

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

FEBRUARY 1, 2005

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
GUESTS: Jodi Reed, Jackie Hider
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Riley) to approve the minutes of December 7, 2004: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Elementary Education:** Program Modification
- ◆ **English:** Course Modifications, Content Review: **ENGL 098** *English Fundamentals*, **110** *College Composition (formerly ENGL 111)*
- ◆ **Graphic Design:**
Certificate Additions: *Digital Photography, Web Graphics*
Program Modification: *Graphic Design*
Course Additions, Content Review, Student Learning Outcomes: **GD 210** *Practical Digital Photography*, **211** *Commercial Digital Photography*
Course Modifications, Content Review, Distance Learning, Student Learning Outcomes: **GD 105** *Fundamentals of Digital Media*, **110** *Beginning Graphic Design*, **126ABCD** *Photoshop Digital Imaging*, **217** *Web Graphics (formerly CIS 217)*, **222** *Flash Web Animation (formerly CIS 222)*

Kristin Zink asked that Elementary Education be postponed until the next meeting. Graphic Design was pulled for further discussion. Motion (McGehee/Zink) to approve the English package: Approved.

- ◆ **Graphic Design:** Members discussed the Student Learning Outcome rewrites and Jodi Reed agreed to make minor revisions to GD 105, 110, 126, 217 and 222 prior to the next meeting.

INFORMATION ITEMS:

- ◆ **Art:**
Content Review, SLO's: **ART 224** *Drawing III*
Course Addition, Content Review, SLO's: **ART 225** *Drawing IV*
Al Taccone reviewed the Student Learning Outcomes and stated that in Drawing IV students will develop a portfolio. With the approval of the level four class, the department will have a drawing sequence that matches the painting sequence.
- ◆ **Child Development:**
Course Addition: **CD 299** *Leadership for Early Childhood Educators I*
Distance Learning: **CD 299** *Parent Education*
Kristin Zink said that the new 299 will provide students with the opportunity to develop leadership and communication skills and is part of an internal mentoring program that is being developed. The Parent Education course will be offered online next fall and the department plans on assigning it a permanent number later this year.
- ◆ **English:** Course Modifications, Content Review: **ENGL 090R** *Reading Skills Development*, **098R** *Reading Fundamentals*, **110R** *Principles of College Reading (formerly ENGL 111R)*
Jackie Hider summarized the proposed modifications made in conjunction with Grossmont for alignment purposes, and explained the changes to prerequisites, grading options, and course number/title. There was also discussion of academic policy and graduation requirements.
- ◆ **MATH 128:** Course Addition, Content Review, SLO's: *Children's Mathematical Thinking*
This course is currently being taught at SDSU and will be required for students majoring in Liberal Studies. Bryan Elliott asked that Item #10 on the course addition form be changed to reflect that this course has been added to our Elementary Education program.

OTHER:

- ◆ Mike Wangler reported on a recent staff development workshop on Student Learning Outcomes held at Grossmont College. The workshop was conducted by faculty from Bakersfield Community College and provided attendees with hands-on experience in writing SLO's for courses in their disciplines.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

FEBRUARY 15, 2005

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
GUESTS: Therese Botz, Jackie Hider, Jodi Reed
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Chandler) to approve the minutes of February 1, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Art:** Content Review, SLO's: **ART 224** *Drawing III*
Course Addition, Content Review, SLO's: **ART 225** *Drawing IV*
- ◆ **Child Development:** Course Addition: **CD 299** *Leadership for Early Childhood Educators I*
Distance Learning: **CD 299** *Parent Education*
- ◆ **Elementary Education:** Program Modification
- ◆ **English:** Course Modifications, Content Review: **ENGL 090R** *Reading Skills Development*, **098R** *Reading Fundamentals*, **110R** *Principles of College Reading (formerly ENGL 111R)*
- ◆ **Graphic Design:** Certificate Additions: *Digital Photography, Web Graphics*
Program Modification: *Graphic Design*
Course Additions, Content Review, SLO's: **GD 210** *Practical Digital Photography*, **211** *Commercial Digital Photography for Graphic Design*
Course Modifications, Content Review, Distance Learning, SLO's: **GD 105** *Fundamentals of Digital Media*, **110** *Beginning Graphic Design*, **126ABCD** *Photoshop Digital Imaging*, **217** *Web Graphics (formerly CIS 217)*, **222** *Flash Web Animation (formerly CIS 222)*
- ◆ **MATH 128:** Course Addition, Content Review, SLO's: *Children's Mathematical Thinking*

Kristin Zink pulled CD 299 (Leadership) from the agenda - it will return later for a permanent number. Elementary Education, English and Graphic Design were pulled for further discussion. Motion (McGehee/Charter) to approve the remaining Consent Calendar: Approved.

