

**Academic Senate Agenda  
December 11, 2008  
BONH 330 3:00 p.m.**

**I. ROUTINE MATTERS**

1. Approval of Academic Senate summary for November 13, 2008 (page 2)
2. Approval of Curriculum summary for November 6, 2008 (pages 10 – 14)
3. Approval of Curriculum summary for November 20, 2008 (pages 15 – 17)
4. Confirmation of curriculum summary for May 1, 2008 (pages 18 – 19)
5. Confirmation of curriculum summary for May 15, 2008 (pages 20 – 21)
6. Approval of discipline assignments for: (page 3)
  - Wendy Brill
  - Nicole Lucy
7. Approval of discipline assignments for: (page 3)
  - Beth Asmus

**II. REPORT/UPDATE**

8. Spring Committee Call (Professionalism, Schedule 25, FLEX, and Block Scheduling)

**III. DISCUSSION/ACTION ITEMS**

9. Spring Curriculum/Senate Calendar (page 4)
10. Procedural Relationship between the Senate and the Curriculum Committee
11. Report of Title V Sub Committee (pages 5 – 6)

**IV. ACTION ITEMS**

12. Proposed Policy for Double Majors (page 7)
13. Transfer, Full-time faculty members (pages 8 – 9)

**V. Open Forum**

**Adjournment**

**NEXT MEETING:** February 12, 2009  
Agenda items due by Friday, February 6, 2009  
**Have a Happy and Safe Holiday!**

**Academic Senate Summary  
November 13, 2008**

**Attendance:** Pamela Borrelli, Wendy Brill, Michael Dermody, Lea Templer, Fred D’Astoli, Michael Sherry, Julie Lawson, Chris Blakey, Jennifer Brezina, Diane Fiero, Jose Martin, Edel Alonso, Cindy Stephens, Joan Jacobson, David Andrus, Micki Schuerger and Tammera Rice

**The consent calendar was approved**, which included the Senate summary for October 23, 2008; Curriculum summaries for September 18, 2008, October 2, 2008 and October 16, 2008; confirmation of Jose Martin as Senator for Humanities and confirmation of Anne Marenco, at-large Curriculum committee member.

**Update on Canyon Country**, Fred D’Astoli passed out a sheet that showed how much growth we have at the Canyon Country Campus. Of note were the very high numbers from the San Fernando Valley.

**The concept of Administrator Retreat Rights** was discussed. Educational Administrators who do not have COC faculty tenure have the right to “retreat” to the classroom as a first-year, tenure track instructor in those areas where they meet the Minimum Qualifications, and as long as they do not displace a tenured or tenure-track instructor. We will be developing procedures for retreat right (or, as some call them, “advancement rights”) for discussion.

As a tangential note in the discussion, it was confirmed that classified administrators cannot sit on faculty evaluations – that is limited to educational administrators.

**Course Revisions for “out of date” courses** will need to be on the April 2, 2009 Curriculum Committee agenda.

**Correlation of Non-credit courses and credit departments:** The Senate briefly discussed correlation between credit departments and non-credit courses. The final list will be presented to the Senate at the February meeting.

**Hiring Procedures** for non-credit adjunct was discussed and approved.

**Classroom assignment** protocol has created some problems among faculty. Diane Fiero spoke to the Senate about the District’s interest in having more efficient use of the classrooms. Diane listed to horror stories of classroom assignments (including departmental money spent in classrooms where the departments were no longer being scheduled to teach), and indicated that she was interested in resolving as many of these problems as possible – but that she needed to know about the problems before she could solve them. A brief discussion was held on Schedule25, the upcoming software program for classroom assignment. Diane stated that it was vital for faculty to give their input on the classroom requirements. A concern was raised on the proposed implementation date of the program – would there be enough time to work out the bugs? An advisory committee will be formed for the Faculty to provide input in to the implementation of the new software,

Adjourned at 4:35. p.m.

