Curriculum Committee
MINUTES
April 29, 2013

Members Present
Boyd Trolinger, Chairperson                      Dr. Leslie Henson, English
Stacey Bartlett, Academic Senate                 Dave Welton, Associate Faculty, Radio-TV-Film
Morgan Brynnan, Library                          Jennifer White, Associate Faculty, English
Dr. Robert White, Physics                        Elaine Hegeman, Student
Susan Carey, Articulation Officer                Craig Rigsbee, Dean
Tina Day, Associate Faculty, Language Education  Dr. Sandy Sloan, Business Computer Info Systems
Mark Latham, Music                               Steve Hammond, Counseling
John Dahlgren, Drafting                          Tamsen Herrick, Mathematics

Members Absent
Dr. Jo Anne Cripe, Life Management               Dr. Samia Yaqub, VP Student Learning
David Danielson, Dean

Guests Present
Donna Weaver, Business                          Molly Emmons, English
Mike Findlay, Anthropology

AGENDA

1. Agenda Approval
   Motion to approve Agenda; J. White, Second: R. White, Approval: Unanimous

2. Approval of Minutes
   A. April 1, 2013
   B. April 15, 2013
   Motion to approve Minutes; J. White, Second: T. Day, Approval: Unanimous

3. Consent Agenda
   A. New Courses
   1. KIN 11 – First Aid and CPR (3 Units) (C-ID: KIN 101)
   2. KIN 50 – Stability Ball Fitness (1.5 Units)
   3. KIN 91 – Strength and Conditioning for Intercollegiate Athletics (1 Unit)

   B. Course Modifications
   1. AJ 7 – Report Writing for Law Enforcement Officers
   2. ENGR 45 – Materials Science
   3. HIST 3 – World History to 1500 (C-ID: HIST 150)
   4. HIST 5 – World History since 1500 (C-ID: HIST 160)
   5. HLTH 20 – Current Health Issues in Athletics
   6. PHYS 41 – Physics for Scientists and Engineers I (C-ID: PHYS 205)
   7. PHYS 42 – Physics for Scientists and Engineers II (C-ID: PHYS 210)
   8. PHYS 43 – Physics for Scientists and Engineers III (C-ID: PHYS 215)

   C. Distance Education
   1. KIN 31 – Quickfits
      Online Modality
D. New Programs
1. AS-T Degree in Early Childhood Education (24 Units)
2. AA-T Degree in Kinesiology (20-22 Units)
3. AS-T Degree in Mathematics (19-21 Units)
4. AS-T Degree in Physics (25 Units)

E. Program Changes (Effective Catalog Year: 2013-14)
1. AA Degree in Social and Behavioral Science (Transfer)
2. AS Degree in Agriculture Business (Career)
3. Certificate of Achievement in Agriculture Business
4. AS Degree in Agriculture Science (Career)
5. AS Degree in Environmental Horticulture (Career)
6. Certificate of Achievement in Environmental Horticulture
7. Certificate of Achievement in Landscape/Turfgrass Technician
8. Certificate of Achievement in Nursery/Florist Technician
9. AS Degree in Mechanized Agriculture (Career)
10. AS Degree in Natural Resources/Parks and Recreation (Career)
11. Certificate in Natural Resources/Parks and Recreation (Career)
12. AS Degree in Natural Resources (Career)
13. AS Degree in Computer Applications (Career)
14. Certificate of Achievement in Computer Applications
15. Certificate in Computer Applications
16. Certificate in Basic Computer Competency
17. AS Degree in Legal Office Administration (Career)
18. Certificate of Achievement in Legal Office Administration
19. Certificate in Legal Office Administration
20. AS Degree in Office Administration (Career)
21. Certificate of Achievement in Office Administration
22. Certificate in Office Administration
23. AS Degree in Medical Office Administration (Career)
24. Certificate of Achievement in Medical Office Administration
25. Certificate in Medical Office Administration
26. AS Degree in Licensed Vocational Nursing (Career)
27. AS Degree in Registered Nursing LVN to AND (Career)
28. AS Degree in Registered Nursing (Career)
29. AA Degree in General Physical Education (Transfer)

Motion to approve Consent Agenda; S. Carey, Second: D. Welton, Approval: Unanimous

4. Pending Business
A. Course Modifications
1. ENGL 25 – Introduction to Shakespeare
   Changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013
2. ENGL 60 – Creative Writing: Fiction
   Change in Title (was “Advanced Creative Writing: Fiction); change in prerequisite (from ENGL 6 to ENGL 2); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

