

Chabot College Curriculum Committee Minutes December 5, 2017

Chairs: Dara Greene

Voting Member Present: Aaron Deetz, Mireille Giovanola, Erin Kelly, Jim Matthews, Connie Telles, Arturo Lopez-Yanez, Celena Zeng

EX Officio Members Present: Sara Parker, Shannon Stanley, **Stacy Thompson (no sign-in), Dale Wagoner (no sign-in), Julie Coan**

Student Services: Rozen Bondoc, Jean Lee

Academic Services: Angela Castellanos, Michelle Chan, Megan Parker

Guests: **Bob Buell (no sign-in)**

Minutes by: Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:38PM by Dara Greene, Chair.	
2. Minutes 10/31/2017 11/28/2017	Minutes were reviewed and approved with minor corrections. 10/31/17 – E. Kelly motions, J. Matthews seconds. Vote 7/0/0 11/28/17 – E. Kelly motions, A. Deetz seconds. Vote 7/0/0	<i>M. Chan to post to website.</i>
3. Spring 18 Calendar	Moving Language Arts voting from 2/6/18 to 2/20/18 because they are getting a new dean and want to allow enough time for proposals. Adding additional meeting on 1/30/18 because Apprenticeship did not make it through to voting level. Additional meeting is needed for clean-up of Fall 18 changes. Meeting time for Spring 2018 confirmed 2:30pm.	
4. AA/ AS General Education Proposals	S. Stanley—authors of the courses listed are requesting to be in a new GE category. The flyers show the existing GE patterns. The categories are similar but there are some small differences. S. Thompson— GEO 22 should not be included. These are typically all political science and history courses. D. Greene entertain a motion to approve GEO 22: J. Matthews motions, E. Kelly seconds; Not approved 0/7/0 Approve all other courses: M. Giovanola motions, E. Kelly seconds; Approved 7/0/0	

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5. Articulation Training for FLEX Day	<p>S. Stanley— Asks for suggestions of topics to cover during FLEX Day. M. Giovanola— would like to know how things should be written for C-ID. C. Telles— would like to know the basics, what is transferable, what needs to be done for articulation.</p>	
6. Voting:	<p>DIGM: 2, 4A, 5, 6A, 7; Approved with edits. A. Deetz; M. Giovanola seconds. 7/0/0 DIGM: 8A, 8B, 10A, 11, 12A, 15, 16, 20. Approved. E. Kelly motions, J. Matthews seconds. 7/0/0</p> <p>FILM: Hold</p> <p>ID: 49, 5 MUSA: 22A, 22B, 42A, 42B MUSP: 10, 11A, 11B THTR: 21 Approved with edits. E. Kelly motions A. Deetz seconds. 7/0/0</p> <p>THTR 35A; Not Approved. A. Deetz motions, E. Kelly seconds. 0/0/7</p> <p>Art History (AA) Digital Filmmaking (COA) Graphic Design (AA) Graphic Design (COA) Jazz Studies (COP) A. Deetz motions, E. Kelly seconds. 7/0/0</p> <p>FT: 1, 2; Approved. E. Kelly motions, A. Deetz seconds. 7/0/0 FT: 3, 4, 5, 6; Approved. E. Kelly motions, M. Giovanola seconds. 7/0/0 FT: 10, 11, 11CAP; Approved. E. Kelly motions, M. Giovanola seconds. 7/0/0</p> <p>Fire Prevention Inspector (AA) Fire Prevention Inspector (AS) Fire Prevention Inspector (COA) Fire Technology (AS)</p>	

