

**Academic Senate Agenda  
November 13, 2008  
BONH 330 3:00 p.m.**

**I. ROUTINE MATTERS**

1. Approval of Academic Senate summary for October 23, 2008 (page 2)
2. Confirmation – Curriculum Summary for September 18 (pages 20-22)
3. Confirmation - Curriculum summary for October 2, 2008 (pages 23 – 28)
4. Confirmation of Jose Martin as Senator for Humanities (pages 29-35)
5. Confirmation of Anne Marengo, At-Large Curriculum Committee Member

**II. REPORT/UPDATE**

6. Canyon Country Update
7. Administrator Retreat Rights (page 3)
8. Course Revisions (pages 4 – 10)

**III. DISCUSSION ITEMS**

9. Correlation of Non-credit courses and credit departments (pages 11-13)
10. Hiring Procedures – transfer between departments (pages 14 – 15)
11. Classroom assignment protocol – Schedule 25 is coming!

**IV. ACTION ITEMS**

12. Non-credit hiring procedures (pages 16- 19)

**V. OPEN FORUM**

**Adjournment**

**NEXT MEETING:** December 11, 2008  
Agenda items due by Friday, December 5, 2008

## **Academic Senate Summary October 25, 2008**

**Attendance:** Michael Dermody, Deanna Riveria, David Andrus, Pamela Borrelli, Chris Blakey, Edel Alonso, Joan Jacobson, Fred D' Astoli, Wendy Brill, Jennifer Brezina, Lee Hillard, Cindy Stephens, Matthew Haft, Philip Marcellin, Alto Benedicto, Jasmine Ruys, Ana Palmer, Daylene Meuschke, Mike Wilding, Stan Wright and Micki Schuerger

**The consent calendar was approved**, which included the Senate summary for October 9, 2008; Curriculum summary for September 18, 2008 and October 2, 2008. (To help ensure a better paper trail, these these will be posted on the next agenda).

**There was nothing to update** on Canyon Country.

**Proposed statement on Professional Ethics** was briefly reviewed. This committee, which will start in the Spring, is going to review the existing statements of CTA, AAUP, AFT, and the Statewide Academic Senate, and then synthesize these into a possible document for COC.

**IRB (Institutional Review Board) update** was provided by Edel Alonso. The IRB helps to protect faculty, the college, and our students. COC is the first California community college to have an IRB Committee. In addition, there will be an IRB website, with user-friendly forms and on-line training. Contact Edel for more information and/or a copy of the PowerPoint presentation.

**Title 5 changes related to Distant Education** has been sent to a subcommittee for review. This group will report back to the Senate on its findings and recommendations.

**The possibility of allowing "Multiple Majors"** was presented by Edel Alonso and Joan Jacobson. There will need to be revisions to the catalog and Board Policy if we recommend multiple majors. The senate was favorable to the concept, and looks forward to the appropriate documents being prepared and submitted for review.

**Legal Advisory on TBA (To Be Arranged) hours** was provided in the agenda. Please contact Michael for additional information, or for the complete document.

**Advance Placement Equivalencies** are being discussed on a statewide level. Currently, COC does not allow for course-to-course equivalencies.

**Hiring Procedures: Transfer between departments was discussed with some minor changes. The final document will be sent to the senate for its November 13 meeting..**

**Non-credit hiring procedures** received some changes and revisions, and will be presented to the Senate at the November 13 meeting.

**The Accreditation Team** came to visit, and has now left. The three primary initial comments from the team dealt with the difficulty of reading the report; the need to work on SLO's [including better participation by adjuncts in their development]; increased staffing and materials for the library, and a review of our document storage procedures.

Meeting adjourned at 4:50 p.m. Our next meeting is November 13, 2008

TO: Academic Senate  
FROM: Michael Dermody  
RE: Administrative Retreat Rights

Under State Law and Board Policy, if a COC tenured faculty member becomes an educational administrator at COC, they retain their tenure rights. They can “retreat” to the classroom, as long as they do not displace a tenure-or tenure track instructor in the process.

Educational Administrators who do not have COC faculty tenure have the right to “retreat” to the classroom in those areas where they meet the Minimum Qualifications (and again, as long as they do not displace a tenured or tenure-track instructor). In that case, they would begin as first-year tenure track employees.

On an annual basis, we like to present a list of all current educational administrators, the MQ that they qualify for, as well as whether they have tenure (T) or retreat rights (R).

On a side note, it is the unofficial tradition of the senate to refer to “advancing” to the classroom, rather than “retreating” to the classroom.

AD_LAST	AD_FIRST	Hire_date	Class	retreat 1	retreat 2	retreat 3
Albert	Sue	7/10/2000	R	Nursing	Health	
Asmus	Beth	09/28/06	R			
Capet	Mitjl	8/1/2006	R	Art	Education	
Crowther	Susan	8/23/1988	T	Biology	Education	
Fiero	Diane	8/12/2004	R	Psychology	Sociology	
Getzen	Bruce	1/28/2008	R	Education	History	
Green	Audrey	11/1/1989	T	Counseling		
Gribbons	Barry	11/22/1999	R	Psychology		
Grossklag	James	8/16/1999	T	History	Humanities	Education
Hamilton	Margaret	8/13/2008	R	Nursing	Health	
Hauss	Jennifer	3/1/05	R	English	Journalism	
Joslin	Mike	7/1/2000	R	Counseling	Journalism	
Kistler	Kevin	8/10/2006	R	Business	Education	
Maloney	Dena	8/11/2004	R	Political Science		
Manvi	Ram	1/2/2008	R	Engineering	Engineering Techn	
McLean	Steve	9/24/2007	R	Admin of Justice		
McMahan	Mike	8/22/1990	T	Philosophy		
Michaelides	Anthony	11/26/2001	R	Psychology	Counseling	
Mohney	Len	8/25/1986	T	Physical Education		
Moos	Floyd	8/22/1990	T	English		
Rio	Debbie	09/28/06	R	Early Childhood Ed.		
Robinson	Patricia	1/4/1999	T	Sociology		
Stewart	Diane	8/23/1989	T	Child Development		
Van Hook	Dianne	7/1/1988	T	Psychology	Counseling	
Wilding	Mike	5/5/1997	R	Anthropology		
Wood	Murray	4/1/2008	R	Counseling		

TO: Academic Senate  
FROM: Michael Dermody  
RE: Course revisions

Its that time again!