The following information is provided for an additional discipline assignments:

**Ms. Wendy Brill-Wynkoop**

Current discipline(s) on file: Photography (both Academic and Vocational)

The following information is provided for Wendy Brill-Wynkoop for an additional discipline assignment in Art:

- MFA – Art, California State University, Fullerton

It would appear that Ms. Brill-Wynkoop meets the minimum qualifications for the discipline of:

- Art

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**Dr. Nicole Lucy**

Current discipline(s) on file: Paralegal

The following information is provided for Nicole Lucy for an additional discipline assignment in Law and Business Law:

- **J.D., Pepperdine University**

The business law courses require the instructor to meet the minimum qualifications for either the discipline of business or the discipline of law. Ms. Lucy meets the minimum qualifications for the discipline of law.

It would appear that Dr. Lucy meets the minimum qualifications for the discipline of:

- Law
- Business Law

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The following information is provided for discipline assignment:

**Ms. Beth Asmus**

Ms. Asmus has been the Dean, Special Programs since September 28, 2006. The following is provided for discipline assignment.

M.A., Educational Administration, California State University, Northridge  
B.A., Physical Education, California State University, Chico  
California Community College Instructor Credential – Physical Education

It would appear that Ms. Asmus qualifies for the discipline(s) of:

- Education
- Kinesiology/Physical Education

SENATE/CURRICULUM COMMITTEE MEETINGS  
2008-09

<b>Curriculum</b>	<b>Senate</b>	<b>Curriculum</b>	<b>Senate</b>
September 4	September 11	September 18	September 25
October 2	October 9	October 16	October 23
November 6	November 13	November 20	<i>-no meeting: Thanksgiving 11/27 meeting</i>
December 4	December 11 <i>Finals week</i>	<i>-no meeting: Finals</i>	<i>-no meeting: Finals</i>
<b><u>SPRING 2009</u></b>			
<b>Curriculum</b>	<b>Senate</b>	<b>Curriculum</b>	<b>Senate</b>
		<i>January Special Meeting TBD</i>	
February 5 <i>Meeting cancelled</i>	February 12	February 19	February 26
March 5	March 12	March 19	March 26
April 2	April 9 <i>No meeting - Spring break</i>  <i>Replace with April 30</i>	April 16	April 23
May 7	May 14	May 21	May 28

### **Joint Curriculum and Ed Tech Title V Subcommittee Report:**

Title 5 changes have been announced regarding distance learning and the separate curricular review of distance learning courses. The Curriculum Committee and the Educational Technology Committee believe we need to study the impact of the new language. Therefore, a joint sub-committee has been assigned by the Academic Senate to address this matter.

The sub-committee consists of:

1. Ron Dreiling, Faculty Co-Chair of the Educational Technology Committee, English faculty, chair of the sub-committee
2. Regina Blasberg, member of the Educational Technology Committee, Surveying/Engineering faculty
3. Steve Dixon, member of the Educational Technology Committee, Fire Technology faculty
4. Catherine Parker, member of the Curriculum Committee, adjunct Psychology faculty

The sub-committee has studied the new Title V language and has generated the following response to it.

#### **Subcommittee Report:**

##### **Background:**

Previous Title V language had been interpreted to mean that faculty could replace up to 50% of there onground classes with online classes. The state has revised the Title V language to prevent such an occurrence and to guide colleges in establishing their own policies related to this issue.

Our college has always believed the supposed state policy of replacing up to 50% onground with online was too high, and it has in place a 30% rule.

**Below is the revised/new Title 5 language.** [emphasis of key passages added]

New Title 5 regulations, issued August 18, 2008

<http://www.cccco.edu/SystemOffice/Divisions/AcademicAffairs/DistanceEducation/RegulationsandGuidelines/tabid/767/Default.aspx>

55206. Separate Course Approval.

If **any portion of the instruction** in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.

*NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.*

Guideline for Section 55206

This section has been revised to clarify that separate approval of a DE course is required if any portion of the instruction in a course or course section is **designed to be regularly provided** through distance education in lieu of face-to-face interaction. While only those courses that are 51% or more DE are reported as DE, the language here is intended to clarify that those courses that are less than 51% DE, but are designed to include a certain

number of contact hours offered through DE, still must undergo a separate approval process. The occasional online assignment does not necessitate separate approval.

