

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

FEBRUARY 7, 2006

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

OH 220 (Distance Learning) was added to the agenda as an Information item.

APPROVAL OF MINUTES: Motion (Riley/Zink) to approve the minutes of December 6, 2005: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Automotive Technology:** Degree Modification: **ASSET**
Modifications, Content Review: **192 ASSET-Power Train, 195 ASSET-Electronic Engine Controls, 197 ASSET-Work Experience**
- ◆ **CADD Technology:** Addition, SLOs: **299/133 Architectural Revit**
Modification: **131 Architectural AutoCAD**
Degree Modification: **CADD Technology**
- ◆ **Computer & Information Science:** 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)

The Automotive package was pulled for further discussion of Auto 192. Motion (Troy/McGehee) to approve the consent calendar: Approved.

Automotive Technology: A revised course modification packet for 192 was distributed and reviewed. The revised outline reflected the expansion of the course content. Motion (McGehee/Charter) to approve: Approved.

INFORMATION ITEMS:

- ◆ **Business & Professional Studies:**
BUS 125: Distance Learning: *Business Law: Legal Environment of Business*
ECON: Distance Learning: **120 Principles of Macroeconomics, 121 Principles of Microeconomics**
These courses are part of the business transfer core and will be offered online next Fall 2006.
- ◆ **History 115:** Modification: *Comparative History of the Modern Americas*
The modifications reviewed were for alignment purposes and to regain American Institutions status with CSU.
- ◆ **Music 119:** Addition, SLOs: *Integrating VAPA Standards into the K-8 Curriculum - Music*
Pat Setzer discussed his proposal which will meet the needs of K-8 teachers in the community who need to fulfill 150 hours of professional development every five years. The course designator and title are being researched.
- ◆ **Noncredit (Community Learning):** Modification: *Supervised Tutoring*
The modification reviewed was for updating the hours in response to changes in state regulations.
- ◆ **Physics:** Modifications, SLOs: **130 Fundamentals of Physics, 131 Fundamentals of Physics**
The modifications reviewed included the SLOs and the prerequisites which were aligned with Grossmont.
- ◆ **Ornamental Horticulture 200:** Distance Learning: *Introduction to Computer Aided Landscape Design*
Madelaine Wolfe will clarify with Brad Monroe the question of student access to AutoCAD software. Motion (Charter/Riley) to suspend regular information/action cycle: Approved. Motion (Charter/McGehee) to approve: Approved.

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

FEBRUARY 21, 2006

CO-CHAIRS: Cristina Chiriboga, Michael Wangler
PRESENT: Chuck Charter, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone, Donna Troy, Madelaine Wolfe, Kristin Zink
ABSENT: Courtney Hammond
GUESTS: Marsha Fralick, Pat Setzer
RECORDER: Joan Burak

Teresa McNeil, former Faculty Co-chair, is now serving as Interim Dean of Counseling and Matriculation. Michael Wangler was appointed by the Academic Senate to serve as Faculty Co-chair for the remainder of the semester.

APPROVAL OF MINUTES: Motion (McGehee/Riley) to approve the minutes of February 7, 2006: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

◆ **Business & Professional Studies:**

BUS 125: Distance Learning: *Business Law: Legal Environment of Business*

ECON: Distance Learning: **120** *Principles of Macroeconomics*, **121** *Principles of Microeconomics*

◆ **HIST 115:** Modification: *Comparative History of the Modern Americas*

◆ **MUS 119:** Addition, SLOs: *Integrating VAPA Standards into the K-8 Curriculum - Music*

◆ **Noncredit (Community Learning):** Modification: *Supervised Tutoring*

◆ **PHYC:** Modifications, SLOs: **130** *Fundamentals of Physics*, **131** *Fundamentals of Physics*

MUS 119 was pulled for further discussion. Motion (Charter/McGehee) to approve the consent calendar: Approved (one abstention).

MUS 119: Members discussed the results of research on the course designator and title. Further research into a common course number for the series of professional development courses will be conducted. A standalone form will need to be completed and sent to the State Chancellor's office for formal approval before this course can appear in the catalog. Motion (Charter/McGehee) to approve for the 2007-08 catalog (with the possibility that the course number may change at the next meeting): Approved.

INFORMATION ITEMS:

◆ **English as a Second Language ~~299~~ 298:** Addition: *Written Communication Skills*

Chuck Charter said that the course number should be changed to 298 since this is a basic skills course designed for developmental level students. It will be resubmitted later as ESL 108 (aligning with Grossmont).

◆ **Geography 299:** Addition, SLOs: *Cultural Ethnobotany*

Mike Wangler said that this course is part of the expanding Kumeyaay offerings and will be resubmitted next fall as GEOG 132.

◆ **Math:** Modifications: **180** *Analytic Geometry and Calculus I*, **280** *Analytic Geometry and Calculus II*

Both math departments are aligning the titles by adding "I" and "II".

