

Chabot College Curriculum Committee Minutes May 1, 2018

Chair: Dara Greene

Voting Members Present: Miguel Colon, Aaron Deetz, Erin Kelly, Juan Pablo Mercado (no sign-in), Shannon Stanley, Connie Telles, Arturo Lopez Yanez, Celena Zeng

EX Officio Members Present: Stacy Thompson

Student Services: Jean Lee

Academic Services: Michelle Chan

Guests: Jason Ames, Bob Buell, Julie Coan, and Sara Parker

Minutes by: Michelle Chan

Agenda Item	Discussion	Action Items
1. Call to order	2:38PM by Dara Greene, Chair	
2. Minutes 04/17/2018	Minutes were reviewed and approved with minor corrections. 04/17/2018– M. Colon motions, S. Stanley seconds. Approved; 7/1/0	<i>Motion to approve as reviewed and edited.</i> M. Chan to post to website
3. Voting	<p>Academic Pathways GNST 33A, 33B; E. Kelly motions; J. Mercado seconds. Approved with edits; 8/0/0</p> <p>Arts & Humanities ARCH 4A. ART 25, ID 48, PHOT 66 Communication Studies, Digital Design, Digital Media, Digital Media Arts, Fine Art Ceramics, Fine Art Painting and Drawing, Fine Art Studio Foundations, Graphic Design, Graphic Design, Illustration, Studio Art; E. Kelly motions; A. Deetz seconds. Approved with edits; 8/0/0</p> <p>Business & Technology FT 50, 51, 51W, 52, 53, 54, 55, 56, 71A, 89, 90A, 90B, 90C, 91C; E. Kelly motions; P. Reynoso seconds. Approved; 8/0/0</p> <p>Accounting AS, Accounting Technician, Bookkeeping, Business AS, CPA Exam Preparation: Business Environment, CPA Exam Preparation: Financial Accounting; E. Kelly motions; C. Telles seconds. Approved with edits; 8/0/0 Fire Fighter I, Marketing, Retail Management;</p>	

Agenda Item	Discussion	Action Items
	<p>A. Deetz motions; S. Stanley seconds. Approved; 8/0/0</p> <p>EMS, Health, Nursing, Dent Hyg, Med Assist DHYG 40, EMS 4, MEDA 73, MEDA 80; C. Telles motions; P. Reynoso seconds. Approved with edits; 8/0/0</p> <p>NURS 51, 53, 55, 58, 60A, 60B, 60C, 61, 64, 69, 70, 70L, 73, 75, 77, 81, 88; E. Kelly motions; C. Telles seconds. Approved; 8/0/0</p> <p>NUTR 1, Nursing S. Stanley motions; E. Kelly seconds. Approved; 8/0/0</p> <p>Kinesiology, Athletics and Physical Education KINE 3, 3BK</p> <p>Language Arts ENGL 37; M. Colon motions; A. Deetz seconds. Approved with edits; 8/0/0</p> <p>Psychology-Counseling— PSCN 3 Science and Math – ENGR 15 C. Telles motions; A. Deetz seconds. Approved; 8/0/0</p> <p>ENGR 40, STEM 1; C. Telles motions; E. Kelly seconds. Approved; 8/0/0</p> <p>Social Sciences HIS 1, 2, 3, 4, 8; PSY 5; J. Mercado motions; E. Kelly seconds. Approved; 8/0/0</p>	
4. Good of the Order	Meeting Adjourned 4:05PM	
	Next meeting scheduled for Tuesday, May 15th, 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. 05/01/2018. **PROGRAMS ARE IN BOLD**

