

# **SOLANO COMMUNITY COLLEGE**

## **ACADEMIC SENATE CURRICULUM COMMITTEE**

### **MINUTES**

Tuesday, November 25, 2003  
1:30 p.m., Board Room (626)

#### **ROLL CALL**

Leslie Rota, Chair; Robin Arie-Donch, Debbie Berrett, Erin Farmer, Ruth Fuller; John Glidden, Don Hoggan (replacing Ann Willer); Bob Myers, Brad Paschal, Esther Pryor, Jean Reyes; Kathy Rosengren, Kathryn Campbell, and Donna Vessels

Guests: Mark Berrett, Fran Brown, Marianne Flatland, Marylou Fracisco; Jim Ignatieff, Helen Intintoli, Grant Lee, Karen McCord; Charlotte McKeown, Roy Pike, David Redfield, Genele Rhoads; Charles Shatzer, Robin Sytsma, Mark Taylor, Ella Tolliver; John Urrutia, Ann Willer, Earl Wylie, and Teri Yumae.

Excused: Cynthia Guggemos and Ann Willer

#### **APPROVAL OF AGENDA**

*All matters listed under the Consent Items are considered routine and will be enacted by the approval of the agenda unless removed from the Consent Items by a Committee member.*

#### **1. CONSENT ITEMS**

##### Course Modifications

- a. (CP-03-93) FRNCH 1-First Semester French – Change other catalog information.
- b. (CP-03-94) FRNCH 2-Second Semester French – Change other catalog information.
- c. (CP-03-95) FRNCH 32-First Semester French, Part 2 – Change other catalog information.
- d. (CP-03-96) GERMN 1-First Semester German – Change other catalog information.
- e. (CP-03-97) GERMN 2-Second Semester German – Change other catalog information.
- f. (CP-03-103) GERMN 31-First Semester German, Part 1 – Change other catalog information.
- g. (CP-03-104) GERMN 32-First Semester German, Part 2 – Change other catalog information.
- h. (CP-03-106) SPAN 1-First Semester Spanish – Change other catalog information.
- i. (CP-03-107) SPAN 1S-Spanish for Spanish Speakers 1 – Change other catalog information.
- j. (CP-03-113) SPAN 31-First Semester Spanish, Part 1 – Change other catalog information.
- k. (CP-03-116) SPAN 61M-Beginning Spanish, Part 1 for Medical Workers – Change other catalog information.
- l. (CP-03-117) SPAN 62M-Beginning Spanish, Part 2 for Medical Workers – Change other catalog information.
- m. (CP-03-119) SPAN 64M-Beginning Spanish, Part 4 for Medical Workers – Change other catalog information

##### Course Deletions

- n. (CP-03-131) NURSE 221-Coronary Care Nursing

It was moved by Jean Reyes and seconded by Debbie Berrett to approve the agenda as presented.

The motion carried unanimously.

#### **APPROVAL OF MINUTES**

It was moved by Bob Myers and seconded by Brad Paschal to approve the minutes of October 28, 2003, as presented.

The motion carried unanimously.

#### **NEW COURSES**

In the interest of time, it was agreed that typographical errors would be noted and turned into the Curriculum Office.

- a. (CP-03-132) CIS 69-Multimedia for the Web
  - 1) Action on advisories: SCC minimum English and math standards; CIS 1 & CIS 61 with a "C" or better.

2) Action on course.

It was moved by Robin Arie-Donch and seconded by Bob Myers to approve the advisories as presented.

Action was taken to change the computer title from Multimedia to **Web Multimedia**.

The motion carried unanimously with the noted change.

It was moved by Robin Arie-Donch and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

b. (CP-03-133) CIS 72-Extensible Markup Language (XML)

- 1) Action on advisories: SCC minimum English and math standards; CIS 1 & CIS 61 with a grade of "C" or better.
- 2) Action on course.

It was moved by Don Hoggan and seconded by Bob Myers to approve the advisories as presented.

The motion carried unanimously.

It was moved by Don Hoggan and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

c. (CP-03-134) CIS 75-Client Side Programming

- 1) Action on advisories: SCC minimum English and math standards; CIS 1 & CIS 61 with a grade of "C" or better.
- 2) Action on course.