Leslie Henson and Molly Emmons represented English
- Motion to vote on ENGL 20, 25, 31, 60 as a block; S. Sloan, Second: J. White, Approval: Unanimous
- ENGL 25 has been reduced in length
• ENGL 60
  ◦ Has been aligned with syllabus from Sacramento State so the course can be proposed for articulation
  ◦ Eavesdropping assignment that the committee objected to has been rewritten
• ENGL 31
  ◦ Committee Suggestions:
    • Take off first sentence of description
    • Make “vs.” consistent throughout
    • Objective E: change to “Question and assess the applicability to our own lives of major existential principles: facing potential meaninglessness or nothingness, acting from a position of more or less blindness, and accepting the full responsibility for the consequences of choices and attempting to learn from them.”
• ENGL 20
  ◦ Committee Suggestions:
    • Delete Objective F (duplicate of E)
    • Unit 4: Delete Harjo (duplicate)
  ◦ Motion to waive the two-meeting approval process and approve all English courses pending changes; S. Carey, Second: C. Rigsbee, Approval: Unanimous

5. New Business
A. New Course
1. ART 81 – Introduction to Fiber Arts (3 Units) (C-ID ARTS 282)
   Note: Previously approved ART 80 course will be deleted
   We approved ART 80 earlier this year as a course modification, which was a mistake, as the content is vastly different.
   • Committee Suggestions:
     ◦ Writing Assignment #1: change to “Write a 1-2 page critique…”
     ◦ Writing Assignment #2: change to “Write a 5 page essay…”
   • Motion to waive the two-meeting approval process and approve ART 81 pending changes; R. White, Second: S. Bartlett, Approval: Unanimous

B. Major Course Modifications
1. BUS 26 – Steps to Starting a Small Business
   Change in course number (was BUS/SBM 125); deletion of cross-listing; change in units (from 0.5-1.5 to 1 Unit); change in transfer status (from NT to CSU); change in hours (from 8-24 lecture to 17 lecture); deletion of open entry/exit; change in repeats (from unlimited to 1.5 to not repeatable); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

2. BUS 27 – Introduction to Marketing
   Change in course number (was BUS/SBM 126); change in title (was “Marketing the Small Business”); deletion of cross-listing; change in units (from 0.5-1.5 to 1 Unit); change in transfer status (from NT to CSU); change in hours (from 8-24 lecture to 17 lecture); deletion of open entry/exit; change in repeats (from unlimited to 1.5 to not repeatable); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

3. BUS 28 – Planning and Financing the Small Business
   Change in course number (was BUS/SBM 127); deletion of cross-listing; change in units (from 0.5-1.5 to 1 Unit); change in transfer status (from NT to CSU); change in hours (from 8-24 lecture to 17 lecture); deletion of open entry/exit; change in repeats (from unlimited to 1.5 to not repeatable); changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; Effective Term: Fall 2013
4. **BUS 29 – Supervising Employees**  
Change in course number and subject (was ACCT/SBM 133); change in title (was “Supervisory Skills”); deletion of cross-listing; change in units (from 0.5-2 to 1 Unit); change in transfer status (from NT to CSU); change in hours (from 8.5-34 lecture to 17 lecture); deletion of open entry/exit; change in repeats (from unlimited to 2 to not repeatable); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**  
Donna Weaver represented Business  
- These are being changed from 100 level courses to transfer level as they have appropriate rigor  
- They are being changed to fix unit for compliance reasons  
- They have been updated for curriculum review  
- The subject SBM-Small Business Management is being deleted so these courses are dropping the SBM cross-listings  
- Committee Suggestions:  
  - BUS 28  
    - Reading Assignment #1: change to “…you might need…” (take out to)  
    - Reading Assignments #2: change to “Read the text material about possible business structures. For your prospective…”  
  - BUS 29  
    - Reading Assignment #1 and Out of Class Assignment #1: Take out “Please”  
    - Description: Change to “This course helps students (both supervisors and prospective supervisors)…”  
  - BUS 27  
    - Objective A: Take out quotes on “product”  
- Motion to vote on all BUS courses as a block, waive the two-meeting approval process, and approve pending changes; S. Carey, Second: J. Dahlgren, Approval: Unanimous

5. **CSL 34 – Group Experience-Strategies for Academic, Personal, Career Success**  
Change in course number (was CSL 32A); change in title (was “Group Experience: Special Interest Group”); change in units (from 0.5-3 to 0.5 units); change in hours (from 8.5-51 lecture to 8 lecture); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2013**  
Susan Carey represented Counseling  
- This course gives counselors an opportunity to meet with students in group settings to focus on topics such as student planning, time management, etc., in 8 hours  
- Committee Suggestions:  
  - Reading Assignment #2: Take out “as a freshman”  
  - Writing Assignment #2: Spell out “two”  
  - Out of Class Assignment #1: Spell out “five”  
- Motion to waive the two-meeting approval process and approve CSL 34 pending changes; D. Welton, Second: M. Brynnan, Approval: Unanimous