◆ **Personal Development-Counseling ~~299~~ 298:** Addition: *Basic College Success Skills*

Marsha Fralick said that the course number should be changed to 298 since this is a basic skills course that will be linked to ENGL 090 and 090R as part of the Bridges to Success program. When a permanent number is assigned, a standalone form will need to be completed and sent to the State Chancellor's office for formal approval.

OTHER:

Mike Wangler distributed an article on SLOs from the Journal of the Faculty Association of California Community Colleges. He also announced a new faculty member to the SLO technical review subcommittee (Courtney Hammond) and a returning faculty member (Kristin Zink).

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

MARCH 21, 2006

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

APPROVAL OF MINUTES: Motion (Riley/Hammond) to approve the minutes of March 7, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BOT 298:** Addition, Distance Learning: Internet Basics
- ◆ **Business/CIS:** Additions, SLOs, Distance Learning, Content Review: BUS 240 SQL for Business Applications, BUS 242 Data Mining, CIS 242 Database Design
Modifications, Distance Learning, Content Review: CIS 140 Databases, 240 Advanced Databases
Degree, Certificate Additions (including Cert. of Proficiency): Business Data Management, Database Administration
- ◆ **Child Development:**
Additions, SLOs, Content Review: 210 Working with Young Children with Challenging Behaviors, 211 Field Experience in Early Childhood Intervention
Degree, Certificate Additions (including Cert. of Proficiency): Early Childhood Intervention
- ◆ **ECON:** Modifications, SLOs, Content Review: 120 Principles of Macroeconomics, 121 Principles of Microeconomics, 124 Principles of Economics Computer Lab
- ◆ **PHIL 110:** Distance Learning: A General Introduction to Philosophy
- ◆ **OE/OE (Open Entry/Open Exit) Courses - Maximum Hours:** Modifications: BOT, ES (Fitness Center)

The Economics package was pulled for further discussion. Motion (Taccone/Riley) to approve the consent calendar: Approved.

Economics: Committee members recognized the time sensitive nature of approving the unit change for ECON 124 for next year's catalog. Motion (Taccone/Charter) to approve ECON 124 with the caveat that the entrance skills still need to come back to the committee for approval: Approved. The committee tabled ECON 120 and 121 pending the updates to the SLOs and exit skills.

INFORMATION ITEMS:

- ◆ **CHEM 115:** Modification, SLOs: Fundamentals of Chemistry
The modifications include the SLOs and minor changes to better align with Grossmont. Motion (Taccone/Charter) to suspend regular information/action cycle: Approved. Motion (Troy/Riley) to approve: Approved.
- ◆ **HED 158:** Distance Learning: Nutrition for Athletes
The department is planning to offer this course online in the fall. Motion (Taccone/Zink) to suspend regular information/action cycle: Approved. Motion (Charter/Hammond) to approve: Approved.

OTHER:

- ◆ **Degree Requirement Changes in English:** The statewide Academic Senate recently passed a resolution recommending a change to the minimum Math and English graduation requirements. The recommendation was for the equivalent of our Math 110 and English 120 as the graduation requirement. Currently, we meet the recommended graduation requirement in Math, but not in English (currently our English graduation requirement is English 110). The statewide Senate's recommendation is currently being reviewed by the Board of Governors.

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

APRIL 18, 2006

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

APPROVAL OF MINUTES: Motion (Taccone/McCamman) to approve the minutes of March 21, 2006: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **ECON: Modifications, SLOs, Content Review: 120 Principles of Macroeconomics, 121 Principles of Microeconomics, 124 Principles of Economics Computer Lab**

The Economics package was pulled for further discussion. Members reviewed the ECON 120 and 121 SLO updates and exit skills and the enhanced entrance skills for 124. Motion (Riley/McGehee) to approve the Economics package: Approved.

INFORMATION ITEMS: There were no Information items for review.

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

MAY 2, 2006

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

APPROVAL OF MINUTES: Motion (McGehee/Hammond) to approve the minutes of April 18, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar: There were no action items for approval.

INFORMATION ITEMS:

- ◆ **BOT: SLOs: 096** *Computer Basics for the Office*, **097** *Windows Basics for the Office*, **100** *Basic Keyboarding*, **151** *Using Microsoft Outlook*
Reviewed and forwarded for action with no concerns.
- ◆ **ESL: SLOs: 096** *English as a Second Language I*, **100** *English as a Second Language II*, **103** *English as a Second Language III*, **106** *English as a Second Language IV*
Reviewed and forwarded for action with one minor correction.
- ◆ **LIR 110: SLOs, Exit Skills: Research Methods in an Online World**
Reviewed and forwarded for action with no concerns.
- ◆ **SPAN: SLOs: 120** *Spanish I*, **121** *Spanish II*, **220** *Spanish III*, **221** *Spanish IV*
Patricia Santana discussed the process whereby she, David Detwiler and Ezequiel Cardenas wrote the SLOs. Minor revisions were made and the packet was forwarded for action.
- ◆ **OE/OE (Open Entry/Open Exit) Courses-Maximum Hours: Modifications: BOT**
The two BOT departments worked together on updating the list of maximum hours for BOT courses (this list replaces the previous version approved on March 21). Madelaine Wolfe will provide clarification on the statement to be added to the course outlines and which numbers from the table are to be used - the Maximum Hours/Week or Total Semester Hours.