It was moved by Don Hoggan and seconded by Robin Arie-Donch to approve the advisories as presented.

Action was taken to change the course title from Client-Side Programming to Client-Side Web Programming.

The motion carried unanimously with the noted change.

It was moved by Don Hoggan and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

d. (CP-03-135) CIS 81-Server Side Web Programming

- 1) Action on advisories: SCC minimum English and math standards; CIS 1, CIS 61, & CIS 15 with a grade of "C" or better.
- 2) Action on course.

It was moved by Don Hoggan and seconded by Bob Myers to approve the advisories as presented.

Action was taken to add under 11. Methods of Evaluating Student Achievement: **Item (3) Essays and discussions requiring the student to analyze server-side scripts.**

The motion carried unanimously with the noted change.

It was moved by Don Hoggan and seconded by Jean Reyes to approve action on the course.

The motion carried unanimously.

e. (CP-03-136) CIS 83-Web Server Administration

- 1) Action on advisories: SCC minimum English and math standards; CIS 1 & CIS 61 with a grade of "C" or better.
- 2) Action on course.

It was moved by Don Hoggan and seconded by Robin Arie-Donch to approve the advisories as presented.

The motion carried unanimously.

It was moved by Kathy Rosengren and seconded by Jean Reyes to approve action on the course.

The motion carried unanimously.

f. (CP-03-152) MATH 112-Algebraic Reasoning

- 1) Action on prerequisites/advisories: Prereq=MATH 102 or MATH 108 with a grade of "C" or better. Advisory= SCC minimum English standard.
- 2) Action on course.

It was moved by Bob Myers and seconded by Robin Arie-Donch to approve the prerequisites and advisories as presented.

Brad Paschal stated that Section 10 was modified, and distributed a copy of the new language, stating: **Section 10, Student Performance Objectives could be modified as follows to better reflect the critical thinking content of the course. Changes are shown in green.** 1. **Comprehend, analyze, and describe the** implications of borrowing or saving money with compound interest. 2. **Describe practical applications and evaluate concepts related to** loan payments, present and future values of investments, interest rates, and other mathematical calculations important to managing finances. 3. **Interpret, evaluate, and** solve problems requiring the application of different methods of apportionment and comprehend the implications of each method. 4. **Interpret, evaluate, and** solve problems requiring the application of different methods of voting and comprehend the implications of each method. 5. **Recognize, analyze, and apply the principles concerning** the concepts of mutually exclusive events and independence. 6. **Recognize and** apply the basic rules of probability to solve problems. 7. **Recognize concepts and themes in applied mathematics. Describe, analyze, evaluate, and apply** mathematics to problems in real life.

It was agreed to add the standard critical thinking statement to 13. Course Content Outline: **Students will be required to analyze, evaluate, compare, and contrast the following characteristics, techniques and themes.**

There was discussion on articulation information, Item C. This is a "trailblazing" course and the committee felt strongly that a statement should be included in this section on why the course is unique. Genele Rhoads will develop a statement and forward it to the Curriculum Office.

Action was taken to eliminate the word "further" from the first sentence in 9a. Catalog Description: In this course students will ~~further~~ develop their ability to solve problems with algebraic reasoning.

Action was taken to add per week to 12. a. Student Assignments (Homework): Approximately 10-20 pages of a mathematics textbook **per week**.

The motion carried unanimously with the noted changes.

It was moved by Bob Myers and seconded by Jean Reyes to approve action on the course.

The motion carried unanimously.

g. (CP-03-137) ECTRN 111-Fundamentals of Wire and Cabling

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course.

It was moved by Debbie Berrett and seconded by John Glidden to approve the advisories as presented.

The motion carried unanimously.

It was moved by Debbie Berrett and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

h. (CP-03-138) ECTRN 113-Fundamentals of Wireless Communication

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course.

It was moved by Bob Myers and seconded by Debbie Berrett to approve the advisories as presented.

The motion carried unanimously.

It was moved by Jean Reyes and seconded by John Glidden to approve action on the course.

The motion carried unanimously.

- i. (CP-03-139) ECTRN 171-Security and Surveillance Techniques
  - 1) Action on prerequisites/advisories: Prereq = CRIMJ 1; ECTRN 111; ECTRN 112; ECTRN 113.  
Advisory = SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Bob Myers and seconded by Robin Arie-Donch to approve the prerequisites and advisories as presented.