In making use of the existing local curriculum approval process, there must be documentation of “regular effective contact” as described in section 55204 consistent with local policy. For this reason, a course with any portion of a course section provided through DE in lieu of face-to-face instruction should be separately reviewed.

**Subcommittee Recommendations:**

Based on our interpretation of the language, it is our recommendation that

Faculty members may replace up to (but no more than) 11.7 percent\* of onground instruction with online instruction without a separate curriculum committee review if they meet the following criteria:

- Meet COC's “Online Instructor Qualifications”;
- Use a course management system and require student to instructor contact;
- Provide students not able or willing to participate in the online classroom activity with an alternative learning opportunity
- Obtain Dept. Chair’s (or an approved department designee) approval prior to replacing onground class contact time. The Dept. Chair (or an approved department designee) will keep a record of the approval for the length of the semester).

\*The percentage above translates into six hours of instruction for a three unit/51 hour class.

Thank you,

Joint Curriculum and Ed Tech Title V Subcommittee

**Santa Clarita Community College District  
POLICY MANUAL**

<b>POLICY: Student Services</b> 545. Multiple Majors	SECTION 500	PAGE 1 OF 1
DATE ADOPTED		
<p>Policy 545 (Multiple Majors)</p> <p>545.1 Definition:</p> <p>Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. The Liberal Arts and Sciences majors (as well as the former Transfer Studies and General Arts and Sciences majors) cannot be included as part of the multiple major.</p> <p>545.2 Major Requirements:</p> <p>Completion of the major field of study does not change if a student has declared multiple majors. Students must complete a minimum of 18 unduplicated semester units in each additional major.</p> <p>545.3 Degree Requirements:</p> <p>An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the College catalog under Associate Degree Programs.</p> <p>545.4 Diploma:</p> <p>For those students electing to graduate with multiple majors, a single diploma is issued with both majors listed. For those students electing to graduate with multiple majors of which one major is in the Associate in Arts degree program and one major is in the Associate in Science degree program, two diplomas will be issued.</p>		

*Proposed revisions/addition to faculty hiring policy*  
**Full-time Faculty transfers**

Occasionally, a contract faculty member may wish to transfer from one assignment to another assignment.

1. Transfers are **only** available for full time positions that are the result of retirements, resignations or for new positions established through the academic staffing process.
2. Positions **cannot** be created by accumulating adjunct teaching loads to establish a new full-time position. This would be against the spirit and intent of the Academic Staffing Committee's recommendations on new and replacement positions.

### **1. QUALIFICATIONS**

A faculty member must meet the following criteria to be eligible for transfer:

- a. When the request is submitted, the faculty member must have completed the entire tenure evaluation process and be a "regular" (tenured) faculty member.
- b. The faculty member must meet the appropriate Minimum Qualifications for the position.
- c. The faculty member must have successfully taught at least three class courses offered by the targeted discipline within the last five years.
- d. The faculty member must have received an evaluation of "satisfactory" during their most recent evaluation.

### **2. APPLICATION PROCESS**

A faculty requesting a transfer in faculty assignment must follow these steps:

- a. No request for transfer may be submitted prior to the position being authorized by the Board of Trustees.
- b. The District will notify all current full-time faculty members of any new positions before advertising the position to the public. If a faculty member wishes to be considered for that position, they must provide a letter of interest to the District within 5 business days.

### **3. DEPARTMENTAL REVIEW**

Since this faculty member is already a regular ("tenured") faculty member, the department will not be able to conduct an evaluation of the candidate through the regular tenure process. However, the department needs to review the potential candidate's appropriateness to the department.

- a. All involved in the departmental selection committee agree to maintain the strictest level of confidentiality at all times regarding the content of the departmental review.