OTHER:

- ◆ **Committee Membership:** Members were thanked for serving on the committee as well as the SLO subcommittee. Michael Wangler discussed a Senate resolution that was passed two years ago regarding new rules on committee membership which included having two year appointments and criteria that the Senate Officers review when making appointments. Two year appointments are ending for Chuck Charter and Kristin Zink. Mike asked Chuck and Kristin to let him know if they want to stay on the committee. If so, Mike will submit their names to reapply. The remaining members' terms will be up next year, at which time they can reapply.

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

MARCH 7, 2006

CO-CHAIRS: Cristina Chiriboga, Michael Wangler
PRESENT: Chuck Charter, Courtney Hammond, Stephen McCamman, Duncan McGehee, Marie Ramos, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Donna Troy
GUESTS: Pat Newman, Dave Raney, Tony Zambelli
RECORDER: Joan Burak

Stephen McCamman was welcomed as a new member of the committee. An information item was added to the agenda: OE/OE (Open Entry/Open Exit) Courses - Maximum Hours (BOT, ES).

APPROVAL OF MINUTES: Motion (Taccone/Riley) to approve the minutes of February 21, 2006: Approved (two abstentions).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **ESL 298:** Addition: *Written Communication Skills*
- ◆ **GEOG 299:** Addition, SLOs: *Cultural Ethnobotany*
- ◆ **MATH:** Modifications: **180** *Analytic Geometry and Calculus I*, **280** *Analytic Geometry and Calculus II*
- ◆ **PDC 298:** Addition: *Basic College Success Skills*

Motion (Charter/McGehee) to approve the consent calendar: Approved (two abstentions).

INFORMATION ITEMS:

- ◆ **BOT 298:** Addition, Distance Learning: *Internet Basics*
This course is to meet the needs of students who want to learn how to use the Internet.
- ◆ **Business/CIS:** Additions, SLOs, Distance Learning, Content Review: **BUS 240** *SQL for Business Applications*, **BUS 242** *Data Mining*, **CIS 242** *Database Design*
Modifications, Distance Learning, Content Review: **CIS 140** *Databases*, **240** *Advanced Databases*
Degree, Certificate Additions (including Cert. of Proficiency): *Business Data Management, Database Administration*
Dave Raney discussed the change in focus of business courses. The new program is going to the regional deans meeting in March and the application for state approval has been prepared.
- ◆ **Child Development:**
Additions, SLOs, Content Review: **210** *Working with Young Children with Challenging Behaviors*, **211** *Field Experience in Early Childhood Intervention*
Degree, Certificate Additions (including Cert. of Proficiency): *Early Childhood Intervention*
Kristin Zink discussed the proposals and stated that the new program will be going to the regional deans meeting in March.
- ◆ **ECON:** Modifications, SLOs: **120** *Principles of Macroeconomics*, **121** *Principles of Microeconomics*, **124** *Principles of Economics*
Computer Lab
Tony Zambelli was asked to provide exit skills for ECON 120 and 121, to enhance the 124 entrance skills for the corequisite, and to list textbook publication dates for the three courses. Al Taccone and Mike Wangler will email to Tony suggestions on the SLOs including representative examples of measuring SLOs.
- ◆ **PHIL 110:** Distance Learning: *A General Introduction to Philosophy*
Courtney Hammond stated that the department is planning to offer this course online in the fall.
- ◆ **OE/OE (Open Entry/Open Exit) Courses - Maximum Hours:** Modifications: **BOT, ES** (Fitness Center)
Members reviewed new Title 5 regulations requiring the determination of the maximum number of hours a student may be enrolled in OE/OE courses based on the maximum time reasonably needed to achieve the educational objectives of the course. Three OE/OE Exercise Science outlines (010, 011, 012) and a grid of BOT courses reflecting the new maximum hours were distributed.

OTHER:

- ◆ Music 119 update: Al Taccone stated that there will be no change in course number.
- ◆ Mike Wangler distributed a progress report of SLOs completed by department as of March 3.