- ◆ **Elementary Education:** Kristin Zink and Teresa McNeil reviewed the latest revisions from SDSU pertaining to the degree requirements. Motion (Elliott/Taccone) to approve: Approved.
- ◆ **English (Reading):** Jackie Hider and Teresa McNeil distributed information showing other college models for basic skills course sequences. Teresa and Jackie were commended for providing excellent research material. Motion (Elliott/McGehee) to approve: Approved (one abstention).
- ◆ **Graphic Design:** Members commended Jodi Reed for the well-written SLO's. Motion (McGehee/Zink) to approve: Approved.

INFORMATION ITEMS:

- ◆ **American Sign Language:** Course Modifications, Content Review: **ASL 120** *American Sign Language I*, **121** *American Sign Language II*, **220** *American Sign Language III*
Course Addition, Content Review, SLO's: **ASL 221** *American Sign Language IV*
Therese Botz discussed her department's philosophy for the ASL program. Various suggestions were made for writing broad-based objectives and how to tie them in to the student learning outcomes. Therese will submit SLO rewrites for ASL 221 prior to the next meeting.
- ◆ **BIO 210:** Course Modification, Content Review: *Biology II*
Madelaine Wolfe said that both Biology departments added the math prerequisite in order to maintain transferability with the UC system.
- ◆ **ED 214:** Course Addition, Distance Learning, SLO's: *Developing an Online Course*
Jodi Reed said that the departments worked together to align their outlines. SLO's were reviewed and there were no concerns.
- ◆ **PSY 220:** Course Modification, Content Review, SLO's: *Learning*
Al Taccone said that the prerequisite was added for alignment purposes. SLO's were reviewed and there were no concerns.
- ◆ **RELG 120:** Distance Learning: *World Religions*
Al Taccone stated that this course has been taught in a blended format and the department now wants to offer it totally online.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

MARCH 1, 2005

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley, Al Taccone,
Madelaine Wolfe, Kristin Zink
ABSENT: Ted Chandler
GUESTS: Therese Botz, Pat Newman
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Taccone) to approve the minutes of February 15, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **American Sign Language:**
Course Modifications, Content Review: **ASL 120** American Sign Language I, **121** American Sign Language II, **220** American Sign Language III
Course Addition, Content Review, SLO's: **ASL 221** American Sign Language IV
- ◆ **BIO 210:** Course Modification, Content Review: Biology II
- ◆ **ED 214:** Course Addition, Distance Learning, SLO's: Developing an Online Course
- ◆ **PSY 220:** Course Modification, Content Review, SLO's: Learning
- ◆ **RELG 120:** Distance Learning: World Religions

The ASL package was pulled for further discussion. Motion (McGehee/Charter) to approve the remaining Consent Calendar: Approved.

- ◆ **American Sign Language:** Therese Botz reviewed the revised SLO's and course objectives for ASL 221. Motion (Zink/Charter) to approve the ASL package: Approved.

INFORMATION ITEMS:

- ◆ **Business Office Technology:**
Course Modification, Distance Learning: **BOT 102AB** Intermediate Keyboarding/Document Processing I-II
Distance Learning: **BOT 095** Keyboarding Skill Reinforcement, **096** Computer Basics for the Office, **097** Windows Basics for the Office, **100** Basic Keyboarding, **103ABC** Building Keyboarding Skill I-III, **104** Filing and Records Management, **105** Data Entry Skills, **107** Office Systems and Procedures, **108** Using Calculators to Solve Business Problems, **114** Essential Word, **115** Essential Excel, **116** Essential Access, **117** Essential PowerPoint, **118** Integrated Office Projects, **126-128** Comprehensive Access Levels I-III, **129-131** Comprehensive PowerPoint Levels I-III, **150** Using Microsoft Publisher, **151** Using Microsoft Outlook, **201** Advanced Keyboarding/Document Processing, **203** Office Project Coordination, **280ABC** Preparing for Performance Exams in Microsoft Word, **281ABC** Preparing for Performance Exams in Microsoft Excel, **282ABC** Preparing for Performance Exams in Microsoft Access, **283ABC** Preparing for Performance Exams in Microsoft PowerPoint
Pat Newman said that BOT 102, which requires 96 lab hours, is being split into two halves to improve the student completion rate. The recommended preparation wording was clarified to align with Grossmont. The distance learning proposals were reviewed with no concerns.
- ◆ **CD 137:** Course Modification: Administration of Child Development Programs I
Kristin Zink said that the course title is being aligned and she has adopted several elements of Grossmont's outline as well.
- ◆ **HED 155:** Distance Learning: Realities of Nutrition
Donna Riley said that this will be the third online course for the department and that students can use either a Mac or Windows PC.
- ◆ **Noncredit (Community Learning):** Distance Learning: OSHA 8-Hour Refresher
Marie Ramos stated that this course will be offered in an online format and follows the standards appropriate to the state level.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

