this newsletter that presents any new degrees and areas of emphasis from the state. The newsletter discusses five year reviews in ADT programs which include review of the course descriptors and the design of the degree by discipline faculty. Dr. Meridith Randall asked the Chair if the state reviews the degrees and makes changes, will the local colleges need to conform to those changes? The Chair presented her understanding that local colleges are grandfathered in, but modifications or new programs must conform to the changes the state has made.

**4.2. Summary of Curricular Changes (Please see Handout Below):** The Articulation Officer (AO) encouraged the committee representatives to look at the list of curricular changes presented in the handout. The AO described the format of the chart, paying particular attention to the comments section. The comments section is seen by originators in CurricUNET when launching proposals. He asks that originators be as explicit as possible when writing in the comments box; for example, specifying which C-ID descriptor a course is aligning to, as opposed to writing a blanket statement of, "Aligns with C-ID." He ended the report by asking the representatives to be cognizant of changes made to courses and to detail the justification of changes in the comments section.

**4.3. C-ID Conditional Report (Please see Handout Below):** In addition to the presenting the Conditional Report, the AO also verbally presented a list of recently approved new UC Transferrable courses:

1. BUSL-10

2. CISPROG-5
3. GEOG-2
4. JOUR-11
5. SOC-32

The following were reapproved for UC Transferability after modifications were submitted:

1. ART-30
2. ART-50

**4.4. Psych-80:** The AO reported that Psych-80 has IGETC approval for the first time in Area 4I: Psychology effective Fall 2015. The CSUGE approval for Psych 80 was removed effective Fall 2017. The justification for the removal of Psych 80 from CSUGE is that Psych 80 “focuses on research methodology and does not appear to include enough Social Science theories”. (Based upon subsequent research after the meeting, the AO later clarified that the reviewers were in error since this course never had CSUGE approval in the first place. The AO indicated that he contacted the Psychology department and informed them that they may seek GE alignment).

## 5. Discussion Items:

**5.1. Teacher Packets and Textbook Guidelines:** The Curriculum Chair provided a handout on XanEdu, a copyright clearance service provided by Chaffey College’s Bookstore. The Chair encouraged the committee to share the word on this service to all faculty. The Chair and Tara Johnson, Administrative Assistant II for Faculty Senate, will provide a FLEX workshop on XanEdu due to Tara’s previous experience with teacher packets in the Bookstore.

**5.2. Assigning of TOP/SAM Codes:** After discussion by the committee, it was decided that the Curriculum Office should oversee entry of TOP and SAM Codes.

**5.3. Becoming a Community College with Baccalaureate Degrees:** Dr. Meridith Randall expressed Dr. Shannon’s interest in becoming a college with a Baccalaureate Degree when and if the opportunity arises again. The Community College Baccalaureate Degree movement in California provides the opportunity to obtain a Baccalaureate Degree for students that may not otherwise have access to a Baccalaureate Degree. Dr. Randall mentioned there is not an opportunity opened at the moment, but fifteen colleges have already been approved, with ten of them starting this fall. These fifteen colleges are part of a pilot program approved by legislation in which they had to apply for approval. Dr. Randall worked for a college that was approved as a pilot program and shared that there were some logistic issues. The colleges anticipate that another window of opportunity will open for those colleges not participating in the current pilot program. Dr. Randall reminded the committee they have the handbook in their Curriculum Committee Binder to reference. She also shared that Dean Cory Schwartz of Social and Behavioral Sciences is interested in developing a Baccalaureate Degree. She mentioned that Chaffey College’s accreditor is clear on what they expect to see from these degrees. She stressed that the creation of the degree is extremely important and must be supported by a strong Labor Market Information Analysis (LMI). The college she previously worked for has created an online Baccalaureate Degree to support working students and to draw students beyond the immediate area. The Baccalaureate Degree should build on a strong, well established Associates Degree. She also mentioned that our current accreditor will approve one degree per college. Dr. Randall encouraged the departments to start thinking of the strongest possibilities for a Baccalaureate Degree so that Chaffey can be ready to apply when the opportunity arises again.

**5.4. Low Unit Certificates:** Last spring, the Transcript Evaluators asked the AO about Chaffey College’s Low Unit Certificate Policy. If a student has taken courses at another college and wants to take courses at Chaffey, how many units must the student take to receive a certificate from Chaffey? There is no current policy for low unit certificates, but the Chair clarified that we have a policy for degrees: a student must complete twelve units from the whole degree (CORE or GE) here at Chaffey, which is 20% of a degree. The AO referenced Santa Monica College which has a policy of students needing to complete 50% of units in order to earn a low-unit certificate. The Chair and AO both questioned if the development of a policy is under purview of the Curriculum Committee. Counselors, Lucy and Cherlou, both shared that they haven’t worked with many students who have this type of circumstance. Should this policy be under purview of the Curriculum Committee, which was not decided, the Chair suggested that the committee members brainstorm on ideas that consider the following:

1. If there is a C-ID course, the C-ID course to course equivalency is honored.

2. If the course is in the major area, the course will be reviewed for equivalency by the discipline faculty.
3. Overall, the 20% rule is to be applied to the Low Unit Certificate.

Lucy stated that the suggestions presented are similarly practiced. Cherlou shared that at another college there was a 50% rule implemented. The Chair emphasized that there is much more to the policy and we should reference Title V regulations. Dr. Randall agreed that 50% may be a good start, but more discussion is needed. The AO will research and bring this back to the Curriculum Committee.

