

Chabot College Curriculum Committee Minutes February 14, 2017

Co-Chairs: Shannon Stanley and Erin Kelly

Voting Member Present: Andrew Pierson, Connie Telles, Cynthia Stubblebine, Aaron Deetz, Arturo Lopez Yanez, Miguel Colon, Pedro Reynoso

EX Officio Members Present: Stacy Thompson, Char Perlas

Student Services: Jean Lee **Academic Services:** Michelle Chan, Megan Parker

Guests: Julie Coan

Minutes by: Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:37PM by Shannon Stanley, Co-Chair	
2. Minutes 10/19/2016	Minutes were reviewed and approved as corrected. A Pierson motions to approve, C Stubblebine seconds.	<i>Motion to approve as reviewed and edited 6/0/2 M. Chan to post to website</i>
3. Presentations	Question from new FT and PT faculty about how to determine what is required in a course outline and review or updating of current approved courses. Program and Course Approval Handbook is available on the curriculum website. http://www.chabotcollege.edu/curriculum/docs/PCAH_6thEdition_LegalReview_Final.pdf	PCAH should be reviewed by all members of the committee and faculty prior to new content submission.
4. Consent Voting	The committee reviewed the following courses. Typos will be corrected as discussed: *Nursing: NURS 70L, 84 * PE: HEAG FW50, PEAC SPM3, PEAC PLF3	<i>Motion To approve the *listed courses and programs with updates and modifications as discussed. AD/PR 6/0</i>
5. Update from the Academic Senate	Senate: SLOs are recommended to be on CORs, but not explicitly required. More research is needed to see what other colleges do. In the meantime, Chabot will continue to include SLOs on CORs to fulfill Accreditation standards.	
6. Good of the Order	Next meeting scheduled for Tuesday, March 7 th , 2017 Meeting adjourned 3:18PM	

CONSENT VOTING LISTING: 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. 02/15/2017. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
Business and Technology			
BUS 92 Excel Spreadsheets for Accounting		5 2338	<p>1. Please make the following change. For measurable objectives, lower case the first word in all three objectives and replace period with semi-colon in objectives 1 and 2. Here are some suggestions. 1. Since there is only 2 lab hours, you could make this a 1.5 unit course and save the students some money. 2. Measurable objective number 1 does not make sense to me, the lay person. Is it saying that to complete an Accounting Cycle with various underlying concepts or is it saying to use Excel features to demonstrate various underlying concepts. 3. In course content number 1, I think overall overview is redundant and overall could be removed.</p> <p>2. Looks like a great class.</p>
CAS 80 Basic Comp Program in Basic	Deactivate Course	5 2347	
CAS 82 Designing Web Pages	Deactivate Course	5 2348	
CAS 84 Designing Business Graphics	Deactivate Course	5 2349	

CAS 500 CAS Supplemental Instr Lab	Deactivate Course	5 2346	
ESYS 72A Networking for Home & Small Business	Deactivate Course	5 2322	
ESYS 72B Networking for Small to Medium Business or ISP	Deactivate Course	5 2323	
ESYS 72C Routing and Switching in the Enterprise	Deactivate Course	5 2324	
ESYS 72D Designing and Supporting Computer Networks	Deactivate Course	5 2325	
EMS, Health, Nursing, Dentl Hy, Med Assist			
DHYG 82B Clinical Experience Seminar II		3 2391	1. In Methods of Evaluating Student Progress, "discussion" needs to be capitalized. Is there a measurable objective to go with course content number 5?
NURS 54 Clinical Topics		4 2396	1. For prerequisite do you want (completed with a grade of "C" or higher) for NURS 55? Remove comma before NURS 55. Need to reformat measurable outcomes so "Clinical Outcomes" and "Theoretical Outcomes" are not numbered and

			Outcomes and Theoretical Outcomes are not numbered and the following outcomes are numbered correctly. Some of the measurable outcomes do not have semi-colons.
NURS 55 Fundamentals of Nursing Practice		4 2397	1. Need to reformat measurable outcomes so “Clinical Outcomes” and “Theoretical Outcomes” are not numbered and the following outcomes are numbered correctly.
NURS 64 Pharmacology for Professional Nurses		4 2401	1. The BRN says 45 hours 2. Do you want (completed with a grade of "C" or higher) for NURS 70L and NURS 70? I think you want an “and between NURS 70L and NURS 70. I believe the contact hours for the term are incorrect. Formatting changes: Remove comma after “or” in prerequisites. Need a semi-colon after measurable objective 1, Need to capitalize the first word in each of the subtopics in Course Content. Need a period after the last Student Learning Outcome.
NURS 70 Nursing Theory: LVN-RN Transitions		4 2402	1. Remove D from typical assignments as it belongs under assessment. Format Changes: Remove the commas before ANAT 1, MICR 1 and PHSI 1 in prerequisites. For Measurable Outcomes need to lower case beginning word of each outcome and put a semi-colon at the end of each outcome except the last one. Remove Evidence Based Practice: and Diversity: from the list of outcomes.
NURS 70L Clinical Skills Practice and Assessment Lab		6 2344	1. Remove D from typical assignments as it belongs under assessment. Format Changes: Remove the commas before ANAT 1, MICR 1 and PHSI 1 in prerequisites. For Measurable Outcomes need to lower case beginning word of each outcome and put a semi-colon at the end of each outcome except the last one. Remove Evidence Based Practice: and Diversity: from the list of outcomes. 2. Suggested Changes: Measurable Objectives 1. Lower case first word in each outcome. 2. Put a semi-colon at the end of the first outcome. 3. Numbers 2, 3, 4 and 5 are not measurable outcomes. Methods of Presentation: I don’t think number 5