MARCH 15, 2005

CO-CHAIRS: Mike Wangler
PRESENT: Chuck Charter, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Ted Chandler, Cristina Chiriboga, Donna Riley
RECORDER: Joan Burak

Addition to agenda: Two Noncredit courses were added as Information items.

APPROVAL OF MINUTES: Motion (McGehee/Charter) to approve the minutes of March 1, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Business Office Technology:**
Course Modification, Distance Learning: **BOT 102AB:** *Intermediate Keyboarding/Document Processing I-II*
Distance Learning: **BOT 095** *Keyboarding Skill Reinforcement*, **096** *Computer Basics for the Office*, **097** *Windows Basics for the Office*, **100** *Basic Keyboarding*, **103ABC** *Building Keyboarding Skill I-III*, **104** *Filing and Records Management*, **105** *Data Entry Skills*, **107** *Office Systems and Procedures*, **108** *Using Calculators to Solve Business Problems*, **114** *Essential Word*, **115** *Essential Excel*, **116** *Essential Access*, **117** *Essential PowerPoint*, **118** *Integrated Office Projects*, **126-128** *Comprehensive Access Levels I-III*, **129-131** *Comprehensive PowerPoint Levels I-III*, **150** *Using Microsoft Publisher*, **151** *Using Microsoft Outlook*, **201** *Advanced Keyboarding/Document Processing*, **203** *Office Project Coordination*, **280ABC** *Preparing for Performance Exams in Microsoft Word*, **281ABC** *Preparing for Performance Exams in Microsoft Excel*, **282ABC** *Preparing for Performance Exams in Microsoft Access*, **283ABC** *Preparing for Performance Exams in Microsoft PowerPoint*
- ◆ **CD 137:** Course Modification: *Administration of Child Development Programs I*
- ◆ **HED 155:** Distance Learning: *Realities of Nutrition*
- ◆ **Noncredit (Community Learning):** Distance Learning: *OSHA 8-Hour Refresher*

Motion (McGehee/Taccone) to approve the Consent Calendar: Approved.

INFORMATION ITEMS:

- ◆ **CHEM 116:** Course Modification: *Introductory Organic and Biochemistry*
Teresa McNeil provided background information on the changes made by both colleges in order to maintain articulation with SDSU. Motion (McGehee/Elliott) to suspend information/action cycle: Approved. Motion (McGehee/McNeil) to approve: Approved.
- ◆ **HIST 106:** Distance Learning: *Modern Western Civilization*
The committee suggested that Peter Utgaard update the course content when Student Learning Outcomes are done (content changes require a course modification form). Motion (Elliott/Taccone) to suspend information/action cycle: Approved. Motion (McGehee/McNeil) to approve (minus content changes): Approved.
- ◆ **Noncredit (Community Learning):** Course Additions: *Commissioned Notary Public Class: 3-Hour Refresher; Employer's Workplace Training: Diversity, Americans with Disabilities (ADA) and Anti-Harassment-6 Hours*
Marie described the content of these courses and stated that once approved by the committee, she will take to the Board and submit to the state. Motion (Charter/McNeil) to suspend information/action cycle: Approved. Motion (Elliott/Taccone) to approve: Approved.

OTHER:

- ◆ Michael Wangler gave an update on last week's Student Learning Outcomes presentation by himself, Al Taccone, Cristina Chiriboga and Kristin Zink to a state gathering of VP's of Instruction and Student Services. The presentation of Cuyamaca's model for SLO's was very well received. The shared governance process and the importance of the SLO process being faculty-driven were also discussed.
- ◆ Michael distributed copies of Bakersfield College's SLO model/workshop materials which were presented at the Grossmont College SLO workshop.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

APRIL 19, 2005

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Ted Chandler, Chuck Charter, Madelaine Wolfe
RECORDER: Joan Burak
GUESTS: Ezequiel Cardenas, Patricia Santana

Change to agenda: Supervised Tutoring (noncredit course) was added as an Information item.