As you know, we are under a legal requirement to ensure that all courses have been revised within the last 5 years. Last Spring the curriculum Committee and the respective faculty did a wonderful – albeit painful at times – effort to bring up all courses last revised before January 1, 2000. It is now time to start looking toward the next group so that we can be brought in compliance.

Below is a list of all courses whose last revision date is over 5 years old (course that are shaded are currently within the 5 year mark, but will be outside of that at the conclusion of the Spring 09 semester).

SUBJECT	NO	TITLE	LAST	UNITS	DIVISION
			DATE REVISED		
ADMJUS	293	Reserve Officer Training Level I	May-02	5	Allied Health
ADMJUS	110	Princ. & Proced. Of the Justice System	Feb-03	3	Allied Health
ADMJUS	125	Criminal Law	Feb-03	3	Allied Health
ADMJUS	126	Substantive Criminal Law	Feb-03	3	Allied Health
ADMJUS	185	Police-Community Relations	Feb-03	3	Allied Health
FIRETC	106	Fire Company Organization & Procedures	Feb-03	3	Allied Health
FIRETC	107	Fire Apparatus & Equipment	Feb-03	3	Allied Health
FIRETC	108	Fire Hydraulics	Feb-03	3	Allied Health
FIRETC	109	Fundamentals of Personal Fire Safety	Feb-03	3	Allied Health
FIRETC	123	Fire Investigation	Feb-03	3	Allied Health
FIRETC	125	Firefighting Tactics & Strategy	Feb-03	3	Allied Health
FIRETC	201	Incident Command System 200	Mar-03	1	Allied Health
FIRETC	202	Incident Command System 300	Mar-03	2	Allied Health
FIRETC	231A	Fire Prevention Officer 1A	Mar-03	2	Allied Health
FIRETC	231B	Fire Prevention Officer 1B	Mar-03	2	Allied Health
FIRETC	241A	Fire Instructor 1A	Mar-03	2	Allied Health
FIRETC	241B	Fire Instructor 1B	Mar-03	2	Allied Health
FIRETC	251A	Fire Investigation 1A	Mar-03	2	Allied Health
FIRETC	251B	Fire Investigation 1B	Mar-03	2	Allied Health
FIRETC	261A	Fire Management 1	Mar-03	2	Allied Health
FIRETC	271A	Fire Command 1A	Mar-03	2	Allied Health
FIRETC	271B	Fire Command 1B	Mar-03	2	Allied Health
FIRETC	198	Firefighter Inservice Training	Mar-04	.25-4	Allied Health
HLHSCI	150	Nutrition	Sep-03	3	Allied Health
HLHSCI	249	Medical Terminology	Nov-03	3	Allied Health
NURSNG	206	Operating Room Nursing Class	Feb-03	5	Allied Health
NURSNG	242	Critical Care Nursing II	Feb-03	3	Allied Health
NURSNG	212	Physical Assessment	Sep-03	1	Allied Health
NURSNG	051	Home Health Aide	Sep-03	1.5	Allied Health
NURSNG	056	Phlebotomy	Sep-03	4.5	Allied Health
NURSNG	057	Advanced Phlebotomy	Sep-03	1	Allied Health

SUBJECT	NO	TITLE	LAST DATE REVISED	UNITS	DIVISION
ECE	130	Infant/Toddler Development & Curriculum	Mar-02	3	Education
ECE	135	School-Age Child Care Programs & Curric.	Mar-02	3	Education
ECE	140	Rec. Leadership in the School-Age Pgrm.	Mar-02	3	Education
ECE	98	Special Topics in Early Childhood Education	Mar-02	.25-1	Education
ECE	173	Childhood Nutrition	Nov-02	2	Education
ECE	175	Childhood Health and Safety	Nov-02	1	Education
ECE	299	Directed Study in Child Development	Apr-03	1-3	Education
ECE	198	Special Topics in ECE	May-03	.25-1	Education
ECE	115	Curriculum and Classroom Management of Early Childhood Education	Sep-03	3	Education
ECE	116A	Curric. for Classr. Mgmt. ECE Pgm. Lab A	Sep-03	1	Education
ECE	116B	Curric. for Classr. Mgmt. ECE Pgm. Lab B	Sep-03	1	Education
ECE	116C	Curric. for Classr. Mgmt. ECE Pgm. Lab C	Sep-03	1	Education

SUBJECT	NO	TITLE	LAST DATE REVISED	UNITS	DIVISION
ART	113	Contemporary American Artists	Sep-76	3	FPA
ART	236	Sculpture II	Nov-01	3	FPA
ART	295	Professional Skills for Artists	Feb-02	3	FPA
ART	110	Art History: Ancient and Medieval	Sep-03	3	FPA
ART	220	Watercolor Painting	Sep-03	4	FPA
ART	205	Landmarks of Art	Sep-03	3	FPA
DANCE	134	Ballroom and Social Dance	Mar-02	1	FPA
DANCE	137	Flamenco and Spanish Dance	Mar-02	1	FPA
DANCE	160	Beginning Dance Ensemble	Sep-02	2	FPA
DANCE	161	COC Dance Company	Sep-02	.5-3	FPA
DANCE	181	Int. Yoga/Dance Stretching	Mar-04	2	FPA
GMD	41	Introduction to Quark Xpress	Mar-04	1	FPA
GMD	70	Introduction to Web Graphics	Mar-04	1	FPA
GMD	71	Introduction to Dreamweaver	Mar-04	1	FPA
GMD	74	Introduction to Flash	Mar-04	1	FPA
GMD	75	Introduction to Premiere	Mar-04	1	FPA
GMD	77	Introduction to After Effects	Mar-04	1	FPA
GMD	78	Introduction to Director	Mar-04	1	FPA
GMD	101	Introduction to Digital Media	Mar-04	3	FPA
GMD	142	2D Computer Illustration	Mar-04	3	FPA
GMD	144	Graphic Design I	Mar-04	3	FPA
GMD	145	Type & Typography	Mar-04	3	FPA
GMD	172	Desktop Video	Mar-04	3	FPA
GMD	242	Graphic Design II	Mar-04	3	FPA
GMD	244	Graphic Design Production	Mar-04	3	FPA
GMD	249	Graphic Design Portfolio	Mar-04	3	FPA