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	<p>Fire Technology (AA) Approved. E. Kelly motions, M. Giovanola seconds. 7/0/0</p> <p>MEDA 60; Approved. E. Kelly motions, A. Deetz seconds. 7/0/0</p> <p>PEAC: WLK1, FFL2; Approved. C. Telles motions, A. Deetz seconds. 7/0/0</p> <p>ENGL 37; Not Approved. E. Kelly motions, A. Deetz seconds. 7/0/0</p> <p>LNSK: 116, 120, 121; Approved. E. Kelly motions, A. Deetz seconds. 7/0/0</p> <p>SL 67; C. Telles motions, M. Giovanola seconds. 7/0/0</p> <p>PHYS: 4A, 4B, 4C, 5; Approved. M. Giovanola motions, C. Telles seconds. 7/0/0</p> <p>ANTH 7, ES 21, GLST 1, HIS 20, POSC 11, POSC 95; Approved. M. Giovanola motions, E. Kelly seconds. 7/0/0</p> <p>Ethnic Studies (AA) Geography (AA-T) Global Studies (AA-T) Social Justice Studies: Ethnic Studies (AA-T) Approved. M. Giovanola motions, A. Deetz seconds. 7/0/0</p> <p>MTH 55A, 55B; Approved. E. Kelly motions, M. Giovanola seconds. 7/0/0</p>	
7. Good of the Order	Adjourned 4:18PM	
	Next meeting scheduled for Tuesday, February 6th, 2018	

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. 12/05/2017. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
Arts and Humanities			
ARTH 3 Film History and Appreciation	New Course Proposal	3 2554	
DIGM 2 Introduction to Graphic Design		5 2622	
DIGM 4A Digital Illustration		6 2619	1. SLOs: there should be 3 SLOs. Textbooks, #1: is there a newer edition? MRG
DIGM 5 Typography		6 2620	1. It looks like there is a 2001 edition available of the: Josef Müller-Brockmann (1996). Grid Systems in Graphic Design: A Visual Communication Manual for Graphic Designers, Typographers and Three Dimensional Designers Germany Niggli. 2. SLOs: there should be 3 SLOs. Textbooks: are there newer editions? MRG 3. book 1996?
DIGM 6A Photo Compositing		6 2643	1. Catalog Description, 4th line, correct typos: "individual images". SLOs: this is a 3-unit courses. There should be 3 SLOs. MRG
DIGM 7 Design and Layout		6 2621	1. There is a 2001 version available of: Josef Müller-Brockmann (1996). Grid Systems in Graphic Design: A Visual Communication Manual for Graphic Designers, Typographers and Three

			Graphic Designers, Typographers and Three Dimensional Designers Germany Niggli. 2. SLOs: this is a 3-unit course. There should be 3 SLOs. Textbooks: follow the citation format suggested by Curricunet. MRG
DIGM 8A Graphic Design Studio		6 2437	
DIGM 8B Graphic Design Studio II		6 2438	1. Catalog Description, 1st line: "to solve as a professionals...". Delete "a". MRG
DIGM 10A Introduction to Animation		5 2639	1. No SLOS yet 2. slo's?
DIGM 11 Video Editing		5 2631	1. text books are old
DIGM 12A Motion Graphics		5 2640	
DIGM 15 Web and User Experience Design		5 2637	1. The Designing Web Navigation: Optimizing the User Experience book is pretty old in "Internet years". 10-years is something like 622 dog years. 2. any newer text?
DIGM 16 HTML and CSS for Designers		5 2638	1. I agree with Erin CT 2. The last sentence of the catalog description does not seem correctly written to me. Suggestion: Website design aesthetics and usability are EMPHASIZED as a core component of building websites." (EEK)
DIGM 20 Digital Portfolio and Promotion		6 2439	1. Typical Assignments, 1: "Use..."