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

MAY 16, 2006

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

APPROVAL OF MINUTES: Motion (McGehee/Hammond) to approve the minutes of May 2, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BOT:** SLOs: **096** *Computer Basics for the Office*, **097** *Windows Basics for the Office*, **100** *Basic Keyboarding*, **151** *Using Microsoft Outlook*
- ◆ **ESL:** SLOs: **096** *English as a Second Language I*, **100** *English as a Second Language II*, **103** *English as a Second Language III*, **106** *English as a Second Language IV*
- ◆ **LIR 110:** SLOs, Exit Skills: *Research Methods in an Online World*
- ◆ **SPAN:** SLOs: **120** *Spanish I*, **121** *Spanish II*, **220** *Spanish III*, **221** *Spanish IV*
- ◆ **OE/OE (Open Entry/Open Exit) Courses-Maximum Hours: Modifications: BOT**

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

INFORMATION ITEMS: None

OTHER:

Committee Debriefing:

- SLOs: SLO subcommittee members were thanked for their hard work. Members felt that the two-tier review process was very helpful. A concern was raised about whether SLOs are open to enough additional review when they appear as information items. It was agreed that additional dialogue is appreciated when SLOs come forward to the curriculum committee. Members were encouraged to contact the SLO subcommittee with any concerns or questions after they receive their packets and are reviewing materials in advance of the meeting.
- Invited guests: Members discussed additional ways to create a welcoming atmosphere so invited guests feel comfortable when attending meetings. One option is to develop a standard "welcome" script that could be given to guests prior to the meeting so they would know what to expect. If guests are unable to attend, they would be asked to send someone from their department or have their dean present their materials, or they could include a short paragraph describing their proposal. This topic will be revisited at the curriculum orientation in the fall.

Mike Wangler discussed his practice as co-chair of calling presenters after curriculum meetings to discuss any questions/concerns and to provide quick feedback in a low-key way. For information items, Mike may call presenters if there were any concerns that came up at curriculum prep. After proposals have been approved, Mike either calls or emails guests to let them know the outcome. Guests also receive a copy of the minutes.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

SEPTEMBER 5, 2006

CO-CHAIRS: Cristina Chiriboga, Michael Wangler
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Stephen McCamman, Duncan McGehee, Donna Riley,
Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Raad Jerjis, Marie Ramos
RECORDER: Joan Burak

Addition to agenda: "ASL Prerequisite Language" was added under "Other."

APPROVAL OF MINUTES: Motion (Taccone/Charter) to approve the minutes of May 16, 2006: Approved (one abstention).

CURRICULUM TRAINING AND SLO PROCESS:

Committee members including returning member Bryan Elliott were welcomed back. Cristina Chiriboga and Michael Wangler 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. Michael Wangler discussed his role as faculty co-chair. Al Taccone briefly covered the review cycle and order of business. Michael Wangler distributed the newly revised SLO Instructional Faculty Handbook and reviewed examples of outlines being developed with SLOs. The role of the SLO technical review subcommittee was discussed. SLO subcommittee members are Mike Wangler, Al Taccone, Kristin Zink, Courtney Hammond and Joan Burak.

INFORMATION ITEMS:

- ◆ **BUS 121:** SLOs: *Managerial Accounting*
- ◆ **ECON 110:** SLOs: *Economic Issues and Policies*
- ◆ **MATH:**
SLOs: **090** *Elementary Algebra*, **097** *Plane Geometry*
Distance Learning/Blended: **284** *Linear Algebra*
- ◆ **PDSS 090ABCD:** Modification, SLOs: *Learning Strategies Practicum*

Committee members reviewed the information items and all were forwarded for action with no concerns.

OTHER: The following items will be reviewed at the next meeting:

- ◆ Distance Education/Blended Course Approvals
- ◆ Math/English Requirements for the Associate Degree
- ◆ ASL Prerequisite Language

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

SEPTEMBER 19, 2006

CO-CHAIRS: Cristina Chiriboga, Michael Wangler
PRESENT: Bryan Elliott, Courtney Hammond, Raad Jerjis, Stephen McCamman, Duncan McGehee, Teresa McNeil, Donna Riley, Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Chuck Charter, Marie Ramos
GUESTS: Pam Farmer, Mary Graham, Heidi Sarmiento, Mary Sessom
RECORDER: Joan Burak

Raad Jerjis was welcomed as a new member representing Student Services/Articulation. Teresa McNeil, former co-chair, was welcomed back as a returning member as Interim Dean of Counseling and Matriculation.

APPROVAL OF MINUTES: Motion (McGehee/Taccone) to approve the minutes of September 5, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BUS 121:** SLOs: Managerial Accounting
- ◆ **ECON 110:** SLOs: Economic Issues and Policies
- ◆ **MATH:**
SLOs: 090 Elementary Algebra, 097 Plane Geometry
Distance Learning/Blended: 284 Linear Algebra
- ◆ **PDSS 090ABCD:** Modification, SLOs: Learning Strategies Practicum

Math 090 and PDSS 090ABCD were pulled for further discussion. Motion (Zink/Elliott) to approve the Consent Calendar: Approved.

MATH 090, PDSS 090ABCD: There was further review/discussion of the methods of evaluation. Motion (Elliott/Zink) to approve: Approved.