Action was taken to add 11. Methods of Evaluating Student Achievement: **4. Participate in Class Discussions**

The motion carried unanimously with the noted change.

It was moved by Brad Paschal and seconded by Debbie Berrett to approve action on the course.

The motion carried unanimously.

- j. (CP-03-140) ECTRN 173-Computer Forensics Investigations
  - 1) Action on prerequisite/advisories: Prereq = CIS 1 and CRIMJ 51(may be taken concurrently).  
Advisory = SCC minimum math standard; eligibility for ENGL 1.
  - 2) Action on course.

It was moved by Robin Arie-Donch and seconded by Bob Myers to approve the prerequisites and advisories as presented.

The motion carried unanimously.

It was moved by Debbie Berrett and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

- k. (CP-03-141) ECTRN 175-Home Technology Integration Techniques
  - 1) Action on prerequisite/advisories: Prereq = CIS 1; ECTRN 111; ECTRN 112; ECTRN 113; IT 160 or ECTRN 101 or ECTRN 51 (ECTRN 51 & 101 are substitutes for IT 160 only). Advisories = SCC minimum English and math standards.
  - 2) Action on course.

It was moved by John Glidden and seconded by Debbie Berrett to approve the prerequisites and advisories as presented.

Action was taken to add **with a "C" or better** to the prerequisites.

The motion carried unanimously with the note change.

It was moved by Bob Myers and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

- l. (CP-03-142) FIRE 117-Confined Space Awareness
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Debbie Berrett and seconded by Bob Myers to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by John Glidden and seconded by Debbie Berrett to approve action on the course.

The motion carried unanimously.

m. (CP-03-143) FIRE 118-Confined Space Rescue

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course.

It was moved by Robin Arie-Donch and seconded by Debbie Berrett to approve the advisories.

Action was taken to reflect forty hours in the workload formula.

Action was taken to eliminate the word prerequisite from the background and justification for adding this course to the curriculum statement as follows: Thus the need for this course and accompanying **prerequisite** Confined Space Awareness course.

Action was taken to change 10. Student Performance Objectives (9.) as follows: Apply critical thinking skills ~~to the satisfaction of the instructor of record~~ during simulated confined space rescues.

The motion carried unanimously with the noted changes.

It was moved by Debbie Berrett and seconded by Jean Reyes to approve action on the course.

The motion carried unanimously.

n. (CP-03-145) FIRE 119-Trench Rescue

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course.

It was moved by John Glidden and seconded by Robin Arie-Donch to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by Debbie Berrett and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

o. (CP-03-146) FIRE 148Q-Fire Service Driver/Operator 1A

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course

It was moved by John Glidden and seconded by Bob Myers to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

Chair Rota reminded the division that all 148 courses need to move into the general curriculum; therefore, they need to come back to the curriculum committee next semester or fall 2004 at the latest for approval.

The motion carried unanimously with the noted changed.

It was moved by Jean Reyes and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

p. (CP-03-147) FIRE 148R- Fire Service Driver/Operator 1B

- 1) Action on advisories: SCC minimum English and math standards.
- 2) Action on course.

It was moved by Debbie Berrett and seconded by John Glidden to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by Debbie Berrett and seconded by Jean Reyes to approve action on the course.

The motion carried unanimously.

- q. (CP-03-148) FIRE 148S-Fire Management 2C
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Bob Myers and seconded by Brad Paschal to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by John Glidden and seconded by Debbie Berrett to approve action on the course.

The motion carried unanimously.

- r. (CP-03-149) FIRE 148T-Rescue Systems I
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Bob Myers and seconded by Debbie Berrett to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by John Glidden and seconded by Debbie Berrett to approve action on the course.

The motion carried unanimously.

- s. (CP-03-150) FIRE 148U-Strike Team Leader (S-334)
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Debbie Berrett and seconded by John Glidden to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

The motion carried unanimously with the noted change.

It was moved by Debbie Berrett and seconded by Brad Paschal to approve action on the course.

The motion carried unanimously.

- t. (CP-03-144) FIRE 250-Logistics Section Chief-I450
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Debbie Berrett and seconded by John Glidden to approve the advisories as presented.

