

## Curriculum Advisory Committee Minutes

September 17, 2018 Meeting begins 3:00 p.m. – Room A -181

Attendance: Randy Bublitz (Chair-CTE), Kathy O'Connor (Vice Chair- PE/ Athletics), Julie Brown (Business), Sandy Starkey (English), Dolores Howard (ESL/ Modern Languages), Michael Gros (Fine Arts/ School of Media Arts), Cathy Schermer (Health and Human Services), Ignacio Alarcon (Mathematics), Matthew Kay (Sciences), Ruth Morales (Social sciences), Laura Castro (Education Support, Articulation), Kenley Neufeld (Admin Rep), Sally Chuah (non-voting member/resource), Kaylene Thomas (Curriculum Coordinator/non voting member)

Absent: Lisa Schwarberg (Articulation Liaison), Laurie Vasquez (non-voting member/resource)

### 1.0 CALL TO ORDER

#### 1.1 Public Comment

Comments are limited to three minutes per person and are not open for discussion by the committee

#### 1.2 Review of May 7, 2018 minutes

**M/S/C to approve minutes (Schermer/O'Connor). One abstention Sandy Starkey. All others present approved.**

### 2.0 INFORMATION/DISCUSSION

- SLO format: FS109 SLO1- Blah, blah, blah..... (dept# SLO# - words....)
- Noncredit descriptions have been added to the Class Size document
- Adjusting noncredit subjects
  - ACCT NC moved to ACTW NC
  - AH NC moved to AHV NC
  - CIS NC moved to CISW NC
- Removed JOUR 221 (historical course) as a coreq from Jour 215B and 215C
- Class Size and pedagogy statement correct to: Class Size 0 and pedagogy statement 'Due to the nature of this independent study course and the necessary personal interaction in the lab settings, class size is limited by instructor approval.' PHSY 298, PHYS 299 and GEOG 299 to reflect decision made by the CAC on 2/26/2018.

**It was decided that the above statement should reflect Independent Studies and Internships. It wa also adjusted to read as “Due to the nature of this independent study course and the necessary personal interaction ~~in the lab settings~~ between students and instructor, class size is limited by instructor approval”**

- Course Block data alignment project: matching COCI, Banner and Meta (ongoing)  
**Laura Castro, Articulation Officer, will be notified and consulted on all changes**

- ENT Top Codes corrections to \*0501.00 - Business and Commerce, General
  - ENT203        Marketing Plan Development
  - ENT204        New Venture Management
  - ENT205        Financial Management Startups
  - ENT206        Enterprise Launch
  - ENT207        Entrepreneurship Law
- PHOT Top Code corrections to \*1012.00 - Applied Photography
  - PHOT 109 - Introduction to Photography
  - PHOT 120 - Creative Applications I
  - PHOT 125 - Creative Applications II
  - PHOT 130 - Digital Assets Management
  - PHOT 133 - Digital Photographer
  - PHOT 135 - Wedding and Event Photography
  - PHOT 140 - Travel & Street Photography
  - PHOT 145 - Fine Art Copy Work
  - PHOT 146 - Children and Pet Photography
  - PHOT 147 - Sports Photography
  - PHOT 150 - Stock Photography
  - PHOT 151 - STOCK PHOTOGRAPHY II
  - PHOT 180 - Digital Darkroom
  - PHOT 190 - Photojournalism
  - PHOT 209 - Photo II
  - PHOT 214 - Advertising Illustration
  - PHOT 250 - Fine Art Photography
  - PHOT 260 - Portfolio
  - PHOT 280 - Advanced Lighting Systems
  - PHOT 281 - Digital Darkroom II
  - PHOT 285 - Color Management
- MAT Top Code corrections
  - MAT 121 - Computer Interface Design        \*0614.4 0
  - MAT 132 - Digital Imaging II        \*0614.60
  - MAT 141 - 3-D Modeling        \*0614.4 0
  - MAT 149 - Social Networking and Social Media        \*0614.30
  - MAT 152 - Compositing and Visual Effects for Animation        \*0614.4 0
  - MAT 167 - 3D Environments Design \*0614.4 0
  - MAT 168 - Serious Game Prototyping        \*0614.20
  - MAT 169 - Serious Game Production        \*0614.20

## **2.1    CAC Calendar**

### CAC Calendar Fall 2018

CAC meetings; 3-5pm in A-181

September 17 (noncredit)