INFORMATION ITEMS:

- ◆ **BIO 112:** Distance Learning/Blended: Contemporary Issues in Environmental Resources
The department is looking to expand their online science offerings (SLOs were previously approved in F04). Reviewed and forwarded with no concerns.
- ◆ **BUS 115:** Distance Learning/Blended: Human Relations in Business
Reviewed and forwarded with no concerns.
- ◆ **Exercise Science:**
Additions: 299s: Beginning Karate, Cardio Tennis, Chronic Disease and Injury Prevention for At-Risk Populations, Kickboxing, Senior Fitness for Wellness
SLOs: 009 Aerobic Dance Exercise, 060A Beginning Badminton, 060B Intermediate Badminton, 060C Advanced Badminton
Heidi Sarmiento, Mary Graham, Pam Farmer and Donna Riley discussed the new 299s and the distinct student populations that will be served by offering these courses. Teresa McNeil will research the issue of whether the repetition rule would apply to the Cardio Tennis course. The SLOs were reviewed and there were no concerns.
- ◆ **MUS 115:** Distance Learning/Blended: History of Rock Music
Reviewed and forwarded with no concerns.
- ◆ **Native American Languages (NAKY):** Additions, SLOs, GE, Content Review: 120 Kumeyaay I, 121 Kumeyaay II
The designator "NAKY" stands for Native American Languages (NA) and Kumeyaay (KY). These courses (currently offered as 299s) will expand the foreign language options for students.
- ◆ **PHIL 125:** Distance Learning/Blended: Critical Thinking
Reviewed and forwarded with no concerns.
- ◆ **PSY 134:** Modification, SLOs: Human Sexuality
Reviewed and forwarded with no concerns.

(over)

The following Information items will be reviewed at the next meeting:

◆ **Noncredit (Community Learning):**

Modifications, SLOs: *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*
Modifications: *Basic Skills for ACT/SAT, Basic Life Support: Healthcare Provider CPR*

◆ **Social Work (SW):** Program Addition: *Social Work*

Additions, SLOs, Distance Learning/Blended: **110** *Social Work Fields of Service*, **120** *Introduction to Social Work*

OTHER:

- ◆ **ASL Prerequisite Language:** In order to clarify that "C" is a passing grade, the prerequisite wording for ASL courses is being modified in the catalog. This also facilitates the implementation of the new electronic Datatel system.
- ◆ **Distance Education/Blended Course Approvals:** Madelaine Wolfe discussed the recent changes to the California Community College Distance Education Regulations and Guidelines in regards to Blended classes. In order to meet the intent of the revised regulations, the Deans of Instruction recommend using the same process used for online courses. Therefore, effective Spring 2007, courses being offered in blended format for the first time will be submitted to this committee with the Distance Learning proposal form.
- ◆ **Math/English Requirements for the Associate Degree:** The statewide Academic Senate voted to recommend to the Board of Governors a change in the graduation requirements in math and English. Effective Fall 2008, a satisfactory grade in English 120 (English 1A) and Math 103 (intermediate algebra) would be required to meet graduation requirements.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

OCTOBER 3, 2006

CO-CHAIR: Michael Wangler
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Raad Jerjis, Stephen McCamman, Duncan McGehee,
Teresa McNeil, Marie Ramos, Al Taccone, Kristin Zink
ABSENT: Cristina Chiriboga, Donna Riley, Madelaine Wolfe
GUEST: Tim Buckles
RECORDER: Joan Burak

APPROVAL OF MINUTES: Motion (McGehee/Taccone) to approve the minutes of September 19, 2006: Approved (one abstention).

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BIO 112:** Distance Learning/Blended: *Contemporary Issues in Environmental Resources*
- ◆ **BUS 115:** Distance Learning/Blended: *Human Relations in Business*
- ◆ **Exercise Science:**
Additions - 299s: Beginning Karate, Cardio Tennis, Chronic Disease and Injury Prevention for At-Risk Populations, Kickboxing, Senior Fitness for Wellness
SLOs: 009 Aerobic Dance Exercise, 060A Beginning Badminton, 060B Intermediate Badminton, 060C Advanced Badminton
- ◆ **MUS 115:** Distance Learning/Blended: *History of Rock Music*
- ◆ **Native American Languages (NAKY):** Additions, SLOs, GE, Content Review: **120** *Kumeyaay I*, **121** *Kumeyaay II*
- ◆ **PHIL 125:** Distance Learning/Blended: *Critical Thinking*
- ◆ **PSY 134:** Modification, SLOs: *Human Sexuality*

ES 299 Cardio Tennis was pulled for further discussion. Motion (McGehee/Zink) to approve the Consent Calendar: Approved.

ES 299 Cardio Tennis: At the request of the department, a revised course outline was distributed, with a new course title of "**Court Cardio.**" The course description and content were modified to include cardiovascular training for all court sports including volleyball, badminton and tennis. Motion (Zink/Charter) to approve with the new title/outline: Approved.