Action was taken to reflect forty-eight hours in the workload formula.

It was agreed in Section F, Articulation Information, because this is a “trailblazing” course, to add a statement on why the course is unique. Roy Pike will develop a statement and forward it to the Curriculum Office.

The motion carried unanimously with the noted changes.

It was moved by Debbie Berrett and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

- u. (CP-03-151) FIRE 251-Supply Unit Leader SEMS/ICS
  - 1) Action on advisories: SCC minimum English and math standards.
  - 2) Action on course.

It was moved by Debbie Berrett and seconded by John Glidden to approve the advisories as presented.

Action was taken to reflect forty hours in the workload formula.

It was agreed in Section F, Articulation Information, because this is a “trailblazing” course, to add a statement on why the course is unique. Roy Pike will develop a statement and forward it to the Curriculum Office.

Action was taken to remove the following language from 9a. Catalog Description:

~~This training will prepare the student to perform in the Supply Unit of the Logistics Section on an emergency incident by providing the skills necessary to:~~

- ~~1. Order supplies and equipment~~
- ~~2. Maintain a tracking system for said orders~~
- ~~3. Properly account for material~~
- ~~4. Properly issue supplies and equipment~~
- ~~5. Properly retrograde supplies and equipment~~

As a result, the following paragraph will be reworded: **Once certified and qualified, the student then could be “red carded” as a Supply Unit Leader. This would then permit the candidate to serve as a supply unit leader within the Logistics Section of an ICS/SEMS emergency incident.** Roy Pike will write the new language and forward it to the Curriculum Office.

The motion carried unanimously with the noted changes.

It was moved by Jean Reyes and seconded by Robin Arie-Donch to approve action on the course.

The motion carried unanimously.

- v. (CP-03-153) SOCSC 30-Peace, Non Violence and Conflict [Resolution](#)
  - 1) Action on advisories: Eligibility for ENGL 1.
  - 2) Action on course.

It was moved by Kathy Rosengren and seconded by Robin Arie-Donch to approve the advisories as presented.

It was noted the word resolution was omitted from the course title. It should read: **Peace, Non Violence and Conflict Resolution.**

It was agreed to add the standard critical thinking statement to 13. Course Content Outline: **Students will be required to analyze, evaluate, compare, and contrast the following characteristics, techniques and themes.**

It was agreed to add **online** to 11. Methods of Evaluating Student Achievement.

The last sentence of 9a. Catalog Description, was changed to read as follows: The course offers students an opportunity to reflect on the peace writings of both past and contemporary authors, **and is an** examination of justice, peace and peacemakers **in the U.S. and worldwide.**

The motion carried unanimously with the noted changes.

It was moved by Bob Myers and seconded by John Glidden to approve action on the course.

The motion carried unanimously.

- w. (CP-03-154) SOCSC 31-Mediation

- 1) Action on advisories: SCC minimum English standard.
- 2) Action on course.

It was moved by John Glidden and seconded by Robin Arie-Donch to approve the advisories as presented.

It was agreed to add to 7c. Course Advisory: **Eligibility for ENGL 1.**

It was agreed to add the standard critical thinking statement to 13. Course Content Outline: **Students will be required to analyze, evaluate, compare, and contrast the following characteristics, techniques and themes.**

It was agreed to add **online** to 11. Methods of Instruction.

It was noted there was duplication in 10. Student Performance Objectives, consequently, ~~8- Understand and define the role of the mediator~~ was deleted.

The motion carried unanimously with the noted changes.

It was moved by Debbie Berrett and seconded by Bob Myers to approve action on the course.

The motion carried unanimously.

### ***COURSE MODIFICATIONS***

- a. (CP-03-89) CIS 57-Introduction to Microsoft Windows – Change the catalog description, methods of evaluation and update textbooks.

It was moved by Don Hoggan and seconded by Brad Paschal to approve the course modifications as presented.

The motion carried unanimously.

- b. (CP-03-90) CIS 80-Administering an SQL Server – Change the course title, course advisory, catalog description, objectives, content outline and textbooks.

It was moved by Don Hoggan and seconded by Bob Myers to approve the course modifications as presented.