September 24 3:00-4:30pm eLumen presentation

October 1 3:00-4:30pm CourseLeaf presentation

October 15 (noncredit)

November 5

November 19

November 26

December 3

Tech Reviews:3-5pm in A-181 - (15-20 min instruction)

August 27 - Impact: Subject/number/title/units (Laura)

September 10 - Update from the Curriculum Institute

October 8 - Q&A session with a SLO guru (Michael Robinson)

October 22 - TBD CAC Rep training

October 29 - TBD CAC Rep training

**2.2 Adjustments to the Agenda**

**2.3 Revisions to Title 5 regulation of Credit Certificates (attachment 2.3)**

Colleagues, sharing the updated regulations regarding credit certificates. The impact to your offices includes the fact that more certificates may be submitted for approval that will be eligible for federal student aid (i.e. Pell Grants). Some colleges are already disbursing aid to students in programs of 16 or 17 units, without express approval from the Chancellor's Office (CO), but many colleges have been hesitant to disburse aid to these students without the CO approval. The larger impact will be felt in the general apportionment funding formula. Districts will only get "points" for CO approved programs. As a result your college/district may be submitting more programs for CO approval than you have submitted in the past. Please let me know if you have any questions.

Rhonda Mohr

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**CAC Reps should have discussion with their Divisions about the new regulations on Certificate unit amount. Some departments may need/want to change their Skills Competency Awards into Certificates of Achievement.**

**2.4 Course Deactivations - Spring 2019**

COMM 100 Oral Communication For ESL Students (no impact prereq's or programs)

ESL 128 Level 1-5: Conversation Workshop (no impact prereq's or programs)

COMP 108 Microsoft Word: New Features (no impact prereq's or programs)

COMP 113A Introduction to Microsoft PowerPoint (no impact prereq's or programs)

COMP 113B Advanced Microsoft PowerPoint (no impact prereq's or programs)

COMP 114 Introduction To Outlook (no impact prereq's or programs)

COMP 127A Microsoft Project: Basic (no impact prereq's or programs)  
COMP 132A Word I (no impact prereq's or programs)  
COMP 132B Word II (impact:Course Advisories: COMP 137B - Informational Graphics for the Web {also deactivated}, no program impact)  
COMP 132C Word III (no impact prereq's or programs)  
COMP 134A Excel I (impact: Course Advisories: COMP 134B - Excel II {also deactivated} and no program impact)  
COMP 134B Excel II (impact prereq to COMP 134C {also deactivated} and no programs impact)  
COMP 134C Excell III (no impact prereq's or programs)  
COMP 135A - Access I (impact Course Advisories: COMP 135B {also deactivated} and no programs impact)  
COMP 135B - Access II: Tables/Queries (impact Course Advisories: COMP 135C {also deactivated} and no programs impact)  
COMP 135C - Access III: Forms/Reports (no impact prereq's or programs)  
COMP 136A - Powerpoint I (no impact prereq's or programs)  
COMP 137A - Introduction To MS Publisher (no impact prereq's or programs)  
COMP 137B - Informational Graphics for the Web (no impact prereq's or programs)  
COMP 140 ESL With The Internet (no impact prereq's or programs)  
COMP 156 Keyboarding Skill Development II (no impact prereq's or programs)  
COMP 185A MS Word I version 2010 (no impact prereq's or programs)  
COMP 185B MS Word II version 2010 (no impact prereq's or programs)  
COMP 185C MS Word III version 2010 (no impact prereq's or programs)  
COMP 211B Mail Merge: Personalize Form Letters (no impact prereq's or programs)  
COMP 211C Long docs: Styles, TOC, Page Setup (no impact prereq's or programs)  
COMP 211D Long docs Adv-Graphics, Numbers, Xrefs (no impact prereq's or programs)  
COMP 211E Word Graphics (no impact prereq's or programs)  
COMP 211F Word Productivity Shortcuts (no impact prereq's or programs)  
COMP 230A MS Access I, version 2010 (no impact prereq's or programs)  
COMP 230B Access II version 2010: Tables/Queries (no impact prereq's or programs)  
COMP 230C MS Access III version 2010: Forms/Reports (no impact prereq's or programs)

## **2.5 Program Deactivations**

## **2.6 CTE Prereq/coreq Content Review**

## **2.7 Noncredit Subject Codes v3 attachment 2.7**

## **3.0 HEARING**

### **CREDIT**

#### **3.1 New Course Proposals**

##### **A. FS 175 Screenwriting III (Spring 2019)**

Units 3.00

*Description: Advanced study of the structure, development, pacing, and revision of a completed screenplay. In addition to analyzing feature film and television screenplays,*

