

Chabot College Curriculum Committee Minutes December 1, 2015

Chair: Kim Morrison

Voting Member Present: Aaron Deetz, Dara Greene, Mireille Giovanola, Arturo Lopez Yanez,
Absent: Bruce Mayer, Gareth Scott

EX Officio Members Present: Jane Church, Stacy Thompson

Guests: Language Arts/English: Carla McLean, Carmen Johnston and Marcia Corcoran, dean

Minutes by: Catherine Gentiluomo

Agenda Item	Discussion	Action Items
1. Call to order	2:20 by Kim Morrison, Chair	
2. Minutes 11/17/2015	Minutes were reviewed and approved as corrected.	J. Church to post to website
3. Presentation	Language Arts / English	
Claire McLean	Updates to the core 15-20 core English courses with new language for transfer, textbooks.	
	Difficulty with English 24, 25, 26, 32, 45, 48 the courses were submitted but unable to locate the corrections.	Jane and Kim will work with instructor to review process and locate the courses.
	ENGL 31 language within the course has been updated Gay, Lesbian, Bisexual and Trans-gender 'GLBT' but will keep the original course title.	
Arturo Lopez Yanez	SL 64, 65, 66 have been leveled. He has created SL 67 as the fourth level of this course to introduce deaf culture, community work and additional lab hours practicing outside of the classroom. This is part of student learning outcomes for this coursework to enable students to become more proficient in their signing, understanding the culture of those they serve and possible employment. Other courses are 3 units but would like to expand this course to 5 units with possible certificate. Committee discuss the lecture/lab in comparison to other language coursework. The additional languages have more written coursework, reports and reading.	Author will add lab work to the first three courses, then resubmit the new course and certificate program
Carmen Johnston	GMST 32 Leadership course would like to expand to A/B/C and D and be leveled for continued student participation. Each is a 2	

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	unit course. The textbooks have been updated. She has reviewed these new courses with other disciplines and other learning communities (DARAJA, Ethnic Studies, and Social Justice) to meet core requirements. She would like to continue to develop for to a certificate in Leadership.	
Dara Greene	PSCN 2 updated coursework and the program language and textbooks in this discipline in conjunction with LPC as they are shared courses titles.	
4. Voting Level 4	The attached list 12/01/2015 was reviewed and approved 6/0 except for the following courses.	
	BUS 33 – Discussed language updates for coursework to current with CPA exam.	Vote 6/0 to approve
	BUS 38 – Basic skill level class? Should this course be a 100 level course D. Greene will review for CSU transfer language and requirements.	Return to author for course number change. Hold for articulation review.
	HLTH 40 – Requires some language update	Return to author
	NURS 70 – Update pre-requisites	Return to author
	The current originator course listing is very long. Several of the courses were presented today and will be voted on at our last meeting for the semester next Tuesday	Email to be sent to all authors. All courses must be corrected and moved through the system to Level 4 approval if the author would like approval for Fall 2017.
5. Spring to Spring Calendar	Committee briefly discussed the spring calendar. The committee agrees to meet twice monthly in the Spring as the workload should not be significant. The presentations will be scheduled as needed. A final review and dates will be discussed next meeting.	D. Greene to resend 11/7 email with schedule. Review calendar for spring to spring. Final meeting dates and process to be discussed next meeting
6. Good of the Order	Review current listing, all course need at least five committee members to review before Monday at 5:00 PM.	Committee to review current listing by 5 PM on Monday. Final list to be generated Tuesday AM.
	Next meeting scheduled for Tuesday, December 8, 2015	

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CONSENT VOTING LISTING: 12-1-2015 Courses listed below have been reviewed by at least 5 Curriculum Committee voting members. There were no compelling comments to dictate a more thorough review. Suggested edits will be completed as part of the approval process.

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	O#F REVIEWERS	COMMENTS
BUSINESS AND TECH			
ATEC 63B	Deactivate Course	7	NO COMMENTS
Accounting Technician		8	PLO's corrected
Accounting		7	PLO's corrected
Automotive Technology		6	PLO's corrected
Bookkeeping		6	corrected
Business		7	NO PROGRAM CHANGE COMMENTS
Business Administration		6	NO PROGRAM CHANGE COMMENTS
CPA Exam Preparation: Business Environment and Regulation		6	<p>Description: I find the first sentence confusing. Do you mean that a bachelor's degree is required, but any type will do?</p> <p>Return to change wording for catalog description to: A comprehensive study of ethical issues that accountants must address in the various sectors of accounting. Topics include general principles of ethics applied to accounting, personal responsibilities, the AICPA Code of Professional Conduct, tax/audit/accounting issues, confidentiality, independence, conflicts of interest, discreditable acts, whistleblower duties, and the Sarbanes-Oxley Act.</p>
CPA Exam Preparation: Financial Accounting and Auditing		6	<p>Description, first sentence: I find the sentence confusing. Do you mean that CPA candidates must have a bachelor's degree, but any type will do?</p> <p>3rd line: candidate [omit the s] completes...</p> <p>A comprehensive study of ethical issues that accountants must address in the various sectors of accounting. Topics include general principles of ethics applied to accounting, personal responsibilities, the AICPA Code of Professional Conduct, tax/audit/accounting issues, confidentiality, independence, conflicts of interest, discreditable</p>

