

## Chabot College Curriculum Committee Minutes March 7, 2017

**Co-Chairs:** Shannon Stanley, Erin Kelly

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

Absent: Christine Santiago

**EX Officio Members Present:** Char Perlas, Stacy Thompson, Shannon Stanley, and Amy Mattern

**Student Services:** Jean Lee

**Academic Services:** Michelle Chan, Megan Parker

**Guests:** MariAnn Fisher, Dale Wagoner (no sign in)

**Minutes by:** Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:38 by Shannon Stanley, Co-chair	
2. Minutes 02/14/2017	Minutes were reviewed and approved as corrected. A Deetz motions to approve, C Telles seconds	<i>Motion to approve as reviewed and edited 6/0/2 M. Chan to post to website</i>
3. Presentations  Academic Pathways	No presentations from Academic Pathways, or Psychology/ Counseling	
4. Update on Nursing Contact Hours	Some Nursing courses' hours have been calculated differently than standard courses. For example, NURS 60C is a 6 week course but the math has been done for an 8 week class. D. Wagoner explained the math behind calculating the hours for those classes. In conclusion, the Committee decided that Nursing courses on a shortened semester format must note this clearly on the Course Outline. Also, course hours will reflect the shortened term rather than a 17.5 week term.	
5. Presentation on Apprenticeship	MariAnne Fisher— Apprenticeships are 4-6 year long programs where students work a paying job while they study. 6 programs offered: APAU, Sprinkler Fitters, Roofers, Electricians, Telecommunications, Construction Trades	

Agenda Item	Discussion	Action Items
6. Consent Voting	The committee reviewed the following courses. Typos will be corrected as discussed: * <b>Language Arts:</b> (ESL 128, ESL 149 will vote next time) * <b>Business:</b> 92 * <b>CAS:</b> 80, 82, 84, 500 * <b>ESYS:</b> 72A, 72B, 72C, 72D * <b>NURS:</b> 54, 55, 64, 70, 85 * <b>PE:</b> PEAC WEE2	<i>The following will be returned to author for updates.</i> KINE BKPK1 KINE OPE  Motion To approve the *listed courses and programs with updates and modifications as discussed. CT/AD 6/0
7. Update from Academic Senate	Accreditation requires SLOs on the COR. New courses must have SLOs, and Modified Courses should already have SLOs.	
8. Good of the Order	Meeting Adjourned 4:05 PM	
	Next meeting scheduled for Tuesday, April 4, 2017.	

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. 03/07/2017. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
<b>Arts and Humanities</b>			
ARTH 1 Introduction to Art		4 2342	1. Is there a newer version of the textbook? Format change: Capitalize the first word in subtopics in Course Content.
MCOM 14 Writing and Photography For a Weekly Publication	Deactivate Course	4 2387	
MCOM 15 Publications - Editorial Leadership and Production	Deactivate Course	4 2388	
MCOM 63 Cable TV Station Operation	Deactivate Course	4 2389	
THTR 20 Intro to Design for Theater	Deactivate Course	3 2327	
THTR 30 Emerging Work	Deactivate Course	4 2328	
THTR 50B Theater Management: The Basics	Deactivate Course	4 2336	

THTR 50C Theater Management: Intermediate	Deactivate Course	4 2337	
THTR 50D Theater Management: Advanced	Deactivate Course	4 2335	
<b>Business and Technology</b>			
BMW 10 BMW Technical Systems		3 2365	<p>1. Format and typo errors: 1. Lower case "May" in prerequisite. 2. In number 12 of measurable objectives put "of" before "a". 3. Capitalize "workshop" in course content number 4A. 4. In course content for labs in number 2, change "differentness" to differences. 5. Remove "QC1", "Fault code:", "Inspection I:", and "Reprogram:" from Student Learning Outcomes. Write I and T outcomes as sentences. Put periods at the end of U, V and W outcomes. Change "to ability" to "the ability" in outcome W. 6. The Course Content , Laboratory, is not written in proper format. Assignments are given instead of content.</p> <p>2. Too many SLOs?</p>
BUS 13 Advanced Topics in Accounting		3 2392	<p>1. 1. You have "leases" in the catalog description, but I did not see any mention of leases in the measurable objectives or course content. Either delete from description or add to objectives and content. 2. I suggest changing "demonstrate an understanding" in measurable objectives to more descriptive words like apply, describe, interpret, summarize, and explain. At one time, demonstrate an understanding was not acceptable. 3. IFRS was not listed in the course content. Please add it. 4. Rewrite the typical assignments as an assignments given to the student to match format in other course outlines.</p>