*the student completes a final draft of a screenplay in a workshop setting, learns how to edit and revise it, how to pitch it, and how to market it.*

Dist Ed: new online and hybrid

Pre-req: New FS 174

SLO: new

**A brief discussion on how the Film and Media Studies department arrived at the Lecture and Lab hours differentiation occurred. Nico, from FS, explained this new course mirrors the other two Screenwriting courses. Randy helped to clarify how the current set up has the course set at 3 unit, any adjustment to Lecture hours would increase the units in the course. Nico concluded that the Film and Media Studies Department was satisfied with how the course was structured and it's current unit status was best for the students.**

### **3.2 Modified Course Proposals**

A. CA 115A Catering Prep

Justification: required 5 year update

Dist Ed: No online and hybrid

Pre-req: no new

SLO: no changes

**Move to Action**

B. CA 115B Catering Service

Justification: required 5 year update

Dist Ed: No online and hybrid

Pre-req: no new

SLO: no changes

**Move to Action**

C. CA 115C Catering Kitchen

Justification: required 5 year update

Dist Ed: No online and hybrid

Pre-req: no new

SLO: no changes

**Move to Action**

D. CA 115D Catering Organization

Justification: required 5 year update

Dist Ed: No online and hybrid

Pre-req: no new

SLO: no changes

**Move to Action**

E. CS 105 Theory and Practice I

*Justification: 5 year course review*

Dist Ed: No online and hybrid

Pre-req: none

SLO: no changes

**HOLD - Originator was not present represent course. This will be placed on the next available agenda.**

- F. CS 189 Programming Practicum  
*Justification: 5 year course review*  
Dist Ed: No online and hybrid  
Pre-req: no new  
SLO: no changes

**HOLD - Originator was not present represent course. This will be placed on the next available agenda.**

- G. ETHS 101H (cross-listed with HIST 114H)  
*Justification: information in curriqnet was incomplete or wrong. This mod is to add the correct information to curriqnet, to align with the data in Banner and COCI*  
Dist Ed: No online and hybrid  
Pre-req: no new  
SLO: no changes

**Move to Action. Correct formatting of SLO's**

- H. FS 109 Film Criticism (Spring 2019)  
*Justification: Name change, removing prerequisites, and adding online and hybrid options.*  
Dist Ed: New online and hybrid  
Pre-req: no new  
SLO: no changes

**Move to Action.**

- I. FS 110 World Cinema to 1960s (Spring 2019)  
*Justification: Include SBCC GE AREA E-5 Multicultural/Gender Studies*  
Dist Ed: existing online and hybrid  
Pre-req: no new  
SLO: no changes

**Move to Action.**

- J. FS 112B Art Cinema (Spring 2019)  
*Justification: Include SBCC GE AREA E-5 Multicultural/Gender Studies*  
Dist Ed: existing online and hybrid  
Pre-req: no new  
SLO: no changes

**Move to Action.**

- K. FS 113 Experimental Film (Spring 2019)  
*Justification: Adding online and hybrid options.*  
Dist Ed: new online and hybrid  
Pre-req: no new  
SLO: no change

**Move to Action.**

- L. FS 115 The Vietnam War In Film (Spring 2019)  
*Justification: Adding online and hybrid options.*

Dist Ed: new online and hybrid  
Pre-req: no new  
SLO: no change

**Move to Action.**

M. FS 119 Introduction To Film Comedy (Spring 2019)

*Justification: Adding online and hybrid options.*

Dist Ed: new online and hybrid  
Pre-req: no new  
SLO: no change

**Move to Action. Add classic book statement to Another Fine Mess: A History of American Film Comedy.**

N. FS 299 Independent Study in Film and Media Studies (Spring 2019) Sub-change:  
correcting of SAM Code (CB09) to Non occupational

*Justification: Change the requirement for enrollment to one FS course, title change*

Dist Ed: no online and hybrid  
Pre-req: no new  
SLO: no change

**Move to Action once a decision is made about the Limitation on Enrollment statement.  
Kenley and Laura will research Board, Title 5 and PCAH regulations.**

O. HIST 114H (cross-listed with ETHS 101H)

*Justification: information in curriquet was incomplete or wrong. This mod is to add the correct information to curriquet, to align with the data in Banner and COCI*