COURSE	COURSE/PROGRAM STATUS IF OTHER THAN MODIFIED	# OF REVIEWERS	COMMENTS
Academic Pathways and Student Success			
GNST 33A Student Leadership and the African American Experience		6 2839	<ol style="list-style-type: none"> 1. Effective Date should be Spring 2019. (EEK) 2. Ef Date Spring 19 (EEK) 3. Effective: Fall 2017??? 4. Course Content should be divided into lecture and lab sections JPM
GNST 33B Student Leadership and the African American Experience		5 2840	<ol style="list-style-type: none"> 1. Effective: Fall 2017??? 2. Ef Date Sp 19 (EEK) 3. Course Content should be divided into lecture and lab sections JPM 4. Prerequisite Skills should be added to since GNST 33A is a Prerequisite course. AD.
Arts and Humanities			
ARCH 4A Architectural Drafting Principles I		7 2626	<ol style="list-style-type: none"> 1. Suggest rewording/reformatting the Typical Assignments to address the student and not have each type of drawing listed as a separate item. Need a period at the end of the sentence in the Abbreviated Description. EEK
ARCH 16 People and Environmental Design		6 2664	<ol style="list-style-type: none"> 1. Should the headers be bold in the course content? Is it okay for the lecture component of course content to be this vague? (EEK) 2. Consider making Course Content just one section and

REMOVING LECTURE & STUDIO. THE STUDIO SECTION IS A BIT under represented. AD.

			REMOVING LECTURE & STUDIO. THE STUDIO SECTION IS A BIT under represented. AD.
ART 25 Color Theory	New Course Proposal	6 2744	1. Measurable Objective 1 does not need the "At the completion....students will" wording, please remove. There is no abbreviated class schedule description. (EEK) 2. Course content should be in outline form not bullet points JPM
ID 48 Drafting for Interior Design		8 2383	1. Measurable objectives should be reworded to include verbs, less like a list of topics. (EEK)
PHOT 66 Photo Compositing		6 2740	
Communication Studies		3	
Digital Design	Deactivate Program	2	
Digital Media	Deactivate Program	2	
Digital Media Arts		4	1. Formatting is a little weird, I think required core and electives headers should be bold. (EEK)
Fine Art Ceramics	New Program	4	
Fine Art Painting and Drawing	New Program	4	
Fine Art Studio Foundations	New Program	4	
Graphic Design	Deactivate Program	4	1. Graphic Design is deactivating their programs? (EEK)

Graphic Design	Deactivate Program	4	
Illustration		6	
Studio Art		5	
Business and Technology			
FT 50 Fire Protection Organization	Deactivate Course	6 2825	
FT 51 Fire Services Operations	Deactivate Course	6 2826	
FT 51W Fire Equipment Operations	Deactivate Course	6 2827	
FT 52 Firefighter Safety and Survival	Deactivate Course	6 2828	
FT 53 Fire Behavior and Combustion	Deactivate Course	6 2829	
FT 54 Fire Prevention Technology	Deactivate Course	6 2830	
FT 55 Fire Protection Equipment and Systems	Deactivate Course	6 2831	
FT 56 Building Construction for Fire Protection	Deactivate Course	6 2832	

FT 71A Fire Command 1A: Command Operations for the Company Officer	Deactivate Course	6 2833	
FT 89 Firefighter-1 Academy Introduction	Deactivate Course	6 2824	
FT 90A Firefighter-1 Certification Preparation I (Basic)	Deactivate Course	6 2834	
FT 90B Firefighter-1 Certification Preparation II (Intermediate)	Deactivate Course	6 2835	
FT 90C Firefighter-1 Certification Preparation III (Advanced)	Deactivate Course	6 2836	
FT 91C I-200 Basic ICS (Incident Command System)	Deactivate Course	6 2837	
Accounting (AS)		6	1. Is the formatting for 'List A' correct? AD. 2. Shouldn't List A have a range of units, changing the overall units to also be a range? (EEK)
Accounting Technician		6	