6. **ENGL 31 – Existential Literature: A Literary Approach to Self Integration**  
Title change (was “Existential Literature”); change in grading option (from regular graded to graded only); changes in objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; **Effective Term: Fall 2014**

C. Minor Course Modifications  
1. **BIOL 20 – Human Anatomy (C-ID: BIOL 110B)**
Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; Effective Term: Fall 2013

2. **BIOL 21 – Human Physiology (C-ID: BIOL 120B)**

Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; Effective Term: Fall 2013

- Motion to vote on BIOL 20 and 21 as a block; R. White; Second: J. Dahlgren, Approval: Unanimous
- Committee Suggestions:
  - BIOL 21
    - Swap Writing Assignment #2 with Out of Class Assignment #1
    - Writing Assignment #2: Add “250 word critique”
    - Out of Class Assignment #2: Add “… and be prepared to discuss what you have learned at the next class meeting.”
- Motion to waive the two-meeting approval process and approve pending changes; R. White, Second: S. Sloan, Approval: Unanimous

3. **ENGL 20 – Introduction to Poetry**

Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

4. **GEOL 10 – Physical Geology (C-ID: GEOL 100)**

Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; Effective Term: Fall 2013

- Reading Assignment #1: change to “Read the chapter in your text on Plate Tectonics…”
- Read 2: Change “verbally” to “orally” present findings…
- Motion to waive the two-meeting approval process and approve GEOL 10 pending changes, S. Carey, Second: R. White, Approval: Unanimous

D. Distance Education

1. **ANTH 16 – Archaeology and Ancient Societies**

   Online Modality
   Mike Findlay represented Anthropology
   - Proposing for online modality because this is the only core course on the new AA-T Degree in Anthropology that is not offered online
   - Motion to waive the two-meeting approval process and approve ANTH 16; R. White, Second: S. Bartlett, Approval: Unanimous

E. Course Deletions (Information Only)

1. ART 61 – Intermediate Sculpture
2. ART 62 – Advanced Sculpture
3. ART 80 – Beginning Weaving
4. BCIS 70C – Essential Communication Skills
5. BCIS 70D – Conflict Management Skills
6. BCIS 70E – Managing Attitude
7. BCIS 70F – Creating Your Successful Appearance
8. BUS 13 – Business Communication (BCIS 13 remains active)
9. CLP 34 – Career Development-Special Interest Group
10. CLP 134 – Job Search Strategies
11. CLP 136 – Exploring Careers
12. CLP 138 – Assessment for Careers
13. CLP 301 – Parent Education Skills Development
14. CLP 302 – Youth Basic Emancipation Skills Development
15. CSCI 9 – Concept Art and Design for Entertainment Media (MSP 9 remains active)
16. SBM 125 – Steps to Starting a Small Business
17. SBM 126 – Marketing the Small Business
18. SBM 127 – Planning and Financing the Small Business
19. SBM 133 – Supervisory Skills
The committee endorsed the deletion of these courses

F. Program Changes (Effective Catalog Year: 2013-14)
1. AS Degree in Early Childhood Education (Career)
   Core: Add CDF 18, 57; remove CDF 58, 65, 77, 99, LM 40, FN 2; Electives: Add CDF 58, 77, 99 (3 units); remove CDF 18, 63; change in units (from 44-46 to 36 Units)
2. Certificate of Achievement in Early Childhood Education
   Core: Add CDF 18, 57; remove CDF 48, 65, 99, FN 2, LM 40; change in units (from 30 to 24 Units)
3. Certificate in Early Childhood Education
   Elective Choice: Add CDF 18, 57; Remove: CDF 77, 78, 80; no change in units
Motion to waive the two-meeting approval process and approve all ECE changes; S. Carey, Second: S. Bartlett, Approval: Unanimous

6. Miscellaneous Agenda Items
A. Unlimited Major/Double Counting GE – S. Carey
   • Degree Audit programming brought the limitation of double counting to light
   • Local rule has been that students can only count 2 courses in both the major and general education
   • After asking other colleges for feedback, we found that we are the only college that limits this
   • Double counting is being encouraged in the development of Transfer Model Curriculum
   • Recommend lifting the 2 limit rule and allow for unlimited double counting in major and general education
   • Motion to approve; J. Dahlgren, Second: R. White, Approval: Unanimous
B. 2013-14 Meeting Schedule
C. August Retreat – August 19
   • Motion to adjourn; S. Carey, Second: S. Bartlett, Approval: Unanimous