

Chabot College Curriculum Committee Minutes November 28, 2017

Chair: Dara Greene

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

EX Officio Members Present: Kristin Lima, Shannon Stanley, **Stacy Thompson (no sign-in)**

Student Services: Rozen Bondoc, Jean Lee

Academic Services: Michelle Chan, Megan Parker

Guests: Brian Augsburg, **Bob Buell (no sign-in)**, Diane Zuliani

Minutes by: Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:37PM by Dara Greene, Chair.	
2. Minutes 11/14/2017	Minutes were reviewed and approved with minor corrections. E. Kelly motions, A.Deetz Seconds. Vote 7/0/0.	<i>M. Chan to post to website.</i>
3. Presentations: Fire Tech Apprenticeship	<p><u>Fire Tech— Bob Buell</u> State decided that FT classes should meet more national requirements. Some courses have been taught at Chabot since the 80's and some courses need editing or to be deleted. Due to a number of changes, the FT courses are being renumbered. For example, 51 and 51w changing to 10 and 11. The other ones are just dropping the 5, so 52 will become 2. Also, FT 11 is a combination of what was FT 90ABC. K. Lima mentioned that these courses need to state "May not be repeated" and need to change grading to pass/no pass.</p> <p><u>Apprenticeship— Kristen Lima</u> S. Thompson gave out handout explaining the history of Apprenticeship and why we do it. D. Greene mentioned the District will need to work more closely with Chabot to work out curriculum and SLOs.</p> <p>K. Lima mentioned that there are some Apprenticeship courses being modified as well as new courses. We have our own Apprenticeship at Chabot but they are totally different and separate from District Apprenticeship classes. The District ones are taught in San Diego and we need to make sure all the components are on the COR.</p>	

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	<p>There are many issues with the District Apprenticeship courses so K. Lima has sent them all back so that Lynn Klein can work with the District for corrections. Additionally, District materials are very old so the District will double check for more updated materials and that all SLOs are in.</p>	
<p>4. Voting:</p>	<p>Items sitting in Course Author: HIST 21 ID 48 KINES PEAC FFL2, PEACTIONBB, WOW4 THTR, A. Deetz will follow up with Dov.</p> <p>GNST 52A, 52B Approved with edits. J. Matthews motions, M. Giovanola seconds. 8/0/0</p> <p>DIGM: hold off on voting because renumbering courses.</p> <p>PHOT 60 Approved with edits. E. Kelly motions, J. Matthews seconds. 8/0/0</p> <p>Theater Arts: AA and AA-T Approved with edits. E. Kelly motions, C. Telles seconds. 8/0/0</p> <p>EMS 2W MEDA 70A, 71A, 75 NURS 88L Approved with edits. J. Matthews motions, M. Giovanola seconds. 8/0/0</p> <p>Medical Assisting: Certificate of Achievement and AA Approved. A. Deetz motions, C. Telles seconds. 8/0/0</p> <p>ATHL ICPL Approved with edits. J. Matthews motions, C. Zeng seconds. 8/0/0</p>	

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	<p>ATHL PSPL DANC Sas1, ZUM1, Sals2, Zum2 Approved with edits. E. Kelly motions, C. Telles seconds. 8/0/0</p> <p>LNSK 116, 120, 121 – Postponed. D. Greene will work with Heather Clements.</p> <p>PSCN 5, 23, 30, 36, 85 Approved with edits. M. Giovanola motions, C. Zeng seconds. 8/0/0</p> <p>MICR 1 Approved with edits. A. Deetz motions, E. Kelly seconds. 8/0/0</p> <p>PHYS 4A, 4B— Postponed</p> <p>ADMJ 42, 45 Approved with edits. M. Giovanola motions, J. Matthews seconds. 8/0/0</p> <p>ANTH 7 – Postponed. M. Giovanola to make additional edits</p> <p>ES 1, 21, 42, 52 GEO 1, 1L, 2, 3, 5, 8 Approved. M. Giovanola motions, J. Matthews seconds. 8/0/0</p> <p>GEO 10, 12, 13, 20, 21, 22, 95, 96 GEOG 19 GLST 2 HIS 20 Approved with edits. M. Giovanola motions, E. Kelly seconds. 8/0/0</p> <p>HS 32, 33, 42, 52, 5 POSC 22, 45 PSY 1 Approved. E. Kelly motions, C. Zeng seconds. 8/0/0</p>	