Bookkeeping		6	1. Suggestion: reword the first sentence to read "...program *is for students who want* to quickly enter the workforce" (EEK)
Business		4	1. I had a little trouble understanding which units are required and which units are optional to get to the 34-35 total program units. AD. 2. Should there be a "units" header on the right for the Required Core courses and Emphasis 1 lists? (EEK)
Business Administration		5	1. Typo in first green sentence 2. List A has 3-5 Units, List B has 6-8 units. But List B also lists 'any class from List A'. Should the unit total be switched and remove the List A option from List B? AD. 3. The paragraph description is very long and beginning about midway through the paragraph, everything after "So, you want to ..." is written in a totally different tone and style than the first half. Feels disjointed, suggest rewording to read as one voice. (EEK)
CPA Exam Preparation: Business Environment and Regulation		5	1. Typo: "All of these educational requirements can be completed at a community college after the candidates*(remove s) completes their BA/BS degree..."(EEK)
CPA Exam Preparation: Financial Accounting and Auditing		4	1. Typos in paragraph description, "possess"
Fire Fighter I	New Program	5	

Health Care Management		6	1. Suggestion, remove the * from the program description. I find them distracting and I keep looking for footnotes to match with them. (EEK)
Human Resources Assistant		6	1. Suggestion: remove the * from the program description. (EEK)
Management		5	1. Suggestion: All of the content after the first * in Career Opportunities is not really describing Career Opportunities. Remove the *'s and put in the program description (this is also consistent with the other certificates). (EEK)
Marketing		5	
Retail Management		5	1. Should the BUS 14 units (3) be added to the program total? AD. 2. Unit total should be 25. 3. Units add up to 25
Small Business Management		5	1. Suggest rewriting the program description to remove the *'s and fix typos. (EEK)
EMS, Health, Nursing, Dentl Hy, Med Assist			
DHYG 40 Introduction to Dental Hygiene	New Course Proposal	6 2806	
EMS 4 Emergency Medical Technician – Basic – Refresher		8 2814	1. Does the prerequisite skills section need to be completed? SS 2. Should there be prerequisite skills listed if there is a prerequisite? There are no lab hours assigned , yet there is a lab component in the course content? JPM 3. Since the certification prerequisites are listed under Prerequisites they don't need to be listed again in the

			catalog description. Additionally, all of this information about how to register for the class does not seem like it should be in the catalog description, rather, in a schedule note (printed in the schedule of classes). EEK 4. Also, I just noticed that the weekly contact hours are not filled in. EEK
MEDA 73 Clinical Experience Practicum		6 2807	1. Course Content should be in outline form JPM 2. Suggest rewording the last sentence of the catalog description to read "last 6 weeks of the TERM" (omit Spring to allow flexibility). (EEK)
MEDA 80 Medical Assisting Certification Exam Preparedness	New Course Proposal	6 2808	
NURS 51 Maternity Nursing		6 2776	1. Course Content should be in outline form JPM
NURS 53 Mental Health Nursing		6 2777	
NURS 55 Fundamentals of Nursing Practice		6 2778	
NURS 58 Nursing Care for Patients with Infectious Disease	Deactivate Course	6 2779	1. Prerequisite Skills need to be included Course Content should be in outline form JPM
NURS 60A Adult Health I		6 2786	
NURS 60B Adult Health II		6 2787	1. Course Content should be in outline form JPM 2. WOW that's a lot of prerequisite skills! (EEK)