APPROVAL OF MINUTES: Motion (McGehee/Taccone) to approve the minutes of April 5, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Communication:** Program Addition
- ◆ **Personal Development–Special Services:** Course Additions, SLO's: PDSS 087 Adapted Computer Studies, 096 Cognitive Communication Skills and Strategies

At the request of the department, the Communication degree will be reviewed at the next meeting.
Motion (McGehee/Taccone) to approve the PDSS package: Approved.

INFORMATION ITEMS:

- ◆ **Native American Studies:** Course Addition: NA 299 Kumeyaay
Ezequiel Cardenas and Patricia Santana stated that this course was created to meet the needs of the local Native American community. It will be offered off-site beginning in the fall and there are plans to develop philosophy and humanities courses for these students. Native American Studies courses will be open to all students. Ezequiel and Patricia were commended for developing a close working relationship with Sycuan and the local Native American community. Motion (Riley/Zink) to suspend regular information/action cycle: Approved. Motion (McGehee/Riley) to approve: Approved.
- ◆ **WEX 110:** Course Modification: General Cooperative Work Experience Education
The course description has been modified in order to clarify the course repeatability.
- ◆ **Noncredit Course Modification:** Supervised Tutoring
Marie Ramos distributed a modified outline for Supervised Tutoring (originally approved by the state in 1995). The maximum number of hours a student can attend has been added and "laboratory" is now listed under Method of Instruction. Motion (Elliott/Zink) to suspend regular information/action cycle: Approved. Motion (McGehee/Taccone) to approve: Approved.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

MAY 3, 2005

CO-CHAIRS: Cristina Chiriboga, Mike Wangler
PRESENT: Ted Chandler, Bryan Elliott, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley, Madelaine Wolfe,
Kristin Zink
ABSENT: Chuck Charter, Al Taccone
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Riley) to approve the minutes of April 19, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **WEX 110:** Course Modification: *General Cooperative Work Experience Education*
Motion (McGehee/Riley) to approve: Approved.

INFORMATION ITEMS:

- ◆ **BUS 120:** Course Modification, Student Learning Outcomes: *Financial Accounting*
This course is being modified to resolve an articulation issue with Cal State San Marcos. Members agreed that the SLO's looked good. Motion (McNeil/Chandler) to suspend regular information/action cycle: Approved. Motion (Zink/Chandler) to approve: Approved.
- ◆ **History:**
Course Deletions: **HIST 150, 151** *U.S. History: Asian American Perspectives I, II*
Course Modifications: **HIST 118, 119** *U.S. History: Chicano/Chicana Perspectives I, II*; **180, 181** *Black Perspectives I, II*
Teresa McNeil stated that the course content for these four courses has been modified so that we may resubmit for American Institutions recertification. Members had questions about the two course deletions and asked that Peter Utgaard attend the first meeting in the fall to provide more information. Motion (Zink/Riley) to suspend regular information/action cycle: Approved. Motion (Riley/Chandler) to approve the course modifications: Approved (one abstention).

OTHER:

- ◆ Communication Degree: Nancy Jennings is working with Al Taccone and will resubmit the proposal to the committee in the fall.
- ◆ General Education Student Learning Outcomes: Cristina Chiriboga distributed copies of our General Education Student Learning Outcomes. This information has been added to the new catalog in the AA degree requirements section. Members discussed having a staff development workshop next fall on the GE matrix.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

SEPTEMBER 6, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Donna Riley, Al Taccone, Donna Troy,
Madelaine Wolfe, Kristin Zink
ABSENT: Marie Ramos
GUEST: Michael Wangler
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Chandler) to approve the minutes of May 3, 2005: Approved (two abstentions).