GMD	271	Advanced Digital Photography	Mar-04	3	FPA
GMD	279	Multimedia Portfolio	Mar-04	3	FPA
GMD	090L	Open DAT Short-term Lab	Mar-04	.5	FPA
GMD	094L	Open Graphics Lab	Mar-04	1	FPA
GMD	097L	Open Multimedia Lab	Mar-04	1	FPA
MUSIC	110	Introduction to Music Technology	Apr-97	3	FPA
MUSIC	112	Music History	Mar-03	3	FPA
MUSIC	116	Performance Ensembles for Music Theatre	Mar-03	1-4	FPA
MUSIC	129	Music Production for Film & Television	Mar-03	3	FPA
MUSIC	173	Jazz Vocal Ensemble	Mar-04	1	FPA
PHOTO	201	Independent Projects in Photography	Feb-02	3	FPA
PHOTO	175	Intermediate Photography	Sep-03	3	FPA
PHOTO	195	Color Photography	Sep-03	3	FPA
PHOTO	285	Advanced Photography	Sep-03	3	FPA
PHOTO	205	Advanced Digital Photography	Feb-04	3	FPA
RTVF	151	Radio/TV Announcing	Feb-03	3	FPA
RTVF	172	Desktop Video	Feb-03	3	FPA
RTVF	190	Intro to Film Production	Feb-03	3	FPA
RTVF	195	Intro to Screenplay Writing	Feb-03	3	FPA
RTVF	218	Advanced Digital Editing for Film/Video	Feb-03	3	FPA
RTVF	101	Structure of the Moving Image	Feb-03	3	FPA
RTVF	115	Writing for Broadcast	Feb-03	3	FPA
RTVF	118	Introduction to Digital Editing for Film/Video	Feb-03	3	FPA
RTVF	125	Introduction to Television Production	Feb-03	3	FPA
RTVF	129	Music Production for Film & TV	Feb-03	3	FPA
RTVF	175	Intro to Radio Production	Feb-03	3	FPA
RTVF	250	Film/Video Cinematography	Feb-03	3	FPA
RTVF	255	Advanced Screenplay Writing	Feb-03	3	FPA
RTVF	270	Advanced Digital Audio Production	Feb-03	3	FPA
RTVF	280	Advanced Film/Video Production	Feb-03	3	FPA
RTVF	290	Radio Television Film Portfolio	Nov-03	3	FPA
THEATR	175	Introduction to Stage Directing	Aug-97	3	FPA
THEATR	194	Reader's Theater Workshop	Aug-97	2-3	FPA
THEATR	090L	Open Theatre Lab	Sep-00	.5-2	FPA
THEATR	190	Theatre Production	Sep-01	1-4	FPA
THEATR	61	Auditioning for Stage, Film and TV	Mar-02	2	FPA
THEATR	120	Stagecraft	Sep-02	3	FPA
THEATR	141	Scene Performance	Sep-02	4	FPA
THEATR	230	Introduction to Playwriting	Sep-03	3	FPA
ANIM	085	Applications: MAYA I	Feb-02	1	FPA
ANIM	120	Story Development and Storyboarding	Feb-03	3	FPA
ANIM	091L	Short-Term Open Animation Lab	Mar-03	0.5	FPA
ANIM	140	Introduction to 3D Studio Max/Animation	Sep-03	3	FPA
ANIM	141	Introduction to 3D Computer Anim.: MAYA	Sep-03	3	FPA
ANIM	240	Advanced 3D Studio Max/Animation	Sep-03	3	FPA
ANIM	241	Advanced Maya Animation	Sep-03	3	FPA
ANIM	092L	Open Animation Lab	Sep-03	1-2	FPA
ANIM	280	Animation Portfolio	Dec-03	3	FPA

SUBJECT	NO	TITLE	LAST DATE REVISED	UNITS	DIVISION
CINEMA	122	History of Cinema	Sep-03	3	Humanities
CINEMA	120	Film Aesthetics	Feb-04	3	Humanities
ENGL	262	American Multicultural Literature	Mar-02	3	Humanities
ENGL	105	Introduction to Creative Writing	Feb-03	3	Humanities
ENGL	108	Creative Writing: Poetry	Feb-03	3	Humanities
ENGL	109	Creative Writing: Short Stories	Feb-03	3	Humanities
ENGL	263	Introduction to Poetry	Feb-03	3	Humanities
ENGL	264	Study of Fiction	May-03	3	Humanities
ENGL	270	Introduction to African American Literature	May-03	3	Humanities
ENGL	106	Creative Writing - Nonfiction	Sep-03	3	Humanities
ENGL	107	Introduction to Playwriting	Sep-03	3	Humanities
ENGL	265	Introduction to Drama	Sep-03	3	Humanities
ENGL	272	The Bible as Literature	Sep-03	3	Humanities
ENGL	273	World Literature I	Sep-03	3	Humanities
ENGL	251	British Literature II	Oct-03	3	Humanities
ENGL	274	World Literature II	Oct-03	3	Humanities
ENGL	91	Introduction to College Reading & Writing	Feb-04	3	Humanities
ENGL	94	Intro. To Technical Writing	Feb-04	3	Humanities
ENGL	93	College Reading & Writing Workshop	Mar-04	1	Humanities
ENGL	280	Women's Literature	Mar-04	3	Humanities
ENGL	101H	Honors - Introduction to Comp. & Literature	Mar-04	4	Humanities
ESL	075	ESL Computer Composition	Nov-96	2	Humanities
ESL	045	Vocational ESL	Aug-99	3	Humanities
ESL	061	Low, Intermediate Listening and Speaking	Sep-01	3	Humanities
ESL	092	Medical Terminology for Non-native Speakers	Sep-01	3	Humanities
ESL	071	Intermediate Listening and Speaking	Nov-01	3	Humanities
ESL	081	Advanced Listening and Speaking	Nov-01	3	Humanities
ESL	100	Advanced Reading & Composition	Sep-03	4	Humanities
ESL	050	Reading, Writing & Grammar Non-native Sp. II	Sep-03	4	Humanities
ESL	080	Writing & Grammar for Non-native Speakers	Sep-03	3	Humanities
ESL	083	Reading, Voc & Discuss. Non-native Speaker	Sep-03	3	Humanities
FRNCH	101	Elementary French I	Feb-92	4	Humanities
FRNCH	102	Elementary French II	Feb-92	4	Humanities
FRNCH	150	Beginning Conversational French	Nov-96	3	Humanities
FRNCH	201	Intermediate French I	Sep-99	4	Humanities
FRNCH	202	Intermediate French II	Sep-99	4	Humanities
GERMAN	101	Elementary German I	Sep-01	4	Humanities
HUMAN	106	Cultural Eras in Humanities II	Apr-99	3	Humanities
HUMAN	101	Forms & Ideas in Humanities	Sep-02	3	Humanities
HUMAN	105	Cultural Eras in Humanities I	Sep-02	3	Humanities
HUMAN	150	Great Books, Great ideas	Sep-02	3	Humanities
PHILOS	215	Introduciton to Bioethics	Dec-03	3	Humanities
SPAN	202	Intermediate Spanish II	Feb-87	4	Humanities
SPAN	102A	Spanish for Spanish Speakers II	Jan-99	4	Humanities
SPAN	098A	Spanish Social Conversation I	Feb-00	.25-3	Humanities
SPAN	082A	Intensive Intermediate Spanish I	Feb-00	2	Humanities