NURS 60C Adult Health III		6 2809	
NURS 61 Clinical Nutrition	Deactivate Course	6 2780	1. Course Content should be in outline form JPM
NURS 64 Pharmacology for Professional Nurses		6 2785	1. Prerequisite Skills need to be included Total course hours need to be adjusted 2. Need prerequisite skills analysis. (EEK)
NURS 69 Gerontological Nursing	Deactivate Course	6 2784	1. Course Content should be in outline form JPM
NURS 70 LVN-RN Transition		6 2790	1. Course Content should be in outline form JPM
NURS 70L Clinical Skills Practice and Assessment Lab		6 2791	1. I'm not confident that 27 hours of lab counts as .5 units, shouldn't there be 35 hours? (EEK) 2. Course Content should be in outline form JPM
NURS 73 Intravenous Therapy		6 2783	1. What are the weekly contact hours? (EEK)
NURS 75 Fluid and Electrolytes	Deactivate Course	6 2781	1. Prerequisite Skills need to be included Course Content should be in outline form JPM
NURS 77 Physical Assessment		6 2788	1. Course Content should be in outline form JPM
NURS 81 Maternity Nursing Theory		6 2782	1. Course Content should be in outline form JPM 2. Under Special Materials student should be capitalized. (EEK)

NURS 88 Pathophysiology		6 2789	<ol style="list-style-type: none"> 1. Prereq skills? SS 2. Need to adjust Contact hours Need to include prerequisite skills JPM 3. Special materials, computer should be capitalized. (EEK)
NUTR 1 Introduction to Nutrition Science		6 2735	<ol style="list-style-type: none"> 1. SLO D: delete "Students will" 2. I do not see course content to support measurable objective 17, utilizing a computer database. (EEK)
LVN-RN		6	<ol style="list-style-type: none"> 1. Suggestion: In the note about NURS 70 rewrite N82, N82, N64 with the NURS rubric so it is clear to students that these refer to NURS courses. (EEK)
Nursing		5	<ol style="list-style-type: none"> 1. We've discussed removing the fresh/soph year headers on other programs, would that be appropriate here too? (EEK)
Kinesiology, Athletics and Physical Education			
KINE 3 Introduction to Principles of Coaching Sports: Beyond the Basics		6 2729	
KINE 3BK Introduction to the Principles of Coaching Basketball	New Course Proposal	7 2708	<ol style="list-style-type: none"> 1. Course Content should be in outline form and be divided into lab and lecture sections. JPM 2. Course Content should be in outline form JPM 3. Effective Date should be Sp 19. (EEK) 4. Effective: Fall 2018???
Baseball Coaching Certificate	New Program	8	<ol style="list-style-type: none"> 1. Would it be easier to understand the optional units if a second 'Select 3' category was created for KINE 6, 4, 7, 8, 15, 21, 23? AD. 2. Question: what is a certificate of proficiency? I do not see it in the PCAH (EEK)

			NOT BEING IN THE FORM (EEK) 3. The format is funky. Normally you list the core classes and then the electives.
Basketball Coaching and Officiating	New Program	6	1. KINE 11 or KINE 11? Maybe an additional category for optional courses is needed. AD. 2. The format is funky. Normally you list the core classes and then the electives.
Football Coaching Certificate	New Program	5	1. KINE 6 list twice. A second category of optional courses may make it easier to read. AD.
Soccer Coaching Certificate	New Program	5	
Swimming Instructor Certificate	New Program	5	1. Does this degree prepare students to coach at all levels? This question ties in to the Career Opportunities part of the program, are graduates with this certificate eligible to coach in certain contexts or all over? (EEK)
Track Coaching Certificate	New Program	5	
Language Arts			
ENGL 37 Proofreading and Editing for College Writing		13 2567	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. Course Content should be in Outline form. Typical Assignments - delete WRITTEN WORK AND WRITTEN ASSIGNMENT from beginning of entry. Are there more current Textbooks? (IPM)

			<p>THE MORE MORE CURRENT TEXTBOOKS? (JPM)</p> <p>5. Please proofread the Strongly Recommended section, it has an incomplete repeated sentence which has not been completely deleted. See similar error in the abbreviated description as well. (EEK)</p> <p>6. *suggest removing "strongly recommended : concurrent enrollment..." from the end of the catalog description as it is restated again immediately after the description. * Suggest proofreading the Strongly Recommended narrative because it looks like a sentence was not completely deleted... *Are all of the Measurable Objectives supported by course content? (EEK)</p> <p>7. There is some redundant wording in the section 'strongly recommended.' Other than that, looks good.</p> <p>8. Recommend removing the last two sentences in the "Strongly Recommended" sections. SS</p> <p>9. Is there a recent edition of proof reading skills workbook? JPM</p> <p>10. 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)</p>
--	--	--	---