CURRICULUM TRAINING & SLO PROCESS:

Committee members were welcomed back and new members Donna Troy and Courtney Hammond were introduced. Cristina Chiriboga and Teresa McNeil reviewed the role of the Curriculum Committee including the committee charge, duties and responsibilities of the committee, the role of committee members, and the curriculum approval process. Al Taccone discussed the review cycle and order of business including the consent calendar format, faculty guest presentations and deliberations and votes. Michael Wangler distributed the SLO Instructional Faculty Handbook and reviewed examples of actual outlines being developed with SLOs. The technical review process will be supplemented this year with a subcommittee to review course outlines for SLOs prior to curriculum committee review and approval. The technical review subcommittee members are Mike Wangler, Al Taccone, Kristin Zink, Teresa McNeil and Joan Burak.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **History: Deletions: 150 U.S. History: Asian American Perspectives I, 151 U.S. History: Asian American Perspectives II**
Motion (McGehee/Chandler) to approve the Consent Calendar: Approved (two abstentions).

INFORMATION ITEMS:

- ◆ **Child Development: Distance Learning: 125 Child Growth and Development**
Kristin Zink stated that the department would like to offer this as an online course in spring 06.
- ◆ **Real Estate: Program/Certificate Modification**
Madelaine Wolfe discussed the changes that Lowell Knapp is proposing in order to better meet students' needs.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

SEPTEMBER 20, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone,
Donna Troy, Madelaine Wolfe
ABSENT: Kristin Zink
GUEST: Ed Cline
RECORDER: Joan Burak

Cristina Chiriboga announced that, upon review, History 118, 119, 180, 181 have been approved as American Institutions courses by the CSU. Kudos to Peter Utgaard and the Social Science department for taking leadership on these re-submissions.

APPROVAL OF MINUTES: Motion (McGehee/Charter) to approve the minutes of September 6, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Child Development:** Distance Learning: **125** *Child Growth and Development*
- ◆ **Real Estate:** Program/Certificate Modification

Motion (Taccone/Riley) to approve the Consent Calendar with minor changes to the Real Estate electives wording: Approved.

INFORMATION ITEMS:

- ◆ **Art:** Distance Learning: **100** *Art Appreciation*
Ed Cline said this course will be offered online next spring if approved. There is no on-campus orientation. Films are included as an art form and one museum experience is required i.e. visiting the Timken Museum of Art.
- ◆ **Mathematics:** SLOs: **180** *Analytic Geometry and Calculus*, **280** *Analytic Geometry and Calculus*, **281** *Intermediate Calculus*
The SLOs were reviewed by the technical review subcommittee, who commended Bryan Elliott and the Math department for doing such an excellent job. Aside from SLOs, there was a question about having the same title for the 180 and 280. It was suggested that the department consider adding "I and II" to the course titles for clarification.
- ◆ **Personal Development–Counseling:** Deletions: **103** *Standardized Test Preparation*, **114-115-116** *Basic Skills Practicum*, **228-229-230-231** *Leadership Development*
These courses are being deleted because they have not been offered in 10 years. Chuck Charter suggested that PDC 116 might be appropriate as a bridge with English 090 and 090R. Cristina Chiriboga discussed the Accreditation standard of Institutional Integrity which states that the college catalog matches what we are offering. Every department should be deleting courses not offered for many years and not intended to be offered in the future. Teresa McNeil will speak to Marsha Fralick and have Marsha follow-up with Chuck.
- ◆ **Political Science:** Distance Learning: **121** *Introduction to U.S. Government and Politics*
Teresa McNeil conveyed that Stephen McCamman is working with Susan Haber and will teach this course next spring. No on-campus orientation is required.

OTHER:

Cristina Chiriboga discussed a proposed change to the submission process for new programs. The submission process requires that new programs be submitted to the Curriculum committee, then the governing board, and finally to the State Chancellor's office. WASC is proposing that approval of new programs constitutes a substantive change in what the college is offering, and must be sent to WASC for approval (in addition to the State Chancellor's office). An example of a substantive change is if over 50% of a program is offered online. The CIO's and faculty groups are working together to respond and give input to WASC: recommend notification only (not approval). Additionally, six months before an accreditation visit a college cannot submit any substantive changes.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

OCTOBER 4, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone, Donna Troy,
Madelaide Wolfe, Kristin Zink
ABSENT: Ted Chandler
GUESTS: Gretchen Ainsworth, Jodi Reed, Nancy Jennings
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Charter/McGehee) to approve the minutes of September 20, 2005: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Art:** Distance Learning: **100** *Art Appreciation*
- ◆ **Mathematics:** SLOs: **180** *Analytic Geometry and Calculus*, **280** *Analytic Geometry and Calculus*, **281** *Intermediate Calculus*
- ◆ **Personal Development–Counseling:** Deletions: **103** *Standardized Test Preparation*, **114-115-116** *Basic Skills Practicum*, **228-29-230-231** *Leadership Development*
- ◆ **Political Science:** Distance Learning: **121** *Introduction to U.S. Government and Politics*

Motion (McGehee/Charter) to approve the Consent Calendar: Approved. Donna Troy stated that both Math departments agreed to add “I and II” to the Math 180 and 280 course titles and the paperwork will be initiated at Cuyamaca College.