SPAN	082B	Intensive Intermediate Spanish II	Feb-00	2	Humanities
SPAN	084A	Intensive Advanced Spanish	Feb-00	2	Humanities
SPAN	098B	Spanish Social Conversation II	Feb-00	.25-3	Humanities
SPAN	098C	Spanish Social Conversation III	Feb-00	.25-3	Humanities
SPAN	198A	Spanish for the Medical Profession I	Feb-00	1-3	Humanities
SPAN	198B	Spanish for the Medical Profession II	Feb-00	1-3	Humanities
SPAN	198C	Spanish for Teachers I	Feb-00	1-3	Humanities
SPAN	198D	Spanish for Teachers II	Feb-00	1-3	Humanities
SPAN	098D	Spanish Language & Culture: Lat. America	Mar-00	.25-3	Humanities
SPAN	098E	Spanish Language & Culture: Peninsular	Mar-00	.25-3	Humanities
SPAN	198E	Spanish for Law Enforcement	Jan-01	1-3	Humanities
SPAN	198G	Spanish for Business	Jan-01	1-3	Humanities
SPAN	198N	Spanish for Native Speakers	Feb-01	1-3	Humanities
SPAN	198	Special Topics Spanish Language, Lit. & Cult.	Dec-01	1-3	Humanities
SPAN	098	Special Topics: Spanish Language & Culture	Jul-02	.25-3	Humanities

SUBJECT	NO	TITLE	LAST DATE	UNITS	DIVISION
			REVISED		
ADMJUS	198LA	Advanced Officer Training	Sep-03	.25-10	ISA
ADMJUS	098LA	Advanced Officer Training	Jan-04	.25-4	ISA
ADMJUS	098SH	Advanced Officer Training	Jan-04	.25-4	ISA
ADMJUS	198AR	Supervisory Development School	Mar-04	9-10	ISA
FIRETC	098K	S-244 Field Observer	May-02	2-2.5	ISA
FIRETC	098CE	Firefighter In-Service Training (General)	Oct-03	.25-3	ISA
FIRETC	095A	Emergency Medical Technician I for Lifeguards	Dec-03	7.5	ISA

SUBJECT	NO	TITLE	LAST DATE	UNITS	DIVISION
			REVISED		
HLHSCI	100	Health Education (changed from PHYSED 10-20-05)	Jul-01	3	Kinesiology and Phys Ed
KPEA	175B	Intermediate Softball	Mar-87	2	Kinesiology and Phys Ed
KPEA	280	Swim Stroke Mechanics	Oct-01	2	Kinesiology and Phys Ed
KPEI	152	Conditioning for Intercollegiate Sports	Aug-00	2	Kinesiology and Phys Ed
KPEI	153	Off-Season Cond. For Intercol. Sports	Aug-00	2	Kinesiology and Phys Ed
KPET	107	Theory and Analysis of Basketball	May-02	2	Kinesiology and Phys Ed
KPET	108	Theory and Analysis of Soccer	May-02	2	Kinesiology and Phys Ed

ASTRON	100	General Astronomy	Mar-03	3	Math/Science
ASTRON	101	The Stellar System	Mar-03	3	Math/Science
ASTRON	102	The Solar System	Mar-03	3	Math/Science
CMPSCI	111	Intro to Algorithms & Programming/Java	Feb-99	3	Math/Science
CMPSCI	111L	Intro to Algorithms & Program Lab	Feb-99	1	Math/Science
CMPSCI	222	Computer Organization	Dec-00	3	Math/Science
CMPSCI	190	Web Programming: Javascript	Feb-01	3	Math/Science
CMPSCI	191	CGI Programming: Perl	Feb-01	3	Math/Science
CONST	050	Uniform Building Code	Sep-03	3	Math/Science
ENGR	112	Mechanical Drafting II	Feb-00	3	Math/Science
GEOG	101	Physical Geography	Mar-02	3	Math/Science
HRMGT	098A	Htl Rstrnt Operations Customer Relations	Sep-02	1	Math/Science
INTERD	96	MESA Research Discussions	Sep-02		Math/Science
MATH	111	Finite Math	Nov-02	4	Math/Science
MATH	120	Math for Liberal Arts Majors	Dec-03	4	Math/Science
MFGT	101	Materials & Processes in Manufacturing	Feb-99	3	Math/Science
MFGT	102	Engineering Drawing Interpretation	Feb-99	3	Math/Science
MFGT	103	Introduction to Automated Manufacturing	Feb-99	3	Math/Science
MFGT	100	Measurements and Computations	Sep-00	3	Math/Science
MFGT	133	CAD/CAM III	Jul-01	3	Math/Science
MFGT	131	CAD/CAM I	Feb-02	3	Math/Science
MFGT	098A	Special Topics: Catia Version 5 Upgrade	Sep-02	2	Math/Science
MFGT	111	Machine Technology	Nov-02	3	Math/Science
MFGT	132	CAD/CAM II	Nov-02	3	Math/Science
MFGT	96	Cmptor-Aided Mnfrg w/Unigraphics	Jan-03	3	Math/Science
MFGT	95	Computer-Aided Design with Unigraphics	Mar-03	3	Math/Science
PHYSIC	110	General Physics I	Nov-03	4	Math/Science
PHYSIC	111	General Physics II	Nov-03	4	Math/Science
WATER	30	Waterworks Mathematics	May-03	3	Math/Science
WATER	40	Water Distribution Operator I	May-03	3	Math/Science
WATER	41	Water Distribution Operator II	May-03	3	Math/Science
WATER	50	Water Treatment Plant Oper Processes I	May-03	3	Math/Science
WATER	51	Water Treatment Chemistry	May-03	3	Math/Science
WATER	52	Water Treatment Plant Oper Processes II	May-03	3	Math/Science
WATER	60	Wastewater Treatment and Disposal I	May-03	3	Math/Science
WATER	61	Wastewater Treatment and Disposal II	May-03	3	Math/Science
WATER	62	Wastewater Treatment and Disposal III	May-03	3	Math/Science