The motion carried unanimously.

- c. (CP-03-91) COUN 62-Introduction to Counseling: Theory and Skills – Change the course title, course advisory, catalog description, objectives, methods of evaluation, reading/writing/other assignments, content outline and textbooks.

It was moved by Robin Arie-Donch and seconded by Bob Myers to approve the course modifications as presented.

The motion carried unanimously.

- d. (CP-03-92) COUN 63-Field Work – Change units, wkly hrs, prerequisites, course advisory, catalog description, other catalog information, objectives, methods of evaluation, reading/writing/other assignments, content outline, and textbooks.

It was moved by Robin Arie-Donch and seconded by Jean Reyes to approve the course modifications as presented.

The motion carried unanimously.

- e. (CP-03-120) ECTRN 105-Cabling and Fiber Optics – Change the course number to 112, course title, units, wkly hrs, catalog description, objectives, other assignments, content outline, and textbooks.

It was moved by John Glidden and seconded by Debbie Berrett to approve the course modifications as presented.

The motion carried unanimously.



- f. (CP-03-127) FIRE 102-Fundamentals of Fire Safety and Emergency Action – Change the course title, remove repeatability, change catalog description, objectives, methods of evaluation, reading/writing/other assignments, content outline, and textbooks.

It was moved by Debbie Berrett and seconded by Bob Myers to approve the course modifications as presented.

The motion carried unanimously.

Action was taken to change the 7c. Course Advisory to **Eligibility for ENGL 1.**

It was moved by Debbie Berrett and seconded by Brad Paschal to approve the new advisory and action on the course.

The motion carried unanimously.

- g. (CP-03-130) FIRE 113-Wildland Fire Control – Change the course title, units, wkly hrs, methods of instruction, remove repeatability, change catalog description, other catalog information, objectives, methods of evaluation, reading/writing/other assignments, content outline, and textbooks.

It was moved by Debbie Berrett and seconded by Bob Myers to approve the course modifications as presented.

The motion carried unanimously.

- h. (CP-03-129) FIRE 130-Fire Control II – Change the wkly hrs, methods of instruction, course advisory, methods of evaluation, reading/writing/other assignments, content outline and textbooks.

It was moved by John Glidden and seconded by Kathy Rosengren to approve the course modifications as presented.

The motion carried unanimously.

- i. (CP-03-128) FIRE 140-Fire Tech Academy – Change the units, course length, course advisory, catalog description, objectives, methods of evaluation, content outline, and textbooks.

It was moved by Debbie Berrett and seconded by Bob Myers to approve the course modifications as presented.

It was noted if a modification impacts another division, then the Dean and committee representative of the affected division needs to review the proposal and sign the signature page.

The motion carried unanimously.

- j. (CP-03-98) FRNCH 3-Third Semester French – Change the prerequisite.  
1) Action on prerequisite: FRNCH 2 or FRNCH 34, or three years of high school French.  
2) Action on course
- k. (CP-03-99) FRNCH 11-Conversational French – Change the prerequisite.  
1) Action on prerequisite: FRNCH 2, FRNCH 34 with a grade of “C” or better.  
2) Action on course.
- l. (CP-03-100) FRNCH 33-Second Semester French, Part 1 – Change the prerequisite.  
1) Action on prerequisite: FRNCH 1 or FRNCH 32.  
2) Action on course.
- m. (CP-03-101) GERMN 3-Third Semester German – Change the prerequisites.  
1) Action on prerequisite: GERMN2, GERMN 34, or three years of high school German.  
2) Action on course.
- n. (CP-03-102) GERMN 11-Conversational German – Change the prerequisite.  
1) Action on prerequisite: GERMN 2 or GERMN 34 with a grade of “C” or better  
2) Action on course.
- o. (CP-03-105) GERMN 33-Second Semester German, Part 1 - Change the prerequisite  
1) Action on prerequisite: GERMN 1 or GERMN 32.  
2) Action on course.
- p. (CP-03-108) SPAN 2-Second Semester Spanish – Change other catalog information and the prerequisite.  
1) Action on prerequisite: SPAN 1 or SPAN 1S or SPAN 32 or SPAN 62M or two years of high school Spanish or the equivalent.  
2) Action on other changes.
- q. (CP-03-109) SPAN 2S-Spanish for Spanish Speakers 2 – Change other catalog information and the prerequisite.