INFORMATION ITEMS:

- ◆ **CIS:** Additions: **299** *Computer Essentials: Hardware and Software*, **299** *Computer Essentials: Wireless Networking*, **299** *PHP/MySQL Dynamic Web-Based Applications (Distance Learning for PHP/MySQL)*
Jodi Reed stated that these 299’s will be offered next spring if approved (PHP/MySQL will be offered online). The two “Computer Essentials” courses are one unit classes for non-majors; the “I and II” were removed from the titles. The PHP/MySQL 299 will be given a permanent number and returned to Curriculum for approval. It will become an option for the web programming major. Motion (Taccone/Charter) to suspend regular information/action cycle: Approved. Motion (Charter/Zink) to approve: Approved.
- ◆ **Communication:** Additions: *Communication degree*, **110** *Introduction to Mass Communication*
Nancy Jennings discussed the proposals which first came to the committee last spring. After further review by Nancy and Nanette Wier, the degree was revised to more closely mirror SDSU’s lower division. COMM 110 or MCOM 110 is included in the Communication major at both colleges. The department agreed that it would be submitted for CSU GE Breadth and for our own GE package. It was suggested that it would also be a good candidate for an online course. The committee commented that the SLOs were nicely written.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

OCTOBER 18, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone,
Donna Troy, Madelaine Wolfe, Kristin Zink
GUESTS: Brad Monroe, Jodi Reed
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Charter/McGehee) to approve the minutes of October 4, 2005: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

◆ **Communication:** Additions: *Communication degree, 110 Introduction to Mass Communication*

The department chair will work with her counterpart at Grossmont to determine the most appropriate manner to list respective courses in the catalogs. Motion (McGehee/Riley) to approve the consent calendar: Approved.

INFORMATION ITEMS:

◆ **CIS:** Distance Learning: **190** *Introduction to Windows Operating System*

Jodi Reed stated that this course will be offered online next spring if approved. Greg Differding was commended for developing the capability for students to remotely log onto a web interface that acts as a fully functional desktop in a virtual environment. This permits instructor/student interaction in real time as in a classroom. Students will also have the ability to use their home computers without incurring damage and complete all labs normally accomplished in the traditional classroom environment. Motion (Taccone/Zink) to suspend regular information/action cycle: Approved (one abstention).
Motion (Charter/Riley) to approve: Approved.

◆ **ESL:** Addition: **299** *Editing Skills for College Composition*

Chuck Charter stated that this will be a companion course to ENGL 110 and is designed to give students further instruction as they transition from ESL 106 to ENGL 110. The department would like to offer the course next spring. Motion (McGehee/Zink) to suspend regular information/action cycle: Approved (one abstention). Motion (Zink/McGehee) to approve: Approved.

◆ **Ornamental Horticulture:** SLOs: **120** *Fundamentals of Ornamental Horticulture*,
Additions, SLOs, Content Review: **175** *Advanced Landscape Design*, **201** *Advanced Computer-Aided Landscape Design*
Modifications, SLO's, Content Review: **172** *Introduction to Landscape Design*, **173** *Intermediate Landscape Design*, **200**
Introduction to Computer Aided Landscape Design
Program Modification: *Landscape Design*

◆ **Water/Wastewater Technology:** Modification, SLOs, Content Review: **104** *Applied Hydraulics*
Program Modifications: *Water Distribution Systems, Water Treatment Plant Operator, Wastewater Collection Systems,*
Wastewater Treatment Operator

Brad Monroe discussed the OH and WWTR packages. The Landscape Design major is being revised to better meet the needs of industry as recommended by the advisory committee. The major will focus on residential landscape design. The WWTR 104 course title is being changed to provide a more accurate representation of the course materials. The programs are being revised on the advice of the advisory committee and instructors in the programs. Brad will check which courses were to be added to the Water Treatment Plant Operator and Wastewater Treatment Operator programs.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