INFORMATION ITEMS:

RE 190 Distance Learning/Blended was added as an information item. Mike Wangler led a discussion about the process for handling requests to suspend the regular information/action cycle in order for late submissions to make the printed schedule deadline. Members agreed that the 2-step information/action cycle was an important part of the curriculum review process, and that suspending this cycle should be reserved for emergency circumstances only. It was pointed out that submittals which miss the print deadline can still be added to the dynamic schedule at any time. Joan Burak offered to notify chairs/coordinators of curriculum submittal/print deadlines at the beginning of each semester to help facilitate timely submissions.

- ◆ **BUS 128:** Modification: *Business Communication*
This course is being modified to align with GC. There was confusion about the prerequisite courses. Mike will contact the department for clarification.
- ◆ **Child Development:**
Addition: 299 Creative Puppetry and Group Time Experiences for Young Children
Addition, Distance Learning/Blended: 299 The Changing American Family
Distance Learning/Blended: 131 Child, Family and Community
Kristin Zink requested that the course title "The Changing American Family" be changed to "**Principles of Family Development.**" The course is required for the child development major at SDSU and will return for a permanent number. Motion (McGehee/Charter) to suspend regular information/action cycle: Approved. Motion (Taccone/Hammond) to approve: Approved.
- ◆ **English:** Distance Learning/Blended: **124** *Advanced Composition: Critical Reasoning and Writing*, **214** *Masterpieces of Drama*
The proposals were reviewed and there were no concerns. Motion (Taccone/Elliott) to suspend regular information/action cycle: Approved (one abstention). Motion (Hammond/McCamman) to approve: Approved (one abstention).

(over)

- ◆ **GD 130: Distance Learning/Blended: Professional Business Practices**
Tim Buckles stated that this portfolio and business practices class lends itself well to being offered in a blended format; during the online portion students will electronically assemble their portfolios and participate in online discussion groups. Tim will email updated textbook information to Joan. Motion (Elliott/McGehee) to suspend regular information/action cycle: Approved. Motion (Elliott/McGehee) to approve: Approved.
- ◆ **Noncredit (Community Learning):**
Modifications, SLOs: 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
Modifications: Basic Skills for ACT/SAT, Basic Life Support: Healthcare Provider CPR
Marie Ramos was commended for her efforts to incorporate Student Learning Outcomes into Noncredit course outlines. In order to meet state reporting requirements, motion (Charter/Elliott) to suspend regular information/action cycle: Approved. Motion (Taccone/Hammond) to approve: Approved.
- ◆ **Social Work (SW): Program Addition: Social Work**
Additions, SLOs, Distance Learning/Blended: 110 Social Work Fields of Service, 120 Introduction to Social Work
Al Taccone stated that this program will be housed with the History, Social and Behavioral Sciences department. The curriculum provides students with the opportunity to complete a degree and/or transfer level coursework in undergraduate programs at a number of four year institutions including SDSU. The two new courses were developed at the request of the Social Work Department at SDSU to help provide opportunities for transfer students in their impacted Social Work program.
- ◆ **RE 190: Distance Learning/Blended: Real Estate Principles**
Members expressed concern that the outline had not been updated in quite a long time. Motion (McGehee/Taccone) to suspend regular information/action cycle: Approved. Motion (McGehee/Charter) to approve which included a strong recommendation to the department to update the outline as soon as possible: Approved.

OTHER:

- ◆ **Review of Curriculum Committee Structure and Charge:** Mike Wangler stated that the Shared Governance Handbook is undergoing revision and asked members to review the committee structure and charge to see if there are any recommendations for changes. To be discussed further at the next meeting.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

OCTOBER 17, 2006

CO-CHAIRS: Michael Wangler, Cristina Chiriboga
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Raad Jerjis, Stephen McCamman, Duncan McGehee,
Teresa McNeil, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Marie Ramos, Madelaine Wolfe
GUEST: Beth Appenzeller
RECORDER: Joan Burak

Addition to agenda under "Other": Deadlines for Submitting Curriculum (follow-up discussion).

APPROVAL OF MINUTES: Motion (McGehee/McCamman) to approve the minutes of October 3, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BUS 128:** Modification: *Business Communication*
- ◆ **Social Work (SW):** Program Addition: *Social Work Additions, SLOs, Distance Learning/Blended: 110 Social Work Fields of Service, 120 Introduction to Social Work*

The Business Department requested that BUS 128 be tabled until the next meeting; the department is following up with Grossmont on the prerequisite.

Motion (Taccone/Charter) to approve the Social Work package: Approved.

INFORMATION ITEMS:

- ◆ **CIS:** Modifications, SLOs: **190 Windows Operating System, 290 Windows System Administration**
These modifications are to bring the courses into alignment with industry standards and to increase the educational rigor for students seeking industry certification.
- ◆ **COMM 110:** Distance Learning/Blended: *Introduction to Mass Communication*
This will be the first Communication course to be offered online.
- ◆ **Engineering/Surveying:** Modifications: **SRVY/ENGR 218 Plane Surveying, SRVY 240 Advanced Surveying**
Duncan McGehee stated that the department is in the process of updating the Surveying degree and courses. The surveying designator is being added to bring identity to the program for surveying-specific courses.