- 1) Action on prerequisite: SPAN 1 or SPAN 1S or SPAN 31 & 32 or SPAN 61M & 62M and oral fluency in Spanish.
- 2) Action on other changes.
- r. (CP-03-110) SPAN 3-Third Semester Spanish – Change the prerequisites.
  - 1) Action on prerequisite: SPAN 2 or SPAN 2S or SPAN 34 or SPAN 64M or three years of high school Spanish.
  - 2) Action on course.
- s. (CP-03-111) SPAN 11-Conversational Spanish – Change the prerequisite.
  - 1) Action on prerequisite: SPAN 2 or SPAN 2S or SPAN 34 or SPAN 64M with a grade of “C” or better.
  - 2) Action on course.
- t. (CP-03-114) SPAN 32-First Semester Spanish, Part 2 – Change other catalog information and the prerequisite.
  - 1) Action on prerequisite: SPAN 31 or SPAN 61M.
  - 2) Action on other changes.
- u. (CP-03-112) SPAN 33-Second Semester Spanish, Part 1 – Change other catalog information and the prerequisite.
  - 1) Action on prerequisite: SPAN 1 or SPAN 1S or SPAN 32 or SPAN 62M.
  - 2) Action on other changes.
- v. (CP-03-115) SPAN 34-Second Semester Spanish, Part 2 – Change other catalog information and the prerequisite.
  - 1) Action on prerequisite: SPAN 33 or SPAN 63M.
  - 2) Action on other changes.
- w. (CP-03-118) SPAN 63M-Beginning Spanish, Part 3 for Medical Workers – Change other catalog information and the prerequisite.
  - 1) Action on prerequisite: SPAN 1 or SPAN 1S or SPAN 32 or SPAN 62M.
  - 2) Action on other changes.

It was moved by Kathy Rosengren and seconded by Robin Arie-Donch to approve the prerequisites as presented in items j.-w.

The motion carried unanimously.

It was moved by Debbie Berrett and seconded by Esther Pryor to approve action on the courses.

The motion carried unanimously.

- x. (CP-03-124) LR 50-Basics of Information Competency – Change the course number to 10

It was moved by John Glidden and seconded by Robin Arie-Donch to approve the course modifications as presented.

Action was taken to add to 11. Methods of Evaluating Student Achievement: **d. Participation in class discussions.**

The motion carried unanimously with the noted change.

It was moved by Bob Myers and seconded by Robin Arie-Donch to change the course advisory.

Action was taken to change 7c. Course Advisory to **Eligibility for ENGL 1.**

The motion carried unanimously.

- y. (CP-03-76) MUSIC 9-Wind Ensemble – Remove the prerequisites and change the course advisory and textbook.
- z. (CP-03-77) MUSIC 10-Concert Band – Remove the prerequisites and change the course advisories.
- aa. (CP-03-78) MUSIC 11-Symphonic Band – Remove the prerequisites and change the course advisories.
- bb. (CP-03-79) MUSIC 14-Jazz Ensemble – Remove the prerequisites and change the course advisories.
- cc. (CP-03-80) MUSIC 15-Stage Band – Remove the prerequisites and change the course advisories.
- dd. (CP-03-81) MUSIC 16-Symphony Orchestra – Remove the prerequisites and change the course advisories.
- ee. (CP-03-82) MUSIC 17-Chamber Orchestra – Remove the prerequisites and change the course advisories.
- ff. (CP-03-83) MUSIC 19-Instrumental Ensemble – Remove the prerequisites and change the course advisories.
- gg. (CP-03-84) MUSIC 51-Jazz and Popular Solo Voice – Remove the prerequisites and change the course advisories.
- hh. (CP-03-85) MUSIC 56-Jazz Improvisational Ensemble – Remove the prerequisites and change the course advisories.
- ii. (CP-03-86) MUSIC 60-Computer Assisted Music Lab – Remove the prerequisites and change the course advisories.

- jj. (CP-03-87) MUSIC 61-MIDI and Computer Music Sequencing and Scoring – Remove the prerequisites and change the course advisories and methods of instruction.
- kk. (CP-03-88) MUSIC 64-Marching Band – Remove the prerequisites and change the course advisories and methods of instruction.