BUS 25 Taxation of Business Entities		3 2393	
BUS 92 Excel Spreadsheets for Accounting		7 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	7 2347	
CAS 82 Designing Web Pages	Deactivate Course	6 2348	
CAS 84 Designing Business Graphics	Deactivate Course	6 2349	
CAS 500 CAS Supplemental Instr Lab	Deactivate Course	7 2346	
ESYS 72A Networking for Home & Small Business	Deactivate Course	5 2322	

ESYS 72B Networking for Small to Medium Business or ISP	Deactivate Course	6 2323	
ESYS 72C Routing and Switching in the Enterprise	Deactivate Course	6 2324	
ESYS 72D Designing and Supporting Computer Networks	Deactivate Course	6 2325	
<b>EMS, Health, Nursing, Dentl Hy, Med Assist</b>			
DHYG 82B Clinical Experience Seminar II		4 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		6 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 the following outcomes are numbered correctly. Some of the measurable outcomes do not have semi-colons.
NURS 55 Fundamentals of Nursing Practice		5 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		5 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		5 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 85 Registered Nurse Refresher (Theory and Clinical)	Deactivate Course	8 2343	1. Course Content should be separated into Lecture & Lab. Are there any textbooks more recent than 2006?
<b>Kinesiology, Athletics and Physical Education</b>			
KINE BKPK1 Introduction to Backpacking	New Course Proposal	5 2390	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. 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. 2. Lecture and Lab Content Should Be Separated.
KINE OPE Orientation to Physical Education Activity Classes	New Course Proposal	6 2366	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

Activity Classes			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?
PEAC WEE2 Intermediate Weight Training for Everyone	New Course Proposal	5 2386	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?
<b>Language Arts</b>			
ESL 128 Faculty-Student Tutorial - ESL	Deactivate Course	4 2400	
ESL 149 Writing Workshop for Non-Native Speakers	Deactivate Course	4 2399	
<b>Science and Mathematics</b>			
MTH 8 Discrete Mathematics		4 2231	



PHYS 27 Introduction to Unmanned Flight & Rocket Science	New Course Proposal	4 2307	1. Since being articulated to CSU/UC change effective date to Fall 2018. Format Change: Catalog Description: Remove comma after and. Remove “and” at the end of the description.
<b>Biology (Emphasis in Allied Health)</b>		1	
<b>Social Sciences</b>			
ADMJ 90 Reserve Module A: Arrest and Control	Deactivate Course	4 2403	
ADMJ 91 Reserve Module A: Firearms	Deactivate Course	4 2404	
ECD 30 CA Preschool Learning Foundations: English Language Development	New Course Proposal	4 2276	1. Replace CA with California in course title. Change date to Fall 2018 since requesting articulation with CSUs. Format change: Rewrite typical assignments as if given to the student to match format of other course outlines. 2. I suggest a change to the title to match other Preschool Foundation courses. English Language Development: Preschool Foundations
ECD 31 Performing Arts Preschool Foundations	New Course Proposal	13 2302	1. Add a colon after "Arts" to match other titles of Preschool Foundations courses. 2. 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. 3. See Mireille's notes.

ECD 32 Math: Preschool Foundations	New Course Proposal	11 2304	1. Is this the latest edition of the text? 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.
ECD 33 Science: Preschool Foundations	New Course Proposal	3 2316	1. Format Changes: • Capitalize the first word in subtopics of course content numbers 1 and 2. • Remove spaces in Course Content outline.
ECD 34 Literacy: Preschool Foundations	New Course Proposal	3 2317	
ECD 36 Visual Arts: Preschool Foundations	New Course Proposal	3 2319	1. Under course contents remove subtopic B "Visual Arts" from course content number 2 "Visual Arts".
ECD 37 Health: Preschool Foundations	New Course Proposal	3 2331	1. Format Change: Lower case first word in Measurable Objectives in numbers 3 and 4.
ECD 38 History-Social Science:Preschool Foundations	New Course Proposal	3 2332	1. Format Changes: • Add a space behind the colon in the title of the course. • Suggest rewriting typical assignments as the assignment given to the student to match typical assignments in other course outlines.
ECD 39 Physical Development: Preschool Foundations	New Course Proposal	3 2333	
ECD 54 Child Health, Safety and Nutrition		3 2314	1. Format Change: Lowercase “Communicable” in course content 4A.

ECD 88 Early Childhood Environments	Deactivate Course	5 2315	
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