- b. ~~The department~~ A departmental committee will conduct an interview of any current faculty member requesting a transfer.
  - i. This committee will be convened by the Academic Senate President.
  - ii. This committee will consist of at least two members of the department, and no more than five members of the department.
  - iii. If there are more than five members of the department who wish to serve on this committee, the Senate President will select five committee members by lottery
  - iv. The committee will also include a non-voting Selection Committee Rep selected by Human Resources.
- c. This interview will focus on the teaching skill and content expertise of the faculty member requesting a transfer. This interview will also include e a teaching demonstration.
- d. Following the interview, the Senate President will conduct a secret ballot vote among the members of the committee.
- e. The ballot will have two choices:
  - v. I endorse [nomine] becoming a member of the department;
  - ~~vi. I would prefer to view all possible candidates, so I do not endorse [nomine] becoming a member of the department at this time.~~
- f. If a majority of the committee ~~entire department~~ endorses the candidate, his/her name will be sent to the Superintendent-President, who will forward the candidate's name to the Board of Trustees for ratification.
  - vii. If the Superintendent-President objects to the candidate being forwarded to the Board, he/she will meet with the committee ~~Department~~ to explain his/her objection.
  - viii. If there are two or more current faculty members requesting a transfer to the same position, then any and all members who receive a majority vote of the committee ~~entire department~~ will be forwarded to the Superintendent-President. However, the committee chair will provide the Superintendent-President with the committee's catalog of each candidates strength and weaknesses.
- g. A candidate who does not receive the endorsement from the committee ~~department~~ may still apply through the regular (open) hiring process.

## CURRICULUM COMMITTEE SUMMARY

November 6, 2008

3:00 pm – 5:00 pm

BONH-330

**NEW ISA COURSES:** Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on 10/29/08

Subject				
FIRETC	098MW	Introduction Microsoft Word	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VA	Introduction Microsoft Excel	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VB	Intermediate Microsoft Excel	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VC	Advanced Microsoft Excel	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VD	Introduction Microsoft Outlook	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VE	Advanced Microsoft Outlook	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VF	Introduction MS PowerPoint	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VG	Advanced MS PowerPoint	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VH	Introduction MS Publisher	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VI	Introduction MS Access	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098VJ	Introduction to Adobe Acrobat	.25 units, 4 lecture and 3 lab contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098W	Essentials of Leadership	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WA	Effective Communications	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WB	Effective Business Writing	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WC	Team Building	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats,	S. Dixon

			CR/NC, POST pre-req. - <b>Approved</b>	
FIRETC	098WD	Performance Evaluations	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WE	Civil Rights and the Workplace	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WF	Performance Management	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WG	Workers' Compensation	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WH	Budget & Materials Management	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon
FIRETC	098WI	Hometown Attentiveness	.25 units, 4 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	S. Dixon

**MODIFIED COURSES:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 10/29/08

Subject				
ART	113	Contemporary American Artists	Delete- <b>Approved</b>	K. Carlson
MATH	111	Finite Math	Reduce cl. size from 40, <b>add</b> SLO's and modify Objectives - <b>Approved</b>	J. Gilmore
PSYCH	109	Social Psychology	Reduce cl. size from 40, <b>add</b> SLO's, modify Objectives and Methods of Evaluation and update texts & DLA <b>Approved</b>	M. La Brie

**MODIFIED PROGRAM:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 10/29/08

Title	Description	Author
Hotel & Restaurant Management A.S. degree	Remove HRMGT 299 as a choice (as it's been archived) - <b>Approved</b>	K. Anthony

**MODIFIED COURSE:**

Subject				
CMPSCI	222	Computer Organization	Increase cl size from 30, <b>add</b> SLO's, modify Objectives and update textbook edition - <b>Approved</b>	D. Forbes

**MODIFIED PROGRAMS:**

Title	Description	Author
Animation Production A.A. degree	Reduce total units required from 42. Delete ART 140, 141, GMD 101, 173, ANIM 130 and both courses in the "choose one from ANIM 140 & 141". Require both ANIM 221 and 222 (which previously only required the student to "choose one"). Require ANIM 190 (which used to be a recommended elective) and GMD 047. Require CWEXP-188 (3 units) as an alternative to ANIM-280. To Recommended Electives add DANCE 111, THEATR 241 & 242 and delete GMD 172 - <b>Approved</b>	J. Baker
Computer Animation A.A. degree	Reduce total units required from 39. Delete ART 124A, 124B, 140, 141 & GMD 101 and require ANIM 120, 190, 230 & GMD 047. Require ANIM 141 and 241 (previously students had to pick one each from "140 or 141" and "240 or 241"). Add CWEXP-188 (3 units) as an alternative to ANIM-280. Remove THEATR 140 and ART-224A from Recommended Electives and add "DANCE 111 or THEATR 241" and ART-124A - <b>Approved</b>	J. Baker