It was moved by Kathy Rosengren and seconded by Bob Myers to approve the course modifications as presented in items y.-kk.

There was discussion relative to the ability of a student to pass a course without playing an instrument. It was agreed the original rationale statement should be used for each course modification.

~~**Rationale for each change (deleted):** Students do not need to play an instrument prior to enrolling in this class. A student who wants to learn an instrument may take this class while taking lessons in a particular instrument. In addition, most students who wish to enroll in this course already play an instrument. By having the prerequisite students are blocked from enrollment prior to the class meeting which discourages students from participating in performance courses.~~

**Rationale for each change (original language):**

Currently, students cannot enroll in this course until after they have obtained pre-requisite clearance from the instructor at the first class meeting. Because the students are not enrolled before the first class meeting, the class is cancelled due to low enrollment, despite the fact that there are an adequate number of students awaiting pre-requisite clearance.

The motion carried unanimously with the noted change.

- II. (CP-03-126) NURSE 223-Critical Care Nursing – Change the prerequisites, catalog description, objectives, other assignments, content outline and textbooks.
  - 1) Action on prerequisite: RN or LVN Licensure and NURSE 219.
  - 2) Action on other changes

It was moved by Jean Reyes and seconded by Brad Paschal to approve the prerequisite as presented.

The motion carried unanimously.

It was moved by John Glidden and seconded by Debbie Berrett to approve action on the changes.

The motion carried unanimously.

- mm. (CP-03-125) NURSE 230-Emergency Care Nursing – Change the prerequisites and textbook.
  - 1) Action on prerequisite: RN or LVN Licensure and NURSE 219.
  - 2) Action on other changes.

It was moved by Bob Myers and seconded by Kathy Rosengren to approve the prerequisites as presented.

The motion carried unanimously.

It was moved by Robin Arie-Donch and seconded by Kathy Rosengren to approve action on the change.

The motion carried unanimously.

- nn. (CP-03-123) NUTRI 10-Nutrition – Change the method of instruction, course advisory, catalog description, objectives, methods of evaluation, reading/writing/other assignments, content outline and textbooks.

It was moved by Bob Myers and seconded by Robin Arie-Donch to approve the modifications as presented.

It was agreed the textbooks should be updated and Robin Sytsma will provide textbook names, authors, editions, publishers, and dates to the Curriculum Office.

It was agreed to add the standard critical thinking statement to 13. Course Content Outline: **Students will be required to analyze, evaluate, compare, and contrast the following characteristics, techniques and themes.**

It was agreed to add to 11. Methods of Evaluating Student Achievement: **4. Participation in class discussions.**

The motion carried unanimously with the noted changes.

- oo. (CP-03-122) OT 59-Medical Keyboarding and Computer Applications – Change the catalog description, other catalog information, objectives, methods of evaluation, reading assignments, content outline and textbooks.

It was moved by Don Hoggan and seconded by Kathy Rosengren to approve the modifications as presented.

The motion carried unanimously.

- rr. (CP-03-121) OT 151-Office Systems & Procedures – Change the units, wkly hrs, methods of instruction, corequisites, prerequisites, catalog description, objectives, methods of evaluation, writing assignments, content outline and textbooks.

- 1) Action on pre/corequisites: Coreq = One unit of OCCED 90. Prereq = Typing rate of 45 wpm and microcomputer word processing skills.
- 2) Action on other changes.

It was moved by Don Hoggan and seconded by Bob Myers to approve the pre/corequisites as presented.

The motion carried unanimously.

It was moved by Don Hoggan and seconded by John Glidden to approve action on other changes.

The motion carried unanimously.

### ***PROGRAM MAJORS MODIFICATIONS***

- a. (CP-03-155A) Computer & Information Sciences: Network Administration – Change the title, program description, total units reduced to 28.5, change required courses and reduce number of elective courses. *#Contingent upon approval of 5abcd&e and 6b above.*

It was moved by Don Hoggan and seconded by Bob Myers to approve the majors modifications as presented.

The motion carried unanimously.