OTHER:

- ◆ **Review of Curriculum Committee Structure and Charge:** Committee members made recommendations for changes to the structure and charge which included adding SLOs to the charge and clarifying the language for voting administrators. The recommendations will be forwarded to the Policies and Procedures Committee.
- ◆ **Servicemembers Opportunity College (SOC):** Beth Appenzeller presented a proposal for the college to become a Servicemen's Opportunity College (SOC). We would join an increasing number of colleges that work with the military services to articulate credits. SOC membership has the potential to allow us to provide an excellent educational option for degree-seeking military personnel. Since this falls under Academic Policies, it needs to return for a vote at the next meeting. Once approved, Mike Wangler would take it to the Academic Senate for endorsement. Motion (Elliott/McGehee) to move this to an "Information" item: Approved.
- ◆ **GE Survival Kit:** Members reviewed the GE survival kit which was put together in response to the college passing its new GE package.
- ◆ **Deadlines for Submitting Curriculum:** Mike Wangler discussed the reminder notice that Joan Burak emailed to department chairs and coordinators concerning the curriculum submittal deadline for the printed Summer schedule. Joan will send two reminder notices for each printed schedule and the catalog.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

NOVEMBER 7, 2006

CO-CHAIRS: Michael Wangler, Cristina Chiriboga
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Duncan McGehee, Marie Ramos, Donna Riley, Al Taccone,
Madelaine Wolfe, Kristin Zink
ABSENT: Raad Jerjis, Stephen McCamman, Teresa McNeil
GUESTS: Mary Sessom, Daphnie Chen
RECORDER: Joan Burak

Madelaine Wolfe introduced Daphnie Chen, SDICCA intern. Mike Wangler announced that Chris Hill, Grossmont Curriculum Committee Chair, will be attending our next meeting.

APPROVAL OF MINUTES: Motion (Charter/McGehee) to approve the minutes of October 17, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **BUS 128:** Modification: *Business Communication*
- ◆ **CIS:** Modifications, SLOs: **190** *Windows Operating System*, **290** *Windows System Administration*
- ◆ **COMM 110:** Distance Learning/Blended: *Introduction to Mass Communication*
- ◆ **Engineering/Surveying:** Modifications: **SRVY/ENGR 218** *Plane Surveying*, **SRVY 240** *Advanced Surveying*
- ◆ **Servicemembers Opportunity College (SOC)**

BUS 128 was pulled for further discussion. Motion (Charter/Hammond) to approve the consent calendar: Approved (one abstention).

BUS 128: Mary Sessom stated that the Business departments are removing ESL 106 from the prerequisite. Motion (Taccone/McGehee) to approve: Approved.

INFORMATION ITEMS:

- ◆ **Business:** Addition, SLOs: **152** *Business Mathematics*
Distance Learning/Blended: **146** *Marketing*, **195** *Family Income Management*
Deletions: *Certificate of Proficiency - Call Center Customer Service Representative*,
105 *Contact Center and Help Desk Procedures*, **106** *Providing Quality Service*

Mary Sessom said that these proposals are part of the department's effort to revamp its offerings and bring the curriculum up to date. Business 152 is a required course in the Business degree program. The two courses being deleted may become noncredit offerings.

- ◆ **Noncredit (Community Learning):** Modifications

Marie Ramos stated that the noncredit course outlines are being updated to reflect the hours or range of hours that the course meets.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

NOVEMBER 21, 2006

CO-CHAIRS: Michael Wangler, Cristina Chiriboga
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Stephen McCamman, Duncan McGehee, Teresa McNeil, Marie Ramos, Donna Riley, Al Taccone, Kristin Zink
ABSENT: Cristina Chiriboga, Raad Jerjis, Madelaine Wolfe
GUESTS: Chris Hill, Patsy Armstrong
RECORDER: Joan Burak

Mike Wangler introduced Chris Hill, Grossmont Curriculum Committee Chair, and Patsy Armstrong, SDSU graduate student.

APPROVAL OF MINUTES: Motion (McGehee/Hammond) to approve the minutes of November 7, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Business:** Addition, SLOs: **152 Business Mathematics**
Distance Learning/Blended: **146 Marketing, 195 Family Income Management**
Deletions: Certificate of Proficiency - *Call Center Customer Service Representative,*
105 Contact Center and Help Desk Procedures, 106 Providing Quality Service
- ◆ **Noncredit (Community Learning):** Modifications

BUS 152 and Noncredit (Community Learning) were pulled for further discussion. Motion (McGehee/Riley) to approve the consent calendar: Approved.

BUS 152: Members discussed whether the content needed to reflect that the course is more application-based. Motion (Elliott/Charter) to approve with the recommendation that the department revisit the course content in consultation with the Math department and bring back next semester: Approved.

Noncredit (Community Learning): Marie Ramos announced that hours had been adjusted on six courses based on feedback from instructors. Motion (Taccone/Charter) to approve: Approved.