LAST DATE REVISED					
ANTHRO	215	Indians of the Southwestern U.S.	Sep-03	3	SSB
ANTHRO	101L	Physical Anthropology Lab	Nov-03	1	SSB
COMS	150	Oral Interpretation	Sep-03	3	SSB
HIST	243	History of Mexico and the Mexican Peoples	Sep-02	3	SSB
HIST	150	Introduction to the History of the U.S.	Oct-03	3	SSB
HIST	299	Directed Studies in History	Oct-03	1-3	SSB
PSYCH	109	Social Psychology	Nov-03	3	SSB
PSYCH	240	Abnormal Psychology	Nov-03	3	SSB
REAL	115	Legal Aspects of Real Estate	Mar-03	3	SSB
REAL	120	Real Estate Appraisal	Mar-03	3	SSB
REAL	121	Real Estate Appraisal II	Mar-03	3	SSB
REAL	100	Real Estate Principles	Dec-03	3	SSB
REAL	101	Real Estate Practices	Dec-03	3	SSB
SOCI	207	Social Problems	Sep-03	3	SSB

LAST DATE REVISED					
GENSTU	96	Literacy Tutor Practicum	Apr-03	2	Student Services
GENSTU	104	Tutoring Methods	Sep-03	1-3	Student Services
GENSTU	50	Orientation & Assessment - Learning Disabilities	Nov-03	0.5	Student Services

TO: Academic Senate  
FROM: Michael Dermody  
RE: Correlation of Non-Credit courses and Credit Departments.

Recently, while reviewing hiring procedures for non-credit adjunct instructors, it was suggested that we need to ensure that credit departments are aware of what is happening in the non-credit courses. This is especially true for those departments where Non-credit courses may be viewed as “gateways” to the credit department.

However, there was no clear listing of what courses would correlate with what department. To resolve this, Jennifer Brezina has proposed a chart detailing the possible relationships between non-credit courses and credit departments.

<b>Course</b>	<b>Course Title</b>	<b>Related Credit Department</b>
NC.BCSK H02	High School Diploma Art 1B Digital	Art
NC.BCSK H08	High School Diploma Painting and Drawing Studio A/B	Art
NC.OAD ART01	Watercolor Painting for Older Adults	Art
NC.OAD ART02	Painting for Older Adults	Art
NC.OAD ART03	Drawing- Beginning through Advanced for Older Adults	Art
NC.OAD ART04	Creative Expression Through China Painting for Older Adults	Art
NC.OAD LLL02	Life Long Learning for Older Adults through Art Appreciation	Art
NC.BCSK H04	High School Diploma Astronomy	Astronomy
NC.OAD CR02	Personal Finance for Older Adults	Business
NC.BCSK H15	High School Diploma Chemistry	Chemistry
NC.OAD LLL03	Life Long Learning for Older Adults through Film Exploration	Cinema
NC.OAD COMP1	Consumer Resources for the Older Adult: Computers & You	CIT
NC.OAD COMP2	Consumer Resources: Computers and You II	CIT
NC.FCS COMP1	Home Computer Hardware	Computer Networking
NC.FCS COMP2	Home Computer Operating Systems	Computer Networking
NC.FCS COMP3	Home Computer Network	Computer Networking
NC.FCS COMP4	Home Computer Security/Its: Security	Computer Networking
NC.FCS COMP5	Home Computer Maintenance	Computer Networking
NC.BCSK 01	Career and Job Search Preparation	Counseling
NC.BCSK 050	Test Taking Skills	Counseling
NC.BCSK SBC	Summer Bridge Counseling	Counseling
NC.HLSF 10	Introduction to Stress Management	Counseling
NC.HLSF 02	Food Handler Certification	Culinary
NC.PAED CD01	Parenting Skills	ECE

NC.BCSK E04	High School Diploma English 12	English
NC.BCSK E20	Spelling Techniques	English
NC.BCSK E21	Grammar and Sentence Writing	English
NC.BCSK SBE	Summer Bridge English	English
NC.OAD LLL05	Life Long Learning through Literature Analysis- Shakespeare	English
NC.OAD LLL08	Lifelong Learning for Older Adults Through Literature	English
NC.OAD WRT01	Creative Expression for Older Adults: Writing Personal Histories	English
NC.OAD WRT02	Creative Expressions for Older Adults: Writing for Publication	English
NC.ESL 10	ESL Beginning Language Lab	ESL
NC.ESL LVL1	Level 1	ESL
NC.ESL LVL2	Level 2	ESL
NC.ESL LVL3	Level 3	ESL
NC.ESL LVL4	Level 4	ESL
NC.ESL PLVL1	ESL-Pre-Level 1	ESL
NC.ESL TOEFL	TOEFL Preparation	ESL
NC.VESL 01	Communication for Employment	ESL
NC.VESL 02	English for Automotive Technology	ESL
NC.VESL 03	English for Landscape Employees	ESL
NC.VESL 04	English for Food Service	ESL
NC.VESL 05	English for Customer Service	ESL
NC.VESL 06	English for Housekeeping	ESL
NC.VESL 07	English for Construction Workers	ESL
NC.BCSK H06	High School Diploma Modern Civilization	History
NC.BCSK H07	High School Diploma U.S. History A/B	History
NC.OAD CR01	Creating a Safe Home Environment	Interior Design
NC.BCSK H16	High School Diploma Health	KPE
NC.HLSF 03	Body-Mind Wellness	KPE
NC.OAD HLTH2	Mobility Through Exercise , Physical Conditioning for Older Adults	KPE
NC.OAD HLTH3	Mobility Through Exercise -Slow Stretch/ Tai Chi For Older Adults	KPE
NC.OAD HLTH4	Mobility Through Exercise- Low Impact Aerobics For Older Adults	KPE
NC.OAD HLTH5	Mobility Through Exercise, for Older Adults using Yoga	KPE
NC.OAD HLTH6	Mobility Through Water Exercise for Older Adults	KPE
NC.OAD HLTH7	Mobility for Older Adults through Tai Chi in a Chair	KPE
NC.OAD HLTH8	A Matter of Balance	KPE
NC.OAD HLTH9	Healthier Living: Managing Ongoing Health Conditions for the Older Adult	KPE
NC.BCSK M01	High School Diploma Algebra I A/B/C	Math
NC.BCSK M03	High School Diploma Geometry I A/B/C	Math
NC.BCSK M04	High School Diploma Algebra II A/B	Math
NC.BCSK M05	High School Diploma Algebra II/Trigonometry	Math
NC.BCSK M06	High School Diploma Advanced Math Topics	Math