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			acts, whistleblower duties, and the Sarbanes-Oxley Act.
Management		6	NO COMMENTS
Retail Management		6	No Change Comments
Retail Management		6	No Comments
Retailing		6	No Comments
BUS 11: Governmental and Nonprofit Accounting		5	No Comments
BUS 14: Business Communications		5	No Comments
BUS 15: Business English		5	This OR seems out of place: "Strongly Recommended: Eligibility for ENGL 1A (completed with a grade of "C" or higher) OR" Add at the committee review: Business Document Types the following: "email, text messages, short reports"
BUS 3: Taxation of Individuals		5	No Comments
BUS 33: Accounting Ethics	NEW COURSE	4	No Comments
BUS 38: Business English Skills	NEW COURSE	5	For the BART project. If we need to change the start date to Fall 2016, we will do it at the Curriculum meeting.
BUS 44: Intro to Investments		5	No Comments
BUS 50C: Interviewing for Success		4	No Comments
BUS 50D: Resumes and Job Application Letters		4	No Comments
BUS 50F: Developing a Business Plan		4	No Comments
BUS 50N: Dealing with Difficult People		4	Under "Special Student Materials" is a discussion about the TextBook. Is this needed?
BUS 50P: Quality Customer Service		4	No Comments
BUS 70: Health Care Financial Management		4	No Comments
BUS 72: Leadership of Health Care Organizations		4	No Comments
BUS 92: Excel Spreadsheets for Accounting		4	These 2 changes were not made. Can we edit during Committee Review? In Catalog description, change CAS 54A to CAS 54. Under Special Student Materials, change "for live courses only" to "for face-to-face courses only."
THE COURSES FROM CAS 54A TO CAS 88B ARE ALL BEING DEACTIVATED. THEY CAN BE APPROVED AS A BATCH BY THE COMMITTEE..			

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CAS 54A: Microsoft Excel I	DEACTIVATE	4	NO COMMENTS
CAS 54B: Microsoft Excel II	DEACTIVATE	4	NO COMMENTS
CAS 55 Virtual Office Technologies	DEACTIVATE	4	NO COMMENTS
CAS 60 Business Software - Gen Acctg	DEACTIVATE	4	NO COMMENTS (Note: part of a program with Adult Ed)
CAS 61 Bus Software Admin Support	DEACTIVATE	4	NO COMMENTS - SAME AS ABOVE
CAS 66 Web Apps, Collaboration and Cloud Computing	DEACTIVATE	4	NO COMMENTS
CAS 72 Office Technology Skills Modules (A through Q)	DEACTIVATE	4	ALL COURSES NUMBERED CAS 72A-72N ARE BEING DEACTIVATED NO COMMENTS
CAS 72A Elem Comp Keyboarding I	DEACTIVATE	4	NO COMMENTS
CAS 72B Elem Comp Keyboarding II	DEACTIVATE	4	NO COMMENTS
CAS 72C Comp Keyboarding III	DEACTIVATE	4	NO COMMENTS
CAS 72D Intro to Microsoft Word	DEACTIVATE	4	NO COMMENTS
CAS 72E Intro to Microsoft Excel	DEACTIVATE	4	NO COMMENTS
CAS 72F Introduction to Microsoft PowerPoint	DEACTIVATE	4	NO COMMENTS
CAS 72G Intro to Microsoft Access (NO 72H or CAS 72I))	DEACTIVATE	4	NO COMMENTS
CAS 72J Ten-Key	DEACTIVATE	4	NO COMMENTS
CAS 72K Bus English Skills I	DEACTIVATE	4	NO COMMENTS
CAS 72L Bus English Skills II	DEACTIVATE	4	NO COMMENTS
CAS 72M Today's Computer Technology Tools	DEACTIVATE	4	NO COMMENTS
CAS 72N Intro to the Internet	DEACTIVATE	4	NO COMMENTS
CAS 72P Introduction to Windows	DEACTIVATE	4	NO COMMENTS
CAS 72Q Microsoft Outlook	DEACTIVATE	4	NO COMMENTS
CAS 88A Microsoft Word I	DEACTIVATE	4	NO COMMENTS
CAS 88B Microsoft Word II	DEACTIVATE	4	NO COMMENTS
ESYS 70 Bridge to Electronic Systems Technology	NEW COURSE	6	Should we change the start date to Fall 2016 at the Committee meeting? Also, e-mailed Wayne about Dara's question.
SOTA			
MURT 31 Sound Design	NEW COURSE	6	Is a 2 hour lecture and 1 hour lab enough for a 3 unit class?
SOCIAL SCIENCE PROPOSALS			
No proposals to review			
HEALTH/PE PROPOSALS			

Courses lined-out are exempted from voting.