INFORMATION ITEMS:

- ◆ **Business:** Distance Learning/Blended: **110 Introduction to Business, 111 Entrepreneurship: Starting and Developing a Business**
Members commented that the outline for BUS 111 (including course objectives) needs to be rewritten since it is very old. Mike will follow up with the department and will ask that a representative attend the next meeting. There was discussion on whether "Method of Instruction" should be changed to "Representative Methods of Instruction" and to add wording to cover all modes of delivery including online/blended. To be discussed further at a future meeting.
- ◆ **CD 299:** Addition: *Character Development Using Animals in the Classroom*
Kristin explained the course title change. This course will be offered next summer.
- ◆ **Engineering:** Degree/Certificate Modifications: *Civil Engineering, Electrical and Computer Engineering*
Duncan McGehee stated that the program modifications are based on feedback from the advisory committee to get in sync with SDSU and other major universities.

CURRICULUM, GENERAL EDUCATION AND ACADEMIC POLICIES AND PROCEDURES COMMITTEE

DECEMBER 5, 2006

CO-CHAIRS: Michael Wangler, Cristina Chiriboga
PRESENT: Chuck Charter, Bryan Elliott, Courtney Hammond, Raad Jerjis, Stephen McCamman, Duncan McGehee, Teresa McNeil, Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Marie Ramos, Donna Riley
GUESTS: Reem Asfcur, Susan Haber
RECORDER: Joan Burak

Teresa McNeil introduced Reem Asfcur, SDICCA intern and USD graduate student.
Additions to the agenda: Under "Information": History 131 (Course Modification); under "Other": Title 5 revisions for Math and English Graduation Requirements.

APPROVAL OF MINUTES: Motion (Charter/Zink) to approve the minutes of November 21, 2006: Approved.

ACTION ITEMS: Adoption of the Consent Calendar:

- ◆ **Business:** Distance Learning/Blended: **110** *Introduction to Business*, **111** *Entrepreneurship: Starting and Developing a Business*
- ◆ **CD 299:** Addition: *Character Development Using Animals in the Classroom*
- ◆ **Engineering:** Degree/Certificate Modifications: *Civil Engineering, Electrical and Computer Engineering*

BUS 110 and 111 were pulled for further discussion. Motion (Taccone/Hammond) to approve the consent calendar: Approved.

BUS 110, 111: The Statewide Academic Senate has advised local Curriculum Committees to review approval processes for distance learning in light of the new accreditation standards. As a part of their site visit, it is expected that the Accrediting Commission (ACCJC) will be reviewing the approval process as a whole, as well as looking at approved outlines for currency and learning outcomes. The proposals were tabled with the recommendation that the department update the outlines for currency and SLOs and resubmit in the spring.

INFORMATION ITEMS:

- ◆ **HIST 131:** Modification: *U.S. History and Cultures: Native American Perspectives II*

This course is part of the American Institutions requirements for CSU and is being modified to regain articulation. Motion (McGehee/Hammond) to suspend regular information/action cycle: Approved. Motion (McCamman/Charter) to approve: Approved.

- ◆ **CADD 126:** Modification: *Electronic Drafting*

Madelaine Wolfe stated that the modifications are to narrow the scope of the software being used.

- ◆ **PHIL 170:** Addition, SLOs, GE, Distance Learning/Blended: *Philosophy of Religion: A Cross-Cultural Introduction*

Paul Carmona was complimented for submitting a complete packet and for making excellent use of the GE matrix.

OTHER:

- ◆ **Title 5 Revisions for Math and English Graduation Requirements**

Michael Wangler distributed a memo from the State Chancellor's office regarding competency requirements that students must meet in order to receive an associate degree. Effective Fall 2009, English 120 will be the new graduation requirement. This will institute a change in our graduation requirements.

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

DECEMBER 12, 2006

CO-CHAIRS: Michael Wangler, Cristina Chiriboga
PRESENT: Chuck Charter, Courtney Hammond, Raad Jerjis, Stephen McCamman, Duncan McGehee, Teresa McNeil, Marie Ramos, Al Taccone, Madelaine Wolfe, Kristin Zink
ABSENT: Michael Wangler, Bryan Elliott, Donna Riley
RECORDER: Joan Burak

INFORMATION ITEMS:

- ◆ **COMM 137: Modification, SLOs: 137 *Critical Thinking in Group Communication***
Members reviewed the modifications that were made in order to meet the critical thinking requirement at CSU/SDSU. Motion (McGehee/Charter) to suspend regular information/action cycle: Approved. Motion (Charter/McGehee) to approve: Approved.

- ◆ **Native American Languages: Additions, SLOs, GE, Content Review: NAKY 220 *Kumeyaay III*, **221** *Kumeyaay IV***
These courses complete the four course sequence for Kumeyaay and will be submitted to CSU for articulation. Motion (Charter/Hammond) to suspend regular information/action cycle: Approved. Motion (McGehee/Charter) to approve: Approved.