**NEW COURSES:**

Subject				
GENSTU	090	Individualized Studies-BlackBoard Support	.25 – 2 units, 13.5 – 108 lab contact hours, cl. size 99, unlimited repeats, CR/NC - <b>Approved</b>	D. Solomon
KPEA	114	Fishing	1 unit, 18 lecture and 27 activity contact hours, cl. size 20, 3 repeats, letter grade - <b>Returned</b>	A. Kempler
REC	120	Challenge Ropes Course Experience	1 unit, 54 activity contact hours, cl. size 35, 3 repeats, letter grade - <b>Approved</b>	R. Hyatt

**NEW PREREQUISITES:**

Subject				
FIRETC	098MW	Introduction Microsoft Word		S. Dixon
FIRETC	098VA	Introduction Microsoft Excel		S. Dixon
FIRETC	098VB	Intermediate Microsoft Excel		S. Dixon
FIRETC	098VC	Advanced Microsoft Excel		S. Dixon
FIRETC	098VD	Introduction Microsoft Outlook		S. Dixon

FIRETC	098VE	Advanced Microsoft Outlook	S. Dixon
FIRETC	098VF	Introduction MS PowerPoint	S. Dixon
FIRETC	098VG	Advanced MS PowerPoint	S. Dixon
FIRETC	098VH	Introduction MS Publisher	S. Dixon
FIRETC	098VI	Introduction MS Access	S. Dixon
FIRETC	098VJ	Introduction to Adobe Acrobat	S. Dixon
FIRETC	098W	Essentials of Leadership	S. Dixon
FIRETC	098WA	Effective Communications	S. Dixon
FIRETC	098WB	Effective Business Writing	S. Dixon
FIRETC	098WC	Team Building	S. Dixon
FIRETC	098WD	Performance Evaluations	S. Dixon
FIRETC	098WE	Civil Rights and the Workplace	S. Dixon
FIRETC	098WF	Performance Management	S. Dixon
FIRETC	098WG	Workers' Compensation	S. Dixon
FIRETC	098WH	Budget & Materials Management	S. Dixon
FIRETC	098WI	Hometown Attentiveness	S. Dixon

**STAND ALONE COURSES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
FIRETC	098MW	Introduction Microsoft Word		S. Dixon
FIRETC	098VA	Introduction Microsoft Excel		S. Dixon
FIRETC	098VB	Intermediate Microsoft Excel		S. Dixon
FIRETC	098VC	Advanced Microsoft Excel		S. Dixon
FIRETC	098VD	Introduction Microsoft Outlook		S. Dixon
FIRETC	098VE	Advanced Microsoft Outlook		S. Dixon

FIRETC	098VF	Introduction MS PowerPoint		S. Dixon
FIRETC	098VG	Advanced MS PowerPoint		S. Dixon
FIRETC	098VH	Introduction MS Publisher		S. Dixon
FIRETC	098VI	Introduction MS Access		S. Dixon
FIRETC	098VJ	Introduction to Adobe Acrobat		S. Dixon
FIRETC	098W	Essentials of Leadership		S. Dixon
FIRETC	098WA	Effective Communications		S. Dixon
FIRETC	098WB	Effective Business Writing		S. Dixon
FIRETC	098WC	Team Building		S. Dixon
FIRETC	098WD	Performance Evaluations		S. Dixon
FIRETC	098WE	Civil Rights and the Workplace		S. Dixon
FIRETC	098WF	Performance Management		S. Dixon
FIRETC	098WG	Workers' Compensation		S. Dixon
FIRETC	098WH	Budget & Materials Management		S. Dixon
FIRETC	098WI	Hometown Attentiveness		S. Dixon
GENSTU	090	Individual Studies-BlackBoard Support		d. Solomon

**DISCUSSION ITEMS:**

- a) Welcome Anne Marengo
- b) Title 5 changes have been announced regarding distance learning and the separate curricular review of distance learning courses. A subcommittee has been formed and Catherine Parker sits on it, representing the Curriculum Committee. She and Ann Lowe will be reporting developments in the near future as they arise.