FILM 14 Introduction to Cinematic Arts		6 2628	<p>1. Typical Assignments: A. Consider removing "Quizzes" and adding them to Methods of Evaluating Students. E. Address directly. SLOs, B: correct typo "an (not and) understanding..." Textbooks: Are there more recent editions? MRG</p> <p>2. An 11th edition (January 15, 2016) of David Bordwell, Kristin Thompson (2012). Film Art: An Introduction (10/e). McGraw-Hill Education is available. A 5th edition of Richard Barsam, Dave Monahan (2012). Looking at Movies: An Introduction to Film (4/e). W. W. Norton & Company is available.</p>
FILM 50 Introduction to Digital Filmmaking		6 2629	<p>1. SLOs A and B: get rid of "Students will be able to" C: get rid of "Students will". Textbooks: should follow suggested Curricunet format. MRG</p>
FILM 60 Documentary Filmmaking		6 2630	<p>1. Measurable Objectives: get rid of space between 3. and 4. SLOs: need a 3rd SLO. Textbook: citations should follow format suggested by Curricunet. MRG</p>
ID 49 Digital Tools for Design and Visual Communication		6 2509	
ID 54 Principles of Interior Design		6 2384	<p>1. Course Content, 7: "Problem solve through..." (to match the other sentences. Texts: citations should follow the Curricunet format. MRG</p>
ID 73 Digital Drafting Principle II	New Course Proposal	3 2511	<p>1. Formatting on Course Content needs tweaking (remove bullet point, use consistent formatting for Lecture and Studio headings)</p>

MUSA 22A Jazz Piano and Musicianship I		5 2649	1. The course content seems repetitive to me...items 2 and 7 seem to be the same. Suggest combining into one item, perhaps with sub-categories to support measurable objectives 2, 3, and 7. (EEK)
MUSA 22B Jazz Piano and Musicianship II		5 2648	1. Typos: under methods of evaluating student progress (midterm and final) it should read "Performance of an ASSIGNED jazz tune..." SLO should be reworded to get rid of "student will be able to".
MUSL 42A Jazz Theory I		5 2647	1. need another SLO 2. Course needs an additional SLO. (EEK)
MUSL 42B Jazz Theory II		5 2646	1. Needs an additional SLO (EEK).
MUSP 10 Orchestra	New Course Proposal	5 2535	1. No book? 2. The Misc. section of course content seems strange to me. This information almost seems like it should be in the catalog description. Also, should Misc. c) say "improvised" solos? (EEK)
MUSP 11A Fundamentals in Jazz Improvisation	New Course Proposal	5 2644	
MUSP 11B Jazz Combo	New Course Proposal	5 2645	1. Books are old 2. Is there a more recent textbook?(EEK)
THTR 21 Introduction to Design for the Theater		6 2614	

THTR 35A Musical Theater Workshop	New Course Proposal	6 2615	1. Is there a more recent version of the text? In my opinion this course feels like it should have lab hours, not lecture hours, since so much of the course content is activity based. (EEK)
Art History		6	1. Why is the required core listed as 16.5 units? Should it be 12 units? (EEK) 2. Careers: If the whole quote is from Lynch, then it should be in quotation marks. Lists A, B, C: I don't know that it is necessary to include "or", since students are instructed to choose 1 course.
Certificate: Interior Design (Residential) (COA)		3	1. Why is "Certificate" in the title before the name of the program? (EEK)
Digital Filmmaking	New Program	8	
Graphic Design		6	1. Program description, 1st line: add "with" after "provides...". Careers: separate professions with a comma.
Graphic Design	New Program	6	1. Description, 1st line: add "with" after "provides students". MRG
Interior Design (AS)		3	
Jazz Studies	New Program	6	1. Career Opportunities, 2nd line: "have the flexibility..." MRG
Web Design and Development	New Program	3	1. Please write the career opportunities section as a complete sentence. (EEK)
Business and Technology			