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	<p>PSY 3, 6, 12, 33 Approved. M. Giovanola motions, E. Kelly seconds. 8/0/0</p> <p>Anthropology AA-T postponed – M. Giovanola to make edits AA Approved. J. Matthews motions, E. Kelly seconds. 8/0/0</p> <p>Geographic Information Systems Certificate of Proficiency Geography AA Approved. E. Kelly motions, C. Zeng seconds. 8/0/0</p>	
<p>5. Good of the Order</p>	<p>D. Greene mentioned many Fire Tech classes will be coming down the pipeline. Keep an eye out to review FT classes.</p> <p>Adjourned 4:18PM</p>	
	<p>Next meeting scheduled for Tuesday, December 5th, 2017</p>	

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. 11/28/2017. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
Academic Pathways and Student Success			
GNST 52A Introduction to Student Leadership	New Course Proposal	7 2651	1. Grading: Could it be optional? Textbooks: please follow the Curricunet-suggested format. MRG
GNST 52B Student Leadership II	New Course Proposal	7 2566	1. Grading: could it be Optional? Textbooks: see format suggested in Curricunet. MRG
Arts and Humanities			
DIGM 31A 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 32A Digital Illustration		5 2619	
DIGM 32B Typography		5 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. book 1996?

DIGM 33A Design and Layout		5 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 Dimensional Designers Germany Niggli.
DIGM 34A Animation		5 2639	1. No SLOS yet 2. slo's?
DIGM 35A 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 36A Video Editing		5 2631	1. text books are old
DIGM 36B Motion Graphics		5 2640	
DIGM 41 Introduction to Graphic Design		5 2622	
DIGM 56 Graphic Design Studio		5 2437	
DIGM 58 Graphic Design Studio II		5 2438	
DIGM 59 Digital Portfolio and Promotion		5 2439	
FILM 50 Introduction to Digital Filmmaking		6 2629	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

FILM 60 Digital Documentary		6 2630	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
MUSA 22A Jazz Piano and Musicianship I		3 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		3 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		3 2647	1. Course needs an additional SLO. (EEK)
MUSL 42B Jazz Theory II		3 2646	1. Needs an additional SLO (EEK).
MUSP 10 Orchestra	New Course Proposal	3 2535	1. 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)
PHOT 60 Black and White Darkroom Photography		5 2642	1. SLOs, first word should be "demonstrate" not "demonstrates". Also, should be lower-case. EEK
THTR 21 Introduction to Design for the Theater		4 2614	

THTR 35A Musical Theater Workshop	New Course Proposal	4 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		2	
Digital Filmmaking	New Program	5	
Graphic Design		3	
Graphic Design	New Program	3	
Jazz Studies	New Program	3	
Theater Arts		5	1. In the last block, change "Select any six units from the following options" to "Select any two courses from the following options" so units add up to 21-22.
Theatre Arts		6	1. Plse omit my previous remark about unit number: it was means for the AA degree. Please correct the following typos: Description, 3rd line: guaranteed. Career, 1st line: space before "Acting for Voice Overs"; 2nd line: Set Designer, Costume Designer. List A: Can a student take either 47A, or 47B, or 48A, or 48B? Or do you mean either 47A or 47B, and either 487A or 48B? 2. For the last block, change the wording from "Select any six units from the following options" to "Select any two courses from the following options". That way, your units will add up to 21-22.
EMS, Health, Nursing, Dentl Hy, Med Assist			

EMS 2W Patient Stabilization, Extrication & Triage		4 2536	
MEDA 70A Clinical Skills For The Medical Assistant I		8 2196	1. Is Co-requisite wording correct? All three courses can/should be taken at the same time as this one? Course content should be broken down between lecture and lab.
MEDA 71A Administrative Skills I		6 2198	1. Course Content (lab), 9: "communicable". Typical Assignments: address students directly. SLOs, A: get rid of "Student will". MRG 2. remove "student will" on first slo 3. Additional content should be added to account for each course objective.
MEDA 75 Administration of Medications for the Medical Assistant		8 2197	1. Ditto Jane's comments. Wording on SLOs 2 and 3 could use a little tweaking.
NURS 88L Physical Assessment		3 2657	1. I second the suggestion from Articulation to list the grade required from the prerequisite course. (EEK)
Medical Assisting		3	
Medical Assisting		3	
Kinesiology, Athletics and Physical Education			
ATHL ICPL Intercollegiate Competitive Power Lifting	New Course Proposal	6 2454	1. Catalog Description and Abbreviated Class Schedule Description: Is the Strongly Recommended language necessary, when the same things are said to be required in the Descriptions? MRG 2. under measurable objectives #1 remove "explain the" as it is repeated