NC.BCSK M07	High School Diploma Trigonometry	Math
NC.BCSK MA1	Essential Arithmetic	Math
NC.BCSK MA2	Math Skills for Nurses	Math
NC.BCSK SBM	Summer Bridge Math	Math
NC.OAD MUSC2	Creative Expression for Older Adults: Enjoying Music	Music
NC.OAD MUSC3	Creative Expression for Older Adults, Instrumental/Vocal Jazz	Music
NC.OAD MUSC4	Creative Expression for Older Adults: Symphonic Band	Music
NC.OAD MUSC5	Canyons Emeritus Chorus	Music
NC.OAD MUSC6	Creative Expression for Older Adults: Chamber Music	Music
NC.BCSK H14	High School Diploma Physics	Physics
NC.OAD LLL01	Life Long Learning: Current Global Events for Older Adults	Political Science
NC.BCSK H10	High School Diploma Psychology	Psychology
NC.OAD HLTH1	Life Long Learning for Older Adults	Psychology
NC.BCSK H12	High School Diploma Sociology	Sociology
NC.OAD LLL04	Issues in Aging	Sociology
NC.BCSK S02	High School Diploma Spanish IB	Spanish
NC.BCSK S04	High School Diploma Spanish IIB	Spanish
NC.OAD LLL06	Lifelong Learning Through Basic Spanish Conversation	Spanish
NC.OAD THEA1	Creative Expression for Older Adults Through Acting	Theater
	<b>No immediate relationship</b>	<b>Possible departments</b>
NC.BCSK 100	GED Preparation	Education, English/Math
NC.BCSK AP	Study Skills	English, Counseling
NC.BCSK E19	Study Techniques	English, Counseling
NC.CITZ 01	Citizenship for Naturalization	Political Science, ESL
NC.OAD ART05	Creative Expression for Older Adults Through Needlework	Art, Interior Design
NC.OAD ART06	Gardening as Self Expression	Art, Landscape
NC.OAD LLL07	The Law and How to Use It	Business, Administration of Justice

*Proposed revisions/addition to faculty hiring policy*  
**Full-time Faculty transfers**

Occasionally, a contract faculty member may wish to transfer from one assignment to another assignment.

1. Transfers are only available for full time positions that are the result of retirements, resignations or for new positions established through the academic staffing process. Positions cannot be created by accumulating adjunct teaching loads to establish a new full-time position. This would be against the spirit and intent of the Academic Staffing Committee's recommendations on new and replacement positions.

## **2. QUALIFICATIONS**

A faculty member must meet the following criteria to be eligible for transfer:

- a. When the request is submitted, the faculty member must have completed the entire tenure evaluation process and be a "regular" (tenured) faculty member.
- b. The faculty member must meet the appropriate Minimum Qualifications for the position.
- c. The faculty member must have successfully taught at least three class courses offered by the targeted discipline within the last five years.
- d. The faculty member must have received an evaluation of "satisfactory" during their most recent evaluation.

## **3. APPLICATION PROCESS**

A faculty requesting a transfer in faculty assignment must follow these steps:

- a. No request for transfer may be submitted prior to the position being authorized by the Board of Trustees.
- b. The District will notify all current full-time faculty members of any new positions before advertising the position to the public. If a faculty member wishes to be considered for that position, they must notify the District within 5 business days.
- c. ~~Since the District will incur expenses to advertise any position, a request for transfer must be made within [to be determined] after the Board has authorized the hiring of the position.~~

#### 4. DEPARTMENTAL REVIEW

Since this faculty member is already a regular (“tenured”) faculty member, the department will not be able to conduct an evaluation of the candidate through the regular tenure process. However, the department needs to review the potential candidate’s appropriateness to the department.

- a. All involved in the departmental selection committee agree to maintain the strictest level of confidentiality at all times regarding the content of the departmental review.
- b. The department will conduct an interview of any current faculty member requesting a transfer.
  - i. This committee will be convened by the Academic Senate President.
  - ii. This committee will consist of at least two members of the department, and no more than five members of the department.
  - iii. If there are more than five members of the department who wish to serve on this committee, the Senate President will select five committee members by lottery
  - iv. The committee will also include a non-voting Selection Committee Rep selected by Human Resources.
- c. This interview will focus on the teaching skill and content expertise of the faculty member requesting a transfer.
- d. Following the interview, the Senate President will conduct a secret ballot vote among the members of the committee ~~department~~.
- e. The ballot will have two choices:
  - i. I endorse [*nomine*] becoming a member of the department;
  - ii. I would prefer to view all possible candidates, so I do not endorse [*nomine*] becoming a member of the department at this time.
- f. If a majority of the entire department endorses the candidate, his/her name will be sent to the Superintendent-President, who will forward the candidate’s name to the Board of Trustees for ratification.
  - i. If the Superintendent-President objects to the candidate being forwarded to the Board, he/she will meet with the Department to explain his/her objection.
  - ii. If there are two or more current faculty members requesting a transfer to the same position, then any and all members who receive a majority vote of the entire department will be forwarded to the Superintendent-President.
- g. A candidate who does not receive the endorsement from the department may still apply through the regular (open) hiring process.