Dist Ed: No online and hybrid  
Pre-req: no new  
SLO: no changes

**Move to Action.**

P. MATH 077

*Justification: With passage of AB705 and the use of multiple measures, students will have the opportunity to enroll in courses at higher levels than they were able to in the past. To support students in succeeding in these higher level courses, we would like to create "support courses" to review previous content in a "just-in-time" fashion. The previous version of this course is no longer in line with our course modification for Math 107, so this modification is to align the support course to the Math 107.*

Dist Ed: no online and hybrid  
Pre-req: no new  
SLO: updated

**Move to Action once the issue with proctoring a test for the online students is resolved. Kenley informed the Math department, their current regulations require students to pay for proctoring services, by adding a Librarian option students will no longer have to pay to take the exams. Adding a noncredit course to mirror this one was discussed. If this course proves itself useful, the noncredit version will be addressed again.**

Q. MATH 107

*Justification: We are adding topics to the course to ensure the course is sufficient preparation for College Algebra and Precalculus, in addition to recognizing that this may be the lowest math course we will be able to offer and shoring up some Elementary Algebra skills. (unit change)*

Dist Ed: New online and no hybrid

Pre-req: no new

SLO: no change

**Move to Action.**

R. MATH 150 Calculus with Analytic Geometry I (Spring 2019)

*Justification: change the course catalog description for 150 to reflect removed content from previous mod*

Dist Ed: no online and hybrid

Pre-req: no new

SLO: no change

**Move to Action.**

**Items E and F were held and will be placed on the next available agenda**

**Items A-D and G-R will be moved to Actions pending any requested revisions**

### **3.3 New Program Proposals**

### **3.4 Modified Program Proposals**

A. Film and Media Studies AA (attachment 3.4a)

B. Film and Media Studies Certificate (attachment 3.4b)

**Items A and B will be moved to Action**

## **NONCREDIT**

### **3.5 New Noncredit Course Proposals**

A. CRMO NC160 College Choir for Older Adults

Description: Performance class for older adults with previous singing experience. Class includes public performances.

Dist Ed: no online and hybrid

SLO: new

**This course will be approved under both the MUS and CRMO departments. MUS will be eligible to start in Spring 2018, while CRMO will start in Fall 2019. SLOs need to be formatted to the new standard. The class size will need to be adjusted to the current pedagogy statement for noncredit courses.**

B. CRMO NC170 Symphony Orchestra for Older Adults

Description: Performance class for older adults with previous orchestral experience. Class includes public performances.

Dist Ed: no online and hybrid

SLO: new

**This course will be approved under both the MUS and CRMO departments. MUS will be eligible to start in Spring 2018, while CRMO will start in Fall 2019. SLOs need to be formatted to the new standard. The class size will need to be adjusted to the current pedagogy statement for noncredit courses.**

C. CRMO NC176 Concert Band for Older Adults

Description: Performance class for older adults with previous concert band experience.

Class includes public performances.

Dist Ed: no online and hybrid

SLO: new

**This course will be approved under both the MUS and CRMO departments. MUS will be eligible to start in Spring 2018, while CRMO will start in Fall 2019. SLOs need to be formatted to the new standard. The class size will need to be adjusted to the current pedagogy statement for noncredit courses.**

D. CRMO NC188A Big Band Jazz Ensemble I: For Older Adults

Description: Performance class for older adults with previous big jazz band experience.

Class includes public performance.

Dist Ed: no online and hybrid

SLO: new

**This course will be approved under both the MUS and CRMO departments. MUS will be eligible to start in Spring 2018, while CRMO will start in Fall 2019. SLOs need to be formatted to the new standard. The class size will need to be adjusted to the current pedagogy statement for noncredit courses.**

**Items A-D will be moved to Action pending all revisions have been completed**

### **3.6 Modified Noncredit Course Proposals**

E. CNEW NC070 - Introduction to Handheld Devices (Fall 2019)

*Justification: replacing COMP NC070. Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

F. CNEW NC071 - Tech Talk: What's New in Computers and Technology? (Fall 2019)

*Justification: replacing COMP NC070. Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

G. CNEW NC102 - Optimize and Upgrade Your PC (Fall 2019)

*Justification: replacing COMP NC070. Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

H. CNEW NC103 - Keeping a PC Hard Disk Clean and Organized (Fall 2019)

*Justification: replacing COMP NC070. Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

I. CMPW NC024 - Introduction to Windows (Spring 2018)

*Justification: Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

J. CMPW NC042 - Optimizing Photos for the Internet and Email (Spring 2018)

*Justification: Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

K. CMPW NC055 - Basic PowerPoint (Spring 2018)

*Justification: Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

Dist Ed: no online and hybrid

SLO: updated

**Move to Action.**

**Items E-K will be move to Action. The start semester will be changed to Fall 2019**

### **3.7 New Program Noncredit Proposal**

A. Non Credit Intermediate Construction Module (PEC approved)

Description:Continued introduction to residential construction includes four consecutive four-week courses in intermediate framing, intermediate finish carpentry, intermediate electrical, and construction measuring and estimating.