NOVEMBER 1, 2005

CO-CHAIRS: Teresa McNeil, Al Taccone
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Troy, Kristin Zink
ABSENT: Cristina Chiriboga, Donna Riley, Madelaine Wolfe
GUESTS: Michael Wangler, Rick Wilson
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Charter/McGehee) to approve the minutes of October 18, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Ornamental Horticulture:** SLOs: **120** *Fundamentals of Ornamental Horticulture*
Additions, SLOs, Content Review: **175** *Advanced Landscape Design*, **201** *Advanced Computer-Aided Landscape Design*
Modifications, SLOs, Content Review: **172** *Introduction to Landscape Design*, **173** *Intermediate Landscape Design*,
200 *Introduction to Computer Aided Landscape Design*
Program Modification: *Landscape Design*
- ◆ **Water/Wastewater Technology:** Modification, SLOs, Content Review: **104** *Applied Hydraulics*
Program Modifications: *Water Distribution Systems, Water Treatment Plant Operator, Wastewater Collection Systems, Wastewater Treatment Operator*

Teresa McNeil provided an update from Brad Monroe about the Water Treatment Plant Operator and Wastewater Treatment Operator Programs. According to Brad, there are no substitute courses for the two courses deleted from the current list of electives. Motion (Troy/Chandler) to approve the consent calendar: Approved.

INFORMATION ITEMS:

- ◆ **Engineering:** Additions, SLOs, Content Review: **050** *Mechatronics – Introduction to Microcontrollers*, **051** *Mechatronics – Introduction to Robotics*, **052** *Mechatronics – Intermediate Microcontrollers*, **053** *Mechatronics – Intermediate Robotics*
Duncan McGehee developed these courses in conjunction with Ted Chandler. This is a set of four pre-engineering courses to expose students to various aspects of engineering without requiring calculus and physics prerequisites. The target audience is first-year engineering students, high school seniors, and seasoned engineers with an interest in microcontrollers and robotics. The use of the numbers 50-51-52-53 will be researched.
- ◆ **Environmental Health and Safety Technology:**
Addition, SLOs, Content Review: **145** *Construction Safety Standards*
Modification: **135** *General Industry Safety Standards*
Degree/Certificate Modifications: *Occupational Safety and Health (OSH) Management*
Rick Wilson stated that these proposals are in response to recommendations made by industry and the advisory committee. Both of these courses will be taught under Cal/OSHA standards with Cal/OSHA handbooks. Minor wording changes were made to the outlines for clarity.
- ◆ **GEOG:** Modifications, SLOs: **106** *World Regional Geography*, **120** *Elements of Physical Geography*
Michael Wangler stated that GEOG 106 was slightly modified from last year because it was denied articulation with SDSU. Mike worked with SDSU to include the necessary language that clarifies the focus of the course. GEOG 120 was updated for currency and SLOs.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

NOVEMBER 15, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone,
Donna Troy, Madelaine Wolfe, Kristin Zink
GUESTS: Jennifer Lewis, Patricia Santana
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Charter) to approve the minutes of November 1, 2005: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Engineering:** Additions, SLOs, Content Review: ~~050~~ **170** *Mechatronics – Introduction to Microcontrollers*, ~~051~~ **171** *Mechatronics – Introduction to Robotics*, ~~052~~ **172** *Mechatronics – Intermediate Microcontrollers*, ~~053~~ **173** *Mechatronics – Intermediate Robotics*
- ◆ **Environmental Health and Safety Technology:**
Addition, SLOs, Content Review: **145** *Construction Safety Standards*
Modification: **135** *General Industry Safety Standards*
Degree/Certificate Modifications: *Occupational Safety and Health (OSH) Management*
- ◆ **GEOG:** Modifications, SLOs: **106** *World Regional Geography*, **120** *Elements of Physical Geography*

The Engineering and Environmental Technology packets were pulled for further discussion. Motion (Charter/McGehee) to approve the consent calendar (Geography): Approved.

Engineering: Teresa McNeil shared her research results on course numbers which showed that, although not always in writing, it is generally understood that numbers of 99 and below are usually reserved for pre-baccalaureate courses. Because these courses will transfer as elective units, Duncan McGehee agreed to use the numbers 170-173. Motion (Taccone/Charter) to approve: Approved (one abstention).

Environmental Technology: The correct version of page two of the ENVT 145 outline was distributed and reviewed. Motion (Taccone/Chandler) to approve: Approved.