Carlson, Kerry - Curriculum Coordinator Non-voting member	present	Jacobson, Joan - Student Services	present	Vacant - Fine & Performing Arts	
Lowe, Ann - Co-Chair, Faculty - Allied Health	present	Karlin, Ron - Humanities	present	Solomon, Diane - Member at Large	present
Green, Audrey - Co-Chair, Administrator, Articulation Officer	present	Stanich, Diana - Physical Education & Athletics	present	Blake-Jones, Michele - Noncredit	present
Hilliard, Lee - Member at Large	present	Lucy, Nicole - Social Science & Business	absent	Marengo, Anne - Member at Large	present
Benedicto, Alto - Math & Science	present	Parker, Catherine - Adjunct Faculty	present		

## CURRICULUM COMMITTEE SUMMARY

**November 20, 2008**

**3:00 pm – 5:00 pm**

**BOHN-330**

**TECHNICAL CHANGE MEMO'S:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 11/12/08

Subject	#	Description of action	Author
ADMJUS	098H	Modify units from 2.5 to 2.25 - <b>Approved</b>	D. Rio
ADMJUS	098S	Modify units from 2.5 to 2.25 - <b>Approved</b>	D. Rio
ADMJUS	198AU	Modify units from 2.5 to 2.25 - <b>Approved</b>	D. Rio
FIRETC	098N	Modify units from 2 to 2.25 - <b>Approved</b>	D. Rio
FIRETC	098R	Modify units from 2.5 to 2.25 - <b>Approved</b>	D. Rio
NC.BCSK	AP & H14	Add "HSD" to the beginning of the course title - <b>Approved</b>	K. Carlson
NC.BCSK	50 & 100	Include "This course may be offered open entry/open exit." To the catalog description - <b>Approved</b>	K. Carlson

**NEW ISA COURSES:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 11/12/08

Subject	#	Title	Description of action	Author
PUBSAF	30BA	Investigating and Prosecuting Identity Theft	1 unit, 16 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	R. Brode
PUBSAF	30BB	Investigating and Prosecuting High Tech Crimes	1 unit, 16 lecture contact hours, cl. size 99, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	R. Brode
PUBSAF	30BC	Detective Symposium	1.5 units, 24 lecture contact hours, cl. size 100, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	R. Brode
PUBSAF	30BD	Tagger and Graffiti Investigation	.50 units, 8 lecture contact hours, cl. size 60, unlimited repeats, CR/NC, POST pre-req. - <b>Approved</b>	R. Brode

**MODIFIED COURSE:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 11/12/08

Subject				
PSYCH	240	Social Psychology	Add PSYCH-101H to recommended prep., <b>add</b> SLO's, modify descriptions & Objectives, and update texts & DLA - <b>Approved</b>	D. Riveira

**MODIFIED PROGRAMS:** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 11/12/08

Title	Description	Author
Real Estate A.S. degree	Add ECON-140 as a choice to the Restricted Electives - <b>Approved</b>	R. Brode
Real Estate Certificate of Achievement	Add ECON-140 as a choice to the Restricted Electives - <b>Approved</b>	R. Brode

**NEW COURSE:**

Subject				
ANTHRO	103H	Introduction to Cultural Anthropology - Honors	3 units, cl. size 35, 54 lecture contact hours, no repeats, letter grade - <b>Tabled</b>	L. Malley

**MODIFIED PREREQUISITES:**

Subject				
PSYCH	240	Social Psychology	Add PSYCH-101H as an alternative to PSYCH-101 for the recommended prep	D. Riveira