Psychology-Counseling

PSCN 3 Drugs, Recovery and Prevention in Modern Society	New Course Proposal	5 2810	
---	---------------------	--------	--

Science and Mathematics

ENGR 15 Engineered Systems and Sustainability	New Course Proposal	7 2737	<p>1. IX C .flocculation needs same font and correct letter.</p> <p>2. IX C .flocculation needs same font and correct letter.</p>
---	---------------------	--------	---

ENGR 16 Designing Information Devices and Systems I	New Course Proposal	6 2739	1. Consider revising Course Content, Lab section JPM 2. The outline formatting between the Lab and Lecture parts of the Course Content is inconsistent. (EEK)
ENGR 40 Thermodynamics	New Course Proposal	6 2751	1. The SLO : Understand thermodynamic fundamental concepts and laws. Is weak. How will they demonstrate that they understand?
ENGR 85 Introduction to Solid Mechanics	New Course Proposal	4 2736	
STEM 1 Introduction to Science, Technology, Engineering, and Mathematics		6 2815	
Social Sciences			
HIS 1 History of Western Civilization to 1600		11 2057	1. typos in objectives, with numbering 2. PLEASE correct the following: Measurable Objectives: number correctly. Course Content: the last item in #9 (Age of Exploration) is the title of #10 section. Typical Assignments: Address students directly 3. Still a problem with numbering under "Measurable Objectives." Under "Course Content," #10 needs a category to stay consistent with the others in the list. Ditto Jane on format of "Typical Assignments." 4. *Correct formatting on CC #10/11 *Are MO #3, 6, 7 supported by Course Content? (EEK) 5. Formatting issues need to be revised for Course Content #10 and #11. SLO C - delete "The student will" and begin with Demonstrate. 6. course content #12 minor formatting add C 7. course content #12 need to add C IPM

			7. COURSE CONTENT #12, NEED TO ADD C SLO
HIS 2 History of Western Civilization Since 1600		10 2037	<p>1. Measurable Objectives: uniform punctuation, please. Typical Assignments: Address students directly.</p> <p>2. I agree with previous comments made. "Regular Attendance" is not an Assignment. It is listed as an assignment in History 1 also.</p> <p>3. A bit more detail for course description. MO's all sentences should begin with capital letters. Add sub-categories for Course Content #'s 1, 4, and 6. Typical assignments should include a topic for essay. SLO C - should start with Demonstrate, delete "The student will." (JPM)</p> <p>4. * MO #1, 2, 3 seem very similar to MOs from HIS 1... * Is/should HIS 1 be a prerequisite? This might also address my comment above * Please reword Typical Assignments to address the student. (EEK)</p> <p>5. Fix numbering on Course content (delete blank #3, then renumber JPM)</p>
HIS 3 World History: Beginnings to 1500		6 2733	<p>1. Formatting question, what happened to the bold Prerequisites label and why does it say "NONE" now? (EEK)</p>
HIS 4 World History: 1500 to the Present		8 2726	<p>1. Please see M. Chan's comment re: term contact hours and correct formatting for Measurable Objectives. Course content seems very general so it is difficult to see how the course content supports the measurable objectives of the course. (EEK)</p> <p>2. Do you want the grading to be optional? HIS 3 is letter grade and HIS 8 is as well. (EEK)</p>
HIS 8 U.S. History Since Reconstruction		6 2732	

PSY 5 Introductory Statistics for the Behavioral and Social Sciences		6 2728	1. There's an extra "or" at the end of the prerequisites list in the catalog description and schedule descriptions.
---	--	--------	--