ATHL PSPL Pre-Season Power Lifting	New Course Proposal	6 2455	1. Please fix typos. 1. Description, 1st line: "will show...". 2nd line: "perform". 2. Measurable Objectives 2. "how to spot..." (add "to"). 3. Course Content 9. Rephrase last sentence: "What are their...?" MRG 2. Catalog description typo. Second sentence reads "Students will how to ...", should be "Students will KNOW how to .." EEK
DANC Sals1 Beginning Salsa	New Course Proposal	6 2267	1. Typical Assignments: Introduce paragraph for 2. Textbooks 1: last name first. MRG 2. old text from 2005? 3. Propose changing course name to DANC SALS 1 (all caps). EEK
DANC ZUM1 Beginning Zumba	New Course Proposal	6 2255	1. Typical Assignments: please clean up the labeling/numbering system. MRG
DANC Sals2 Advanced beginning Salsa	New Course Proposal	6 2268	1. Typical Assignments C and D: Address students directly. Special Student Materials: might students need special shoes? MRG 2. Propose modifying course name to DANC SALS2 (all caps). EEK
DANC Zum2 Advanced beginning Zumba	New Course Proposal	6 2269	1. Course Content B. Sit Ups. Re-alphabetized the list. Typical Assignments B, C, E: address students directly. D. get rid of "b." MRG 2. The course name should be DANC ZUM2 (in all caps) instead of DANC Zum2. EEK
PEAC WLK1 Walking for Fitness		3 2478	

Language Arts

LNSK 116 Learning Skills - Diagnostic Clinic and Study Skills		7 2512	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	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	1. Effective Date should be Fall 2018 2. ? any typical assignments 3. Should there be examples of Typical Assignments? 4. Effective date: F2017?
Psychology-Counseling			
PSCN 5 Introduction to Social Work and Human Services	New Course Proposal	5 2553	1. Measurable Objectives, 3, 2nd line: "cultural humility" Is that what you mean?; 6: "(ideally associated with a visit to...)". Is something missing? Typical Assignments: Address students directly. Textbooks, 1: use Curricunet format. MRG
PSCN 23 Creating Success in College and Life		7 2497	1. SLOs A and C: delete "Students will be able to". SLOs should be linked to ILOs. Texts: should follow the Curricunet citation format.
PSCN 30 Life Transitions	New Course Proposal	7 2456	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
PSCN 36 Women in Transition	Deactivate Course	7 2576	

PSCN 85 Fieldwork: Social work and Human Services	New Course Proposal	5 2564	1. Prerequisites, 6: "(ideally associated with a visit to". Is something missing? Course Content, A and E: reformat. Typical Assignments: Address students directly. MRG 2. Course objectives #4 and #5 don't appear to have correlating course content.
Science and Mathematics			
MICR 1 Microbiology		7 2625	1. Prerequisites: Please review and get rid of duplicate items. MRG
PHYS 4A General Physics I		7 2604	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	1. Typical Assignments, D: "Participate..." (address students directly). Textbooks: should follow the format suggested by Curricunet. MRG
Social Sciences			
ADMJ 42 Leadership and Integrity	New Course Proposal	6 2613	1. looks like a great class 2. Please correct the following typos: Course Content 3.D. "background investigation" (add " after investigation). Typical Assignments B. Get rid of "and" before "effectiveness. MRG
ADMJ 45 Law and Democracy		6 2654	1. Textbooks: #2: get rid of "the United States" in the title. MRG
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 1 Introduction to Ethnic Studies		7 2594	1. Under the description remove one 'and'. and gender and sexuality.
ES 21 The African American Experience in U.S. History From Reconstruction		6 2632	1. Textbooks: See my earlier comments about later editions. MRG
ES 42 Asian American History: 18th Century to 1945	New Course Proposal	6 2611	1. Course is cross-listed with HIS 42. Catalog Description and Abbreviated Class Schedule Description must include "May not receive credit if HIS 42 has been completed successfully." MRG
ES 52 Mexican American History from Mesoamerica to The Mexican Revolution	New Course Proposal	6 2634	1. Cross-listed with HIS 52. In Catalog Description and Abbreviated Class Schedule Description, add "May not receive credit if HIS 52 has been completed successfully." SLOs D: delete "Students will". MRG
GEO 1 Introduction to Physical Geography		7 2652	
GEO 1L Introduction to Physical Geography Laboratory		7 2485	
GEO 2 Cultural Geography		7 2491	
GEO 3 Economic Geography		7 2487	1. Typical Assignments, C. "Write an essay..." (insert "an"). MRG
GEO 5 World Regional Geography		7 2492	
GEO 8 Introduction to Weather and Climate		7 2490	