FT 1 Principles of Emergency Services	New Course Proposal	6 2658	<p>1. Methods of Presentation: delete 11 and 12. They are Methods of Evaluating Student Progress.</p> <p>2. Question: what is the difference between Advisory and Strongly Recommended? If there is no difference I propose changing to Strongly Recommended to be more consistent with other courses in the catalog. (EEK)</p>
FT 2 Principles of Fire and Emergency Services Safety and Survival	New Course Proposal	5 2659	<p>1. Does FT 2 need to be a prereq? CT</p> <p>2. Suggest rewording part of the first sentence to read "...need for cultural and BEHAVIORAL CHANGES throughout..." If changed will also need to update the abbreviated description too. (EEK)</p>
FT 3 Fire Behavior and Combustion	New Course Proposal	3 2660	<p>1. In catalog description I suggest changing the last sentence to "(May not receive credit if FT 53 has been completed.)" instead of spelling out 'Fire Tech'. (EEK)</p>
FT 4 Fire Prevention	New Course Proposal	3 2661	<p>1. In catalog description I suggest changing the last sentence to "(May not receive credit if FT 54 has been completed.)" instead of spelling out Fire Tech. (EEK)</p>
FT 5 Fire Protection Systems	New Course Proposal	3 2662	<p>1. In catalog description I suggest changing the last sentence to "(May not receive credit if FT 55 has been completed.)" instead of spelling out fire tech. (EEK)</p>
FT 6 Building Construction for Fire Protection	New Course Proposal	3 2663	<p>1. In catalog description I suggest changing the last sentence to "(May not receive credit if FT 56 has been completed.)" instead of spelling out fire tech. (EEK)</p>

FT 10 Introduction to Fire Fighter I Academy	New Course Proposal	6 2666	1. Textbooks: are there newer editions? MRG 2. SLOs are very detailed. Is this too much for students to understand? CT
FT 11 Fire Fighter I Academy	New Course Proposal	5 2700	1. complex SLO's CT
FT 11CAP Fire Fighter I Capstone Testing	New Course Proposal	5 2701	1. Same question as EEK ? units CT 2. Do these units add up to 1.50? (EEK)
Fire Prevention Inspector	New Program	3	
Fire Prevention Inspector	New Program	3	1. Should the unit total be a range since there are elective courses with variable units? (EEK)
Fire Prevention Inspector	New Program	3	
Fire Technology		3	1. Is the "and" necessary between EMS 2 and EMS 2W? (EEK)
Fire Technology	New Program	3	1. Is the "and" necessary between EMS 2 and EMS 2W? (EEK)
Fire Technology		5	1. Is the "and" necessary between EMS 2 and EMS 2W in the 1st year 2nd semester list? (EEK)
EMS, Health, Nursing, Dentl Hy, Med Assist			
MEDA 60 Introduction to Medical Assisting	New Course Proposal	6 2653	1. Effective date: why Spring 2019? Should the Abbreviated Class Schedule Description be a shortened version of the Catalog Description, or can it be completely different? MRG 2. Is there a reason the Ef Date is Spring 2019?

NURS 88L Physical Assessment		6 2657	<ol style="list-style-type: none"> 1. Prerequisites should be populated with skills from NURS 70 (and 69?). Typical Assignments: Address students directly. 2. I second the suggestion from Articulation to list the grade required from the prerequisite course. (EEK) 3. tried to correct co-requisite but unable.
Kinesiology, Athletics and Physical Education			
PEAC WLK1 Walking for Fitness		5 2478	
PEAC FFL2 Flag Football League 2	New Course Proposal	5 2154	<ol style="list-style-type: none"> 1. Abbreviated description should say "...how to ORGANIZE and play..." (EEK)
Language Arts			
ENGL 37 Proofreading and Editing for College Writing		6 2567	<ol style="list-style-type: none"> 1. Effective date: Fall 2018? Description: Delete last two sentences, starting with "Strongly recommended". Methods of Presentation: consider deleting "8. Written assignments". Abbreviated Class Schedule Description: larger than Catalog Description! Check repeats. MRG 2. Effective: Spring 2017???? Should this be 2018? 3. Books are old. Will you use APA format? One SLO mentions speech? CT 4. The course content seems very vague to me. I don't know if this is an issue, just wanted to throw it out there. (EEK)
LNSK 116 Learning Skills - Diagnostic Clinic and Study Skills		7 2512	<ol style="list-style-type: none"> 1. Measurable Objectives 1: consider using "their" instead of "his/her". Typical Assignments C & D: address students directly. SLOs: delete "Students will"