- b. (CP-03-155B) Job-Direct Computer & Information Sciences Certificate: Network Assistant – Change the title, unit value increased to 16.5, change the required courses. *#Contingent upon approval of 5abcd&e above.*

It was moved by Debbie Berrett and seconded by Kathy Rosengren to approve the majors modifications as presented.

The motion carried unanimously.

- c. (CP-03-159) Computer & Information Sciences: Microcomputer Applications – Add one course to Recommended Electives. Total unit value is not changed.

It was moved by Kathy Rosengren and seconded by Don Hoggan to approve the majors modifications as presented.

The motion carried unanimously.

- d. (CP-03-157) Office Technology: Administrative Assistant – Change the unit value of a required course, add a required course, and remove one course from Recommended Electives. Total unit value is not changed.

It was moved by John Glidden and seconded by Bob Myers to approve the majors modifications as presented.

The motion carried unanimously.

- e. (CP-03-158) Electronic/Computer Servicing Technology – Add a new Job-Direct Certificate titled , “Home Technology Integrator,” requiring 10 units and a minimum grade of “C” or better in each of the following courses: IT 160 Electrical Fundamentals 3 units

- |   |         |
|---|---------|
| • ECTRN 111 Fundamentals of Wire and Cabling                  | 1 unit  |
| • ECTRN 112 Fundamentals of Fiber Optics                      | 1 unit  |
| • ECTRN 113 Fundamentals of Wireless Communication            | 1 unit  |
| • ECTRN 175 Home Technology Integration Techniques            | 4 units |
| • <i>#Contingent upon approval of 5gh&amp;k and 6e above.</i> |         |

It was moved by Kathy Rosengren and seconded by Robin Arie-Donch to approve the majors modifications as presented.

The motion carried unanimously.

- a. (CP-03-160) Electronic/Computer Servicing Technology – Add a new Job-Direct Certificate titled , “Computer Investigations,” requiring 13 units and a minimum grade of “C” or better in each of the following courses:
- CIS 1 Introduction to Computer 3 units
  - CRIMJ 1 Introduction to Criminal Justice 3 units
  - CRIMJ 51 Criminal Investigation 3 units
  - ECTRN 173 Computer Forensics Investigations 4 units
  - *#Contingent upon approval of 5j above.*

It was moved by Debbie Berrett and seconded by Bob Myers to approve the majors modifications as presented.

The motion carried unanimously.

- b. (CP-03-161) Electronic/Computer Servicing Technology – Add a new Job-Direct Certificate titled , “Electronic Security and Surveillance Technician,” requiring 10 units and a minimum grade of “C” or better in each of the following courses:
- CRIMJ 1 Introduction to Criminal Justice 3 units
  - ECTRN 111 Fundamentals of Wire and Cabling 1 unit
  - ECTRN 112 Fundamentals of Fiber Optics 1 unit
  - ECTRN 113 Fundamentals of Wireless Communication 1 unit
  - ECTRN 171 Security and Surveillance Techniques 4 units
  - *#Contingent upon approval of 5gh&i and 6e above.*

It was moved by Kathy Rosengren and seconded by Bob Myers to approve the majors modifications as presented.

There was agreement that what is being done in the whole electronics area is very exciting. It is on the leading edge.

The motion carried unanimously.

- h. (CP-03-156) Human Services – Change the “Certificate of Achievement and Associate in Arts Degree” description and increase the unit value of a required course. Total unit value is now 21.

It was moved by John Glidden and seconded by Bob Myers to approve the majors modifications as presented.

The motion carried unanimously.

### ***REPORT FROM THE CHAIR***

Chair Rota advised the proposal to change the graduation requirement (Option C – Completion of CSU GE Requirements) will be discussed at the December 9, 2003, meeting and a vote will be taken at the first meeting in the spring 2004 semester.

Chair Rota wished everyone a very happy holiday.

### ***REPORT FROM THE VICE PRESIDENT***

Vice President Kathryn Campbell wished everyone a Happy Thanksgiving. Special thanks were extended to Leslie Rota and Donna Vessels for their hard work on the agenda.

### ***OPEN DISCUSSION - None***

### ***ADJOURNMENT***

There being no further business to come before the committee, the meeting was adjourned at 3:00 p.m., to meet again Tuesday, December 9, 2003, at 1:30 p.m., in the Board Room (626).