GEO 10 Global Environmental Problems		7 2484	
GEO 12 Geography of California		6 2595	1. SLO A, 1st line, last word: "affect". MRG 2. A lot of SLO's?
GEO 13 Climate Studies		7 2588	
GEO 20 Introduction to Geographic Information Systems		7 2486	1. SLO, A: analyses. B: types. C: rephrase the last part of the sentence. MRG
GEO 21 Spatial Analysis with GIS		7 2489	
GEO 22 Advanced GIS Applications		6 2591	
GEO 95 Work Experience		7 2587	
GEO 96 Work Experience Seminar		7 2589	
GEOG 19 GIS for the Social Sciences	Deactivate Course	7 2590	
GLST 2 Issues in Global Studies		7 2560	1. Typical Assignments E: address students directly. 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

HIS 32 Colonial Latin American	New Course Proposal	7 2607	
HIS 33 Modern Latin America	New Course Proposal	6 2608	
HIS 42 Asian American History: 18th Century to 1945	New Course Proposal	6 2612	1. Cross listed with ES 42. Course Description and Abbreviated Course Schedule Description must include Abbreviated Class Schedule Description: "May not receive credit if ES 42 has been completed successfully." MRG
HIS 52 Mexican American History from Mesoamerica to The Mexican Revolution	New Course Proposal	6 2633	1. Cross-listed with ES 52. In Catalog Description and Abbreviated Class Schedule Description, add "May not receive credit if ES 52 has been completed successfully." SLO D: delete "Students will". MRG
HIS 53 Mexican American History from The Mexican Revolution to the Present	New Course Proposal	6 2609	1. Course Content, 2.A.: Challenges (correct typo). 19.C.a. nothing is written. Get rid of "a." MRG
POSC 22 Issues in Global Studies	New Course Proposal	7 2543	1. Typical Assignments, B: address students directly. MRG.
POSC 45 Law and Democracy		5 2544	1. Cross-listed with ADMJ 45. CORs match. MRG
PSY 1 General Psychology		7 2610	1. Colon: It looks like there is an 8th edition (2016) of the book Psychology: Core Concepts. The instructor is proposing to use the 6th edition from 2010.

PSY 3 Social Psychology		7 2601	1. Typical Assignments, A and B: Complete wording; address students directly. Textbooks, #2: see Curricunet citation format. MRG
PSY 6 Abnormal Psychology		7 2603	1. Course Content: 5.F. Treatment 6. Mood Disorders and Suicide. Typical Assignments: A. Consider getting rid of the reference to Butcher, since Butcher is not cited under Textbooks, and simply say "Read the chapter on "Understanding...". MRG
PSY 12 Lifespan Psychology		7 2600	1. Course Content, 8: "socio-cultural". Evaluating Students' Progress, D and E: Start with a capital letter. Textbooks: Use format suggested by Curricunet. MRG
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.
Anthropology		7	1. Please make the following corrections: 1. HIS 21: Title should be "The African American Experience in U.S. History from Reconstruction. ES 21: should have the same title. 2. Replace HIS 22 rubric with ES 52. Title for both ES 52 and HIS 52 (cross-listed courses) should be "Mexican American History from Mesoamerica to the Mexican Revolution". MRG
Anthropology		6	
Ethnic Studies		3	

Geographic Information Systems		7	<p>1. Is it possible to turn this into a certificate of achievement (total of 18 units) in order for students to get actual certificates that they could show to their potential employers? I believe our students could be more competitive in the marketplace if they have a cert of achievement. --Christine Santiago</p> <p>2. Is it necessary to include career opportunities in the description, since possible careers are listed eunder Career opportunities? MRG</p>
Geography		3	
Geography		7	
Global Studies		3	<p>1. CNET question - why does Sara Parker appear as the course author when the program is listed under Committee Member Voting? (EEK)</p>