			<p>OUTCOMES. METHODS OF PRESENTATION. I DON'T THINK NUMBER 5, "Satisfactory performance in Skills Laboratory", qualifies as a method of presentation. Typical Assignments: In the other course outlines, the typical assignment reads like the assignment that is given to the student. These read like a type of assignment. Do we want consistency or are these OK? In Student Learning Outcomes, capitalize demonstrate and put a period at the end of the sentence.</p> <p>3. Please ignore my first set of comments. They were meant for NURS 70 course outline.</p>
NURS 84 Prescriptive Clinical Nursing Skills Practice		7 2345	
NURS 85 Registered Nurse Refresher (Theory and Clinical)	Deactivate Course	7 2343	<p>1. Course Content should be separated into Lecture & Lab. Are there any textbooks more recent than 2006?</p>
Kinesiology, Athletics and Physical Education			
HEAG FW50 Fitness Walks for the Mature Adult	New Course Proposal	7 2312	<p>1. Is this a no credit course? If not, then the units need to be changed to 0.5 to 2.0 units. Is the effective date correct?</p>
KINE BKPK1 Introduction to Backpacking	New Course Proposal	4 2390	<p>1. Measurable Objectives: 1. I think demonstrate an understanding and demonstrate knowledge should be changed to different verbs like describe, list, or demonstrate the use of.</p> <p>2. Number 5 needs a corresponding course content. Course Content: Numbers 5, 6 and 9 need corresponding measurable objectives. Student Learning Outcomes: 1. Capitalize beginning word. 2. In number 2 insert "to" before "plan". 3. I suggest changing "demonstrate an understanding" to list or explain. Special Student Materials: Capitalize the first word</p>

			<p>Explain. Special Student Materials. Capitalize the first word.</p> <p>2. Lecture and Lab Content Should Be Separated.</p>
KINE OPE Orientation to Physical Education Activity Classes	New Course Proposal	5 2366	<p>1. Here are some recommended changes. 1. Measurable Objectives a) I think the course description needs to be reworded. It sounds like you get diabetes from taking an activity course and this course will tell you how to prevent getting the diabetes. Suggestion: Covers basic concepts in safety, facility use and rules of the activity center, training for wellness, nutrition, and prevention of adult diabetes. b) I do not see a measurable outcome for course content number 4. 2. Course Content a) I do not see matching course content to go with measurable objectives number 2 and 5. b) Rewrite number 7 as “The signs of metabolic syndrome.” to match other course content format. c) I see nothing in the course content about diabetes. 3. Textbook – Is there a newer edition of the textbook?</p>
PEAC WEE2 Intermediate Weight Training for Everyone	New Course Proposal	3 2386	<p>1. Prerequisites: • Need to remove commas after the “ors”. • Do you want an “or” or “and” before PEAC WOW1 Measurable Objectives: • Remove “demonstrate how to” from numbers 1 and 2. • Add “to” before teach in number 3. Matching course content with measurable objectives • What course content goes with clean and over press? • What measurable objective goes with course content numbers 5, 6, 7 and 8?</p>
PEAC PLF3 Advanced Plyometric and Agility Training for Women	New Course Proposal	6 2340	<p>1. I suggest changing "med" to "medicine" in number 5 of measurable outcomes.</p>
PEAC SPM3 Advanced Plyometric and Agility Training	New Course Proposal	6 2341	<p>1. Under Measurable Objectives remove number 5 as it is listed in the prerequisite skills and add a verb for number 6. In Student Learning Outcomes, capitalize demonstrate in both outcomes</p>

Agility Training for Men			SALOMON.
Social Sciences			
ECD 31 Performing Arts Preschool Foundations	New Course Proposal	11 2302	<p>1. I have the same remarks I had as division rep: Typical Assignments: address students directly. Evaluating Student Progress: Is it a requirement to have a final exam or project? Bibliography: eliminate 1., correct typos in 2. Font should be uniform throughout.</p> <p>2. See Mireille's notes.</p>
ECD 32 Math: Preschool Foundations	New Course Proposal	10 2304	<p>1. Is this the latest edition of the text?</p> <p>2. Typical Assignments (last): address students directly. Assessment of Student Progress: should there be a final of some type? Textbooks: Correct typo in education in 2.</p>