# **COLLEGE OF THE CANYONS**

## **ACADEMIC HIRING PROCEDURES**

### **NONCREDIT ADJUNCT POSITIONS**

Effective January 1, 2009

**College of the Canyons  
Academic Hiring Procedures  
Noncredit Adjunct Positions**

**1. Preface.**

In general the same underlying philosophy for the hiring of full-time faculty members also applies to the hiring of adjunct faculty. There are, however, additional issues and concerns that need to be addressed when selecting adjunct faculty members.

- 1.1 The necessity of ensuring quality and high levels of teaching excellence is not incompatible with the recognition that flexibility and speed may be needed when filling adjunct positions. With care, the two issues can be complimentary.
- 1.2 We should recognize the practical fact that a vast majority of successful applicants for full-time faculty positions start as adjunct, so we must be sure that we do not inadvertently “narrow the gate” by having too restrictive of a procedure for hiring adjunct.
- 1.3 However, since our primary concern should be the educational experience of our students, who should not have to worry whether an adjunct or Full-time faculty member is teaching them, we should ensure that the professional qualities of ALL faculty members are of the highest caliber.
- 1.4 This is an “academic and professional” issue, subject to the guidelines of Board Policy 345

**2. Recruitment**

- 2.1 The Human Resources department will establish a schedule for publishing generic announcements for adjunct positions. Inclusion of academic departments on these announcements and all other related college-recruitment materials will be in coordination with the Instruction Office and the Department Chairs.
- 2.2 Before conducting any supplemental recruiting, departments should notify the Human Resources Office. Human Resources will assist the department in ensuring that all legal requirements as well as the overall goals of the college recruiting processes are met.
- 2.3 The Human Resources Office will keep applications for a period of two years.

**3. Minimum Qualifications**

- 3.1 Students are entitled to the best possible instruction regardless of whether it is being delivered by an adjunct or a full-time faculty member. As such, the procedures for determining Minimum Qualifications and Equivalencies are the same for both adjunct and full-time hires.
- 3.2 If an individual satisfies the equivalency for a particular discipline, he/she retains his/her status as meeting the equivalent minimum qualifications for that discipline for as long as he/she maintains continual academic employment with the college. He/She retains equivalency for that discipline, and may continue to use that equivalency to qualify for any future adjunct and full-time hires within that discipline.

- 3.3 However, if an individual is not employed for two consecutive regular semesters, he/she must undergo a new application process and must meet the minimum qualifications and equivalency procedures that are in effect at that time.

**4. Required documentation**

All applicants are to complete the following:

- a. Appropriate district application,
- b. Unofficial copies of transcripts,
- c. Resume,
- d. Professional letters of reference are preferred but not required. If letter are provided, they must have been signed and dated within the last five years. (Student classroom evaluations are not considered professional letters of reference.)

Any required documentation must be submitted to the Human Resource Office prior to an interview being established.

**5. Screening/Interviewing committee**

- 5.1 All committees to screen and/or interview adjunct applicants must consist of at least two individuals.
- 5.2 The first choice to chair a committee will be the department chair (or designee). However, the department chair is under no obligation to chair such a committee, and may choose to forgo participation in the hiring process.
- 5.3 If the Departmental faculty are not involved in the hiring process, there must be at least one full-time faculty member on the committee. That individual has the option of serving as chair if they so desire.
- 5.4 If no full-time faculty member scan be found to serve on the hiring committee, the Instruction Office and the Senate may authorize any instructional administrator to serve on the hiring committee. This is for a case-by-case basis only; blanket approvals cannot be provided.
- 5.5 The Senate and the Instruction Office may agree to add additional members to the committee to provide for increased expertise and input.
- 5.6 To ensure institutional integrity in the hiring process, it is desirable that the Human Resource Office arranges the interviews.
- 5.7 However, in some cases it might be necessary for the committee chair to schedule the interviews. In these cases, the committee chair must contact and coordinate with the Human Resource office to complete any and all other arrangements for the interviews.

**6. Eligibility List:**

- 6.1 Candidates who have successfully completed the interview process will be placed on the eligibility list. However, no candidate will be placed on the eligibility list until the Human Resource Office has verified the minimum qualification of a potential faculty member, as determined by the Senate equivalency procedure.

6.2 Only the Instruction Office may make an official offer of employment.

6.3 Individuals who have not been employed at the College for two consecutive, regular semesters will be removed from the eligibility list and must reapply.

**7. Emergency Hires**

7.1 An “Emergency hire” is one that occurs when there are less than *two* working days prior to the scheduled start of a class session.

7.2 In emergency hires, a formal committee interview is not necessary. However, unofficial transcripts and completed District Application must be submitted prior to employment. All other required documentation (e.g., official transcripts, “new hire packet”, letters of recommendation) must be submitted prior to the first pay period.

7.3 Established minimum qualifications and equivalencies cannot be waived for “emergencies”.

7.4 If an emergency hire wishes to be placed on the eligibility list for future teaching assignments, the appropriate educational administrator must ensure that the faculty member completes the regular hiring procedures.

7.5 The Human Resources Office will provide the Instruction Office and Academic Senate with a list of all “emergency hires” each semester.

**8. Follow-up Responsibilities**

The Committee Chair is responsible to ensure that all committee materials and required committee documents are returned to the Human Resources Office.

## CURRICULUM COMMITTEE SUMMARY

September 18, 2008

3:00 pm – 5:00 pm

BONH-330

### TECHNICAL CHANGE MEMO'S

Subject	#	Description of action	Author
NC.BC SK	SB-C, SB-E & SB-M	Collapse course “number” to exclude hyphens - Approved	K. Carlson
KPEA	119	Reduce class size from 20 to 15 - Approved	K. Carlson

### NEW ISA COURSE:

Subject	#	Title	Description of action	Author
PUBSAF	10AC	Crowd Management and Control for Management	.5 units, 8 lecture contact hours, c.l size 35, unlimited repeats, CR/NC, POST pre-req. - Approved	R. Brode

### MODIFIED COURSES:

Subject	#	Title	Description of action	Author
CIT	110	Keyboarding and Document Processing	<i>Title change</i> - Approved	V. Jadaon
MFGT	121	CNC 1: Operation and Manual Programming	Modify SLO's & Objectives, and update text - Approved	S. Jacobs on
MFGT	122	CNC 2: Concepts and Programming	Modify SLO's & Objectives, and update texts and prerequisite form - Approved	S. Jacobs on