INFORMATION ITEMS:

- ◆ **Native American Studies:** Addition, SLOs: **299** *Kumeyaay II*
Patricia Santana and Al Taccone stated that this course will be offered next spring if approved. The department will be submitting paperwork in the spring to assign permanent numbers to both Kumeyaay language courses. Motion (Charter/Hammond) to suspend regular information/action cycle: Approved. Motion (Charter/Zink) to approve: Approved.
- ◆ **Non-Credit (Community Learning):** Additions, SLOs: *Business Communications, Enhancing Employee Performance, Fundamentals of Supervision, Harassment & Discrimination Prevention, Managing Employee Performance, Powerful Presentations*
Marie Ramos and Jennifer Lewis (Grant Project Specialist) discussed the Professional Academy Grant and how these six non-credit courses will meet the needs of local employers. Once approved, these outlines will be submitted to the other six community college grant partners for their curriculum review and approval processes. Cuyamaca will offer these non-credit courses in February 2006 contingent upon approval from the Governing Board and State Chancellor's Office. Marie was commended for starting the SLO process with noncredit courses. Motion (Riley/Troy) to suspend regular information/action cycle: Approved. Motion (Taccone/Charter) to approve: Approved.
- ◆ **Physics:** SLOs: **120** *General Physics*, **121** *General Physics*, **190** *Mechanics and Heat*, **200** *Electricity and Magnetism*, **210** *Wave Motion and Modern Physics*
Committee members agreed that the SLOs looked good. The packet was forwarded for action with no concerns.

**CURRICULUM, GENERAL EDUCATION AND ACADEMIC
POLICIES AND PROCEDURES COMMITTEE**

DECEMBER 6, 2005

CO-CHAIRS: Cristina Chiriboga, Teresa McNeil
PRESENT: Ted Chandler, Chuck Charter, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone,
Donna Troy, Kristin Zink
ABSENT: Madelaine Wolfe
GUESTS: Pat Garity, Jodi Reed, Therese Weedon
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (Charter/Riley) to approve the minutes of November 15, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Physics:** SLOs: **120** *General Physics*, **121** *General Physics*, **190** *Mechanics and Heat*, **200** *Electricity and Magnetism*, **210** *Wave Motion and Modern Physics*

Motion (Zink/Troy) to approve the consent calendar: Approved.

INFORMATION ITEMS:

- ◆ **Automotive Technology:** Modifications: **192** *ASSET-Power Train*, **195** *ASSET-Electronic Engine Controls*, **197** *ASSET-Work Experience*; Degree Modification: **ASSET**

Pat Garity provided an overview of his proposed curricular changes, which have been reviewed and endorsed by the Ford ASSET Advisory Committee. There was discussion on the proposed increase in units for Auto 192. Pat will provide a revised course modification form and outline reflecting the expansion of the course content.

- ◆ **CADD Technology:** Addition, SLOs: **299/133** *Architectural Revit*
Modification: **131** *Architectural AutoCAD*
Degree Modification: **CADD Technology**

Therese Weedon discussed her curriculum package including the new CADD 133 which is being added in response to the CADD Advisory Committee recommendation. This new course will be part of the core curriculum in the Building Design degree and an elective in the Manufacturing Industry degree.

- ◆ **CIS:** Additions, SLOs, Distance Learning, Content Review: **125** *Network + Certification*, **219** *PHP/MySQL Dynamic Web-Based Applications*
Modification, SLOs: **221** *Digital Video Editing and DVD Production*
Degree/Certificate Modifications: **Web Development** (degree), **Web Programming** and **Web Server Management** (certificates of proficiency)

Jodi Reed presented her curriculum package and members suggested that the 125 course description and objectives be revised to more clearly state that students will be able to earn the Network+ certification. The department was commended for regularly updating its curriculum to stay current with changes in software and industry.

- ◆ **Noncredit (Community Learning):** Modifications: *Art Therapy for Older Adults, Contemporary Living, Intergenerational Dialogue, Music Therapy for Older Adults, Nutrition News, Physical Fitness for Life and Health, Physical Fitness for Older Adults, T'ai Chi Chu'an for Older Adults*

Marie Ramos stated that these previously approved courses were updated to include the range of hours the courses meet. Motion (Chandler/Taccone) to suspend regular information/action cycle: Approved. Motion (Taccone/Zink) to approve: Approved.

OTHER:

Addendum to Catalog: Committee members were advised that an addendum to the general catalog is being published which lists all noncredit course offerings. Noncredit courses will be listed in the general catalog in the future.