**NEW PREREQUISITES:**

Subject				
PUBSAF	30BA	Investigating and Prosecuting Identity Theft	POST pre-req.	R. Brode
PUBSAF	30BB	Investigating and Prosecuting High Tech Crimes	POST pre-req.	R. Brode
PUBSAF	30BC	Detective Symposium	POST pre-req.	R. Brode
PUBSAF	30BD	Tagger and Graffiti Investigation	POST pre-req.	R. Brode



**STAND ALONE COURSES:**

Subject				
PUBSAF	30BA	Investigating and Prosecuting Identity Theft		R. Brode
PUBSAF	30BB	Investigating and Prosecuting High Tech Crimes		R. Brode
PUBSAF	30BC	Detective Symposium		R. Brode
PUBSAF	30BD	Tagger and Graffiti Investigation		R. Brode

**DISCUSSION ITEMS:**

- 1) Title V Distance Education changes: Catherine Parker and Ann Lowe, along with Ron Dreiling and James Glapa-Grossklag, provided the Committee a handout and synopsis of the Joint Curriculum and Ed Tech Title V Subcommittee report.
- 2) Office of Academic Affairs Memorandum dated 11/11/08: The Committee was asked to review our April 17, 2008 approval of the course modification proposals for ID 096L and 097L. It was determined that they should be returned to the author to be rewritten, and that the versions that were in place prior to these proposals remain as the official course outline of record.
- 3) February 5<sup>th</sup> meeting occurs during Flex Week: It was decided that, since our Spring 2009 semester will not have begun and faculty won't yet be on campus, the 2/5/09 Curriculum Committee meeting is cancelled.

Carlson, Kerry - Curriculum Coordinator Non-voting member	present	Jacobson, Joan - Student Services	present	Vacant - Fine & Performing Arts	
Lowe, Ann - Co-Chair, Faculty - Allied Health	present	Karlin, Ron - Humanities	present	Solomon, Diane - Member at Large	present
Green, Audrey - Co-Chair, Administrator, Articulation Officer	present	Stanich, Diana - Physical Education & Athletics	absent	Blake-Jones, Michele - Noncredit	absent
Hilliard, Lee - Member at Large	present	Lucy, Nicole - Social Science & Business	present		
Benedicto, Alto - Math & Science	present	Parker, Catherine - Adjunct Faculty	present		

## CURRICULUM COMMITTEE SUMMARY

**May 1, 2008**

**Email meeting**

**CONSENT CALENDAR:** Items in "Consent" are recommended for approval by a Technical Review Committee that met on 4-22-08.

Subject				
ART	244	Advertising Graphics	Delete - <b>Approved</b>	J. Lorigan
ID	105	Introduction to Production Design	Full Update – increase cl. size, modify SLO's & Objectives - <b>Approved</b>	D. Minarsch
KPEA	140	Red Cross Lifeguard Training	Update texts - <b>Approved</b>	N. White
KPEA	141	Water Safety Instructor	Add articulation (suggested) courses, add prerequisite & texts, modify SLO's & Objectives - <b>Approved</b>	N. White
MATH	060	Elementary Algebra	Reduce cl. size, modify SLO's & Objectives, update texts- <b>Approved</b>	C. Johnson
SOCI	208	Sociology of Death and Dying	Reduce cl. size, change descs., modify SLO's & Objectives and update texts- <b>Approved</b>	A. Marengo
TRANSFER STUDIES ASSOCIATE OF ARTS degrees			Delete - <b>Approved</b>	K. Carlson