LNSK 120 Learning Skills: Study Strategies		7 2514	<ol style="list-style-type: none"> 1. Effective date: F2017? Measurable Objectives 1 & 3, and SLOs C: consider using "their" instead of he/she. 2. Effective Date should be Fall 2018
LNSK 121 Learning Skills – Quantitative Strategies through Language Skills		8 2515	<ol style="list-style-type: none"> 1. Effective Date should be Fall 2018 2. ? any typical assignments 3. Should there be examples of Typical Assignments? 4. Effective date: F2017?
SL 67 Advanced II American Sign Language	New Course Proposal	6 2368	<ol style="list-style-type: none"> 1. Measurable Objectives, 3: delete "to" in "to sign". 5: indent. last objectives is 6. "use more advanced vocabulary" than? SLOs, a: "Use advanced" MRG
Psychology-Counseling			
PSCN 30 Life Transitions	New Course Proposal	7 2456	<ol style="list-style-type: none"> 1. Catalog Description, 1st line: "the changes" (add s); 3rd line: "entering into or losing...". Course Content, 7 and 12: should all these words be capitalized? Typical Assignments: Address students directly. MRG
Science and Mathematics			
PHYS 4A General Physics I		7 2604	<ol style="list-style-type: none"> 1. Assignments D: "Participate..." (address students directly). SLOs: consider rewording. SLOs need to be linked to ILOs. Texts: format should follow Curricunet prompts.
PHYS 4B General Physics II		7 2605	<ol style="list-style-type: none"> 1. Typical Assignments, D: "Participate..." (address students directly). Textbooks: should follow the format suggested by Curricunet. MRG
PHYS 4C General Physics III		5 2606	

PHYS 5 Modern Physics		5 2627	
Social Sciences			
ANTH 7 Introduction to Global Studies		6 2635	1. SLOs, B and C: please get rid of "The student will be able to". Course is cross-listed with GLST 1 and POSC 11. Do textbooks have to match exactly? ANTH 7 lists additional texts. MRG
ES 21 The African American Experience in U.S. History From Reconstruction		6 2632	1. Textbooks: See my earlier comments about later editions. MRG
GLST 1 Introduction to Global Studies		6 2559	1. Course Content, 10, last line: "what the future holds." SLOs, B and C: delete "The student will be able to". MRG
HIS 20 The African-American Experience in U.S. History Through the Civil War		7 2440	1. Measurable Objectives, 16: period at end of sentence. Typical Assignments A: Substitute Canvas for Blackboard. C, 2nd line: "their experience". SLOs C: get rid of "The students will". MRG
POSC 11 Introduction to Global Studies	New Course Proposal	6 2542	
POSC 95 Political Science Internship	New Course Proposal	6 2568	1. Typical Assignments: I have the same comment as I did as div rep: students should be addressed directly. MRG 2. Measurable Objectives: Upon completion of this course, the student should be able to: apply academic knowledge in successfully executing the duties and responsibilities of an internship in Political Science, public policy, or political advocacy. How will the

			public policy, or political advocacy, how will the Apply be measured? Is this measured after the students leaves and becomes an intern?? 3. check contact hours CT 4. Are the max units calculated correctly?
PSY 33 Personal and Social Adjustment		7 2602	1. I don't see the abbreviated course description? 2. Recommended (under Catalog Description and Abbreviated Class Schedule Description): ENGL 52A. Does this course still exist? Textbooks: citations should follow the Curricunet suggested format. 3. Abbreviated Catalog description seems to be missing the body of the text.
Ethnic Studies		6	
Geography		6	
Global Studies		6	1. Degree includes cross-listed courses: ANTH 7/GLST 1/POSC 11 that need to be approved ASAP if the effective date is F18. 2. CNET question - why does Sara Parker appear as the course author when the program is listed under Committee Member Voting? (EEK)
Social Justice Studies: Ethnic Studies	New Program	6	1. Suggest rewording the first sentence under Career Opportunities to "A degree in Ethnic Studies can lead towards MANY career pathways, including:... " (EEK)