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HLTH 40 Introduction to Health Professions	NEW COURSE	6	Course Content. Lecture. 2.B. confidentiality. Typical Assignments: B. Address students directly
MEDA 72B Electronic Health Record Part 2		6	NO COMMENTS
NURS 51 Maternity Nursing		5	In typical assignment #1, very minor: "Newborn" should not be capitalized.
NURS 55 Fundamentals of Nursing Practice		5	NO COMMENTS
NURS 61 Clinical Nutrition		5	Course Content #7 and 8 (Eating Disorders and Nutritional Supplements) are removed but still appear in expected student outcomes.
NURS 64 Pharmacology for Professional Nurses		5	Should "Textbook reading assignments" be considered a Method of Presentation? Typical Assignments do not address students.
NURS 69 Gerontological Nursing		5	NO COMMENTS
NURS 70 Nursing Theory: LVN-RN Transitions		5	Although no courses are listed as pre-reqs, "at least one-year work experience as an LVN" and license implies some skills, but I don't know how that fits in the requirements for this field.
NURS 81 Maternity Nursing Theory		5	For Typical Assignments A, B, and D, no specific assignment (i.e., write a paper or prepare a presentation, etc.) are provided.
NURS 82 Pediatric Nursing Theory		5	See Dale's comment. Course Description still says "9 weeks."
NURS 88 Pathophysiology		5	NO COMMENTS
PEAC BTC1 Beginning Boot Camp		6	NO COMMENTS
PEAC BTC2 Intermediate Boot Camp Training	NEW COURSE	5	NO COMMENTS
PEAC BTC3 Advanced Boot Camp Training	NEW COURSE	5	NO COMMENTS
PEAC DIS2 Intermediate Disc	NEW COURSE	5	NO COMMENTS
PEAC DIS3 Advanced Ultimate	NEW COURSE	5	DIS2 is P/NP. Can you change the default setting. Also need input from Ken about the preference for this course.
PEAC FFR2 Fitness for the First Responder Intermediate	NEW COURSE	5	NO COMMENTS
PEAC FFR3 Fitness for the First Responder Advanced	NEW COURSE	5	Appears to be missing CLO's
PEAC FTS4 Competitive Futsol	NEW COURSE	5	NO CHANGE COMMENTS
PEAC HM1 Training for Your First Half Marathon	NEW COURSE	5	NO CHANGE COMMENTS

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PEAC MFT1 Introduction to Military Fitness Training	NEW COURSE	5	Objectives and Course Content could have a better match. Add "drills" to Course Content? (See MFT2).
PEAC MFT2 Beginning Military Fitness Training	NEW COURSE	5	NO COMMENTS
PEAC MFT3 Intermediate Military Fitness Training	NEW COURSE	6	NO CHANGE COMMENTS
PEAC MFT4 Advanced Military Fitness Training	NEW COURSE	5	NO COMMENTS
PEAC PIC1 Introduction to Pickle Ball	NEW COURSE	5	NO COMMENTS
PEAC PIC2 Intermediate Pickle Ball	NEW COURSE	6	NO CHANGE COMMENTS
PEAC TKD1 Tae-kwon-do		7	typos in 12 & 13: ** Defense techniquesupper body defense ** Mid body defenseL Course Content: #2 and #12: please separate words, and correct typos if necessary.
PEAC TKD4 Mastering Tae Kwon Do	NEW COURSE	6	Course Content: 5 and 6 are identical.
Medical Assisting COA		5	NO COMMENTS
Medical Assisting AA Degree		5	NO COMMENTS
SCIENCE/MATH			
MTH 201 Math Jam A	NEW COURSE	5	0 units and text 0 unit = \$0? I thought that the class was worth 0.5 unit. Proposal has not been revised from comments, but it is Math Jam. Not sure units apply. it should be noted that ALECKS is a web based software system. * I found this on the Web for the ALECKS copyright date: ** ALEKS® is a registered trademark of ALEKS Corporation. ©2015 McGraw-Hill
MTH 43 Introduction to Probability and Statistics	TABLED FOR FURTHER DISCUSSION	7	think this is on hold due to unit qty don't think this course's units should be raised to 5. The equivalent in the Behavioral Sciences and Social Sciences, PSY 5, is worth 4 units. It fulfills C-ID requirements.
PSYCHOLOGY-COUNSELING: Presenting 12/1/15			

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GNST 32 Social Justice Leadership Advanced Intermediate		4	Are more recent textbooks available? Measurable Objective #5 needs an action verb. The textbooks are more than 6 years old.
PSCN 12 Self-Esteem For Success		3	Typical Assignments are not written as instructions to students, but looks good to me. Some books are old?
PSCN 21 Strategies for College Success		2	NO COMMENTS
PSCN 22 College Success Series		2	NO COMMENTS
PSCN 36 Women in Transition		2	NO COMMENTS
PSCN 4 Multiethnic/Cultural Communication		2	NO COMMENTS

draft