**TECHNICAL CHANGE MEMO'S:** Recommended for approval by a Technical Review Committee that met 4-22-08.

Subject				
CIT	090L	Open Computer Lab	Add a line to Schedule of Classes description- <b>Approved</b>	K. Carlson on behalf of A. Stozer
MUSIC	173	Jazz Vocal Ensemble	Add materials fee sentence to Schedule of Classes description - <b>Approved</b>	K. Carlson on behalf of B. Feldman
MUSIC	175	Festival Choir: Voices of the Canyons	Add materials fee sentence to Schedule of Classes description - <b>Approved</b>	K. Carlson on behalf of B. Feldman
MUSIC	176	Chamber Singers	Add materials fee sentence to Schedule of Classes description- <b>Approved</b>	K. Carlson on behalf of B. Feldman
MUSIC	177	Women's Choir (Les Chanteuses)	Add materials fee sentence to Schedule of Classes description - <b>Approved</b>	K. Carlson on behalf of B. Feldman
NC.BCS K	094	Supervised Tutoring	Adjust contact hours - <b>Approved</b>	K. Carlson on behalf of M. Mahn
NC.ESL	(all)		Include in the catalog description: "This course may be offered open entry/open exit." - <b>Approved</b>	J. Brezina

NC.OAD	(all)		Include in the catalog description: "This course may be offered open entry/open exit." - <b>Approved</b>	J. Brezina
NC.OAD	MUS C5	Canyons Emeritus Chorus	Add materials fee sentence to Schedule of Classes description - <b>Approved</b>	K. Carlson on behalf of J. Brezina
NURSNG	050	Nurse Assistant Training	Change prerequisite wording only slightly - <b>Approved</b>	K. Carlson on behalf of G. McMichael
NURSNG	110, 120, 122, 220, 222 & 232		Modify Objectives only slightly- <b>Approved</b>	K. Carlson on behalf of A. Lowe

**NEW COURSE:**

**NEW PREREQUISITE:**

Subject				
NC.ESL	10	ESL Beginning Language Lab	0 units, 100 lab contact hours, cl size 35, unlimited repeats, not graded. - <b>Approved</b>	L. Steen

Subject				
KPEA	141	Water Safety Instructor	Prerequisite: 16 years of age by last class meeting, completion of Fundamentals of Instructor Training and swimming skills proficiency	N. White

**MODIFIED DISTANCE LEARNING ADDENDUM:**

Subject			
SOCI	208	Sociology of Death and Dying	

## CURRICULUM COMMITTEE SUMMARY

**DATE: May 15, 2008**

**Email meeting**

### TECHNICAL CHANGE MEMO'S

Subject				
NC.BCSK	ENG19, ENG20 & ENG 21		Shorten course number to E19, E20 & E21 (respectively) - <b>Approved</b>	K. Carlson
NC.OAD	THEATR 1		Shorten course number to THEA1 - <b>Approved</b>	K. Carlson
NC.BCSK-01, 094, E19, E20, E21, MA1 & MA2, NC.HLSF-03, NC. PAED-CD01 and all NC.VESL classes			Include in the catalog description: "This course may be offered open entry/open exit." - <b>Approved</b>	J. Brezina

### NEW COURSE:

Subject				
PUBSAF	20AA	Crowd Management Control - Patrol	.25 units, , 4 lab & 6 lecture contact hours, cl. size 35, unlimited repeats, CR/NC grading - <b>Approved</b>	R. Brode

### MODIFIED COURSE:

Subject				
ID	106	Trade Resources for TV, Film, and Theatre	Full Update – Add a discipline, Change SLO's, add Objectives & update textbook edition - <b>Approved</b>	D. Minarsch

### NEW PREREQUISITE:

Subject				
PUBSAF	20AA	Crowd Management Control - Patrol	Prerequisite: restricted to ISA students	R. Brode

**NEW STAND ALONE COURSE:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Author</b>
PUBSAF	20AA	Crowd Management Control - Patrol	R. Brode

Carlson, Kerry – Curriculum Coordinator Non-voting member	present	Hilliard, Lee Member at Large	present	Solomon, Diane Member at Large	present
Green, Audrey – Co-Chair Administrator, Articulation Officer	present	Jacobson, Joan Counseling	present	Stanich, Diana Physical Education & Athletics	present
Lowe, Ann – Co-Chair Allied Health	present	Karlin, Ron Humanities	present	Fine Arts – <i>Vacant</i>	
Benedicto, Alto Math & Science	present	Lucy, Nicole Social Sciences & Business	present		
Davis, Sandra Non Credit	present	Parker, Catherine Adjunct Faculty	present		