Course Block

- CT NC011 Intermediate Construction Framing
- CT NC012 Intermediate Construction Finish Carpentry
- CT NC013 Intermediate Construction Electrical
- CT NC014 Construction Measuring and Estimating

**Move to Action.**

B. Non-Credit Electrical Training Module 1 (PEC approved)

Description: A three-course module of State-approved electrical trainee courses including Introduction to National Electrical Code, Electrical Theory, and Electrical Mathematics

- CT 194 Introduction to National Electrical Code
- CT 136 Electrical Theory
- CT 153 Electrical Mathematics

**Move to Action.**

C. Non-Credit Electrical Training Module 2 (PEC approved)

Description: A three-course module of State-approved electrical trainee courses in grounding systems; motors, motor controllers, process controllers; and transformers.

Course Blocks

- CT NC133 Motors, Motor Controllers and Process Controllers
- CT NC134 Transformers
- CT NC135 Grounding Systems

**Move to Action.**

D. Non-Credit Electrical Training Module 3 (PEC approved)

Description: A three-course module of State-approved electrical trainee courses in blueprint reading for electricians, lighting systems and specialty systems.

Course Blocks

- CT NC121 Blueprint Reading for Electricians
- CT NC132 Lighting Systems
- CT NC137 Specialty Systems

**Move to Action.**

**Items A-D will be moved to Action**

### **3.8 Modified Program Noncredit Proposals**

A. Work Readiness and Career Planning - Departmental Award

*Justification: previously approved as Cert of Completion, State regulations needs to be a local program*

- DSPS NC001 - Vocational Exploration and Planning
- DSPS NC002 - Self-Advocacy Skills for Educational and Vocational Settings

**Move to Action pending edits. It was decided that the Award should not be Departmental Award. This noncredit programs fits better under the description of Skills Competency Award (SCA). Laura requested that noncredit come up with their own version of the SCA. Melissa will present some options to the CAC.**

**B. Computer Hardware Fundamentals - NC Certificate of Completion (Fall 2019)**

*Justification: Part of the data reassignment project. Moving noncredit courses and programs from our CED account to our CITY account at the Chancellor's Office. Some courses/programs required updating*

CNEW NC070 - Introduction to Handheld Devices

CNEW NC071 - Tech Talk: What's New in Computers and Technology?

CNEW NC102 - Optimize and Upgrade Your PC

CNEW NC103 - Keeping a PC Hard Disk Clean and Organized

**Held. Will be placed on next available agenda.**

**Guests**

**Block A:**

3:20 ETHS/HIST Craig Cook (CAC Rep Ruth Morales)

3:30 FS Nico Maestu (CAC Rep Michael Gros)

3:45 CS ~~Dean Nevins~~ (CAC Rep Matt Kay)

3:50 MATH Pam Guenther (CAC Rep Ignacio Alarcon)

3:55 CA Randy Bublitz

**Block B:**

4:00 Melissa Moreno, Interim VP School of Extended Learning (SoEL), noncredit Subject Codes and noncredit class size

4:10 CT programs - Armando Arias del Cid, Melissa Moreno, Interim VP SoEL

4:20 MUS For Older Adults - John Clark, Melissa Moreno, Interim VP SoEL

4:30 CMPW noncredit - Melissa Moreno, Interim VP SoEL

4:40 CNEW noncredit - Melissa Moreno, Interim VP SoEL

**4.0 ACTION**

**CREDIT**

**4.1 New Course Proposals**

**4.2 Modified Course Proposals**

**4.3 New Program Proposals**

**4.4 Modified Program Proposals**

**NONCREDIT**

**4.5 New Noncredit Course Proposals**

- 4.6 Modified Noncredit Course Proposals**
- 4.7 New Program Noncredit Proposals**
- 4.8 Modified Program Noncredit Proposals**
- 5.0 ADJOURN**