**6. University Studies:** The Chair clarified what deactivating the current University Studies means. She stated that the degrees would only be deactivated in CurricUNET and the students currently majoring in those degrees will hold Catalog Rights (2016-2017 Chaffey College Catalog, p. 36). Effective Fall 2017, the degrees will not be offered. The Chair reminded the committee that these degrees do not have ACCJC approval and this why we need to focus on revising the degrees. Dr. Randall reminded the committee that the Chancellor's Office admits to approving the degrees although the degrees are out of compliance. Lucy shared that the counselors have looked at these drafts and questioned if the degree can use a TOP Code of Interdisciplinary Studies (TOP Code 49). The Chair affirmed this TOP Code can be used and encouraged the counselors to generate a draft of using this TOP Code. Dr. Randall believes that the current degrees violate the spirit of the Title V requirement that there be an identifiable 18-unit core. The Chair thanked the Counseling department for reviewing the drafts submitted at the last meeting and for providing feedback and suggestions on how to revise the drafts presented.

**7. Curriculum Inventory:** Sharon Awad, Administrative Assistant II for Curriculum, shared the following report.

**7.1. Submittals Awaiting Approvals**

***Course-Modifications:***

IET-411  
NURVN-403L  
Theatre-32

***Programs-New:***

Film, Television, and Electronic Media A.S.-T

***Programs-Modifications:***

Chemistry A.S.-T  
Elementary Teacher Education A.A.-T  
History A.A-T

**7.2. Recent Approvals:**

***New Courses:***

CISPROG-5  
IET-420  
LIFE-670  
SOC-32

***Programs-New:***

Biology A.S.-T

***Program-Modifications:***

Homeland National Security Certificate of Achievement  
Political Economics  
Professional Office Skills Certificate of Achievement

**7.3. 2015-2016 Course Submissions (Modifications, Deactivations, and Reactivations):**

**7.3.1.** One hundred thirty-six course changes approved in the 2015-2016 year were submitted for nonsubstantial changes. All 136 were approved. Three substantial modifications were submitted and are currently awaiting approval (Agenda Item 7.1).

## 8. Old Business

### Course Modification: 2nd Reading

<b>ART-478</b>	<p>Illustration on the Computer</p> <ul style="list-style-type: none"> <li>• Still needs third out-of-class assignment.</li> <li>• Comparable course GD-165 from CSU Fresno is upper division. At CSU Fresno, only courses numbered 1-99 are lower division. However, as mentioned in the original tech review, since comparable courses are not required for 400-level courses, it is probably best to remove them. To state comparable lower division courses for a 400-level course is to suggest that our course number should change to a transferable course number (1-99) instead. Should the course number change to improve the ability for students to transfer this course?</li> </ul>	Changes requested were made.	Approvals: 14/0/0
<b>ART-482</b>	<p>Editing Digital Media</p> <ul style="list-style-type: none"> <li>• This course was accidentally pushed through the queue last spring, but still needs modifications.</li> <li>• There are no textbooks listed for this course. The following was listed during the initial tech review, but has since been removed: “Watson, Lonzell. Final Cut Pro 6 For Digital Video Editors Only. classic 1st Wiley , 2008”</li> <li>• Since comparable courses are not required for 400-level courses, it is probably best to remove them. To state comparable lower division courses for a 400-level course is to suggest that our course number should change to a transferable course number (1-99) instead. Should the course number change to improve the ability for students to transfer this course?</li> </ul>	Changes requested were made.	Approvals: 14/0/0
<b>ART-484</b>	<p>Motion Graphic Detail</p> <ul style="list-style-type: none"> <li>• Lab content needs more detail.</li> </ul>	Changes requested were made.	Approvals: 14/0/0

## 9. New Business

### Course Modification: First Reading

<b>BIOL-1</b>	General Biology	Approvals: 14/0/0
<b>BIOL-10</b>	Concepts in Biology	Approvals: 14/0/0
<b>BIOL-12</b>	Introduction to Human Genetics	Approvals: 14/0/0
<b>BIOL-14</b>	Health Science	Approvals: 14/0/0
<b>BUSOT-60B</b>	Microsoft Office Word	Approvals: 14/0/0
<b>NURAST-420L</b>	Home Health Aide Laboratory	Approvals: 14/0/0

**Course Deactivations:**

<b>DPS-575</b>	Problem Solving for Job Readiness	Approvals: 14/0/0
<b>FIRECTEC-8</b>	Fire Ground Hydraulics	Approvals: 14/0/0
<b>FIRETEC-402</b>	Basic Incident Command Systems	Approvals: 14/0/0
<b>FIRETEC-406</b>	Hazardous Materials First Responder Operations	Approvals: 14/0/0

**Program Modifications: Final Reading**

<b>CISCO CCNA Examination Preparation Level I</b>	Certificate of Career Preparation	Approvals: 14/0/0
<b>Culinary Arts</b>	Certificate of Achievement	Approvals: 14/0/0
<b>Web Page Developer Level One</b>	Certificate of Achievement	Approvals: 14/0/0

**Program Deactivations: Final Reading**

<b>Small Business Entrepreneur Level I</b>	Certificate of Achievement	Approvals: 14/0/0
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**10. Adjournment:** The meeting was adjourned at 3:00p.m.