### NEW COURSES:

Subject	#	Title	Description of action	Authors
THEATR	190C	Theatre Production - Comedy	1-4 units, 9-36 hours lecture and 27-108 hours lab, cl. size 35, 3 repeats, letter grade - Approved	D. Stears
THEATR	190D	Theatre Production – Drama	1-4 units, 9-36 hours lecture and 27-108 hours lab, cl. size 35, 3 repeats, letter grade - Approved	D. Stears

Carlson, Kerry – Curriculum	present	Jacobson, Joan – Student	present	Vacant – Fine & Performing Arts	
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**MODIFIED  
PROGRAM:**

Title	Description	Author
Theatre Performance Associate of Arts degree	Add THEATR 190A, 190C & 190D to the Restricted Electives category - Approved	K. Carlson

**NEW PREREQUISITE:**

Subject	#	Title	Suggested Prerequisite	Author
PUBSAF	10A C	Crowd Management and Control for Management	POST	R. Brode

**DISCUSSION ITEMS:**

**Sign up for Tech Review:** Ann is passing around a sheet with dates so that faculty division representatives can sign up for a Technical Review meeting (times to be determined, based upon availability).

<b>Coordinator Non-voting member</b>			<b>Services</b>			
<b>Lowe, Ann – Co-Chair, Faculty – Allied Health</b>		<b>present</b>	<b>Karlin, Ron – Humanities</b>	<b>present</b>	<b>Solomon, Diane – Member at Large</b>	<b>present</b>
<b>Green, Audrey - Co-Chair, Administrator, Articulation Officer</b>		<b>absent</b>	<b>Stanich, Diana – Physical Education &amp; Athletics</b>	<b>present</b>		
<b>Hilliard, Lee – Member at Large</b>		<b>present</b>	<b>Lucy, Nicole - Social Science &amp; Business</b>	<b>present</b>		
<b>Benedicto, Alto – Math &amp; Science</b>		<b>present</b>	<b>Parker, Catherine – Adjunct Faculty</b>	<b>present</b>		
<b>New Courses Includes ISA's</b>	<b>3</b>	<b>New Non Credit Courses</b>		<b>-0-</b>	<b>New Prerequisites</b>	<b>-0-</b>
<b>New Programs</b>	<b>-0-</b>	<b>Modified Non Credit Courses</b>		<b>-0-</b>	<b>Modified Prerequisites</b>	<b>-0-</b>
<b>Modified Courses</b>	<b>3</b>	<b>New DLA's</b>		<b>-0-</b>	<b>Deleted Courses</b>	<b>-0-</b>
<b>Modified Programs</b>	<b>1</b>	<b>New SLO's</b>		<b>3</b>	<b>Deleted Programs</b>	<b>-0-</b>
<b>Stand Alone Courses</b>	<b>-0-</b>	<b>Modified SLO's</b>		<b>2</b>		

**Academic Senate Meeting Date: October 23, 2008**

**Board of Trustee Meeting Date: November 12, 2008**

## CURRICULUM COMMITTEE SUMMARY

October 2, 2008

3:00 pm – 5:00 pm

BONH-330

**CONSENT CALENDAR:** Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on 9/24/08

### TECHNICAL CHANGE MEMO’S on consent:

Subject	#	Description of action	Author
ADMJUS	198AT	Change unit value from 2.5 to 2.25 - Approved	R. Brode
ENGL	094	Change cl. size from 25 to 35 - Approved	K. Carlson
FIRETC	L1	Change units from 15 to 13.5 - Approved	S. Dixon

### MODIFIED COURSES on consent:

Subject	#	Title	Description of action	Author
GEOG	102	Cultural Geography	Add a DLA - Approved	M. Bates
MUSIC	181	Applied Music Studies I	Delete - Approved	B. Feldman
MUSIC	182	Applied Music Studies II	Delete - Approved	B. Feldman
MUSIC	183	Applied Music Studies III	Delete - Approved	B. Feldman

<b>MUSIC</b>	<b>184</b>	<b>Applied Music Studies IV</b>	<b>Delete - Approved</b>	<b>B. Feldman</b>
<b>POLISC</b>	<b>250</b>	<b>Comparative Government and Politics</b>	<b>Add a DLA - Approved</b>	<b>S. Retti</b>

**MODIFIED PROGRAMS on consent:**

<b>Title</b>	<b>Description of action</b>	<b>Author</b>
<b>Accounting (Transfer) A.S. degree</b>	<b>Add ECON-201H as an alternative to ECON-201 - Approved</b>	<b>K. Carlson</b>
<b>Accounting (Transfer) Certificate of Achievement</b>	<b>Add ECON-201H as an alternative to ECON-201 - Approved</b>	<b>K. Carlson</b>
<b>History A.A. degree</b>	<b>Add HIST-111H as an alternative to HIST-111 - Approved</b>	<b>K. Carlson</b>
<b>Social Science A.A. degree</b>	<b>Add PSYCH-101H, HIST-111H and ECON-201H as alternatives to their “regular” versions - Approved</b>	<b>K. Carlson</b>

**NEW COURSES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author/s</b>
<b>GEOG</b>	<b>103</b>	<b>Introduction to Meteorology</b>	<b>3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade - Approved</b>	<b>V. Devlahovich</b>
<b>MUSIC</b>	<b>189</b>	<b>Individualized Music Lessons</b>	<b>1-2 units, 18-36 lecture contact hours, cl. size 1, Audition prereq., Co-requisites: MUSIC-190 and one of the following 080,081,082,114,116,151,153,165,173,174,175,176,177,185 or 186, 3 repeats, letter grade - Approved</b>	<b>B. Feldman</b>

<b>MUSIC</b>	<b>191</b>	<b>Contemporary Practices in Music Publishing</b>	<b>3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade - Approved</b>	<b>B. Feldman</b>
<b>THEATR</b>	<b>100</b>	<b>Theatre Appreciation</b>	<b>3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade - Approved</b>	<b>D. Stears</b>

**MODIFIED COURSES:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Description of action</b>	<b>Author</b>
<b>GEOG</b>	<b>101</b>	<b>Physical Geography</b>	<b>Modify descriptions &amp; add SLO's , Content, Methods of Evaluation, Assignments and text - Tabled (need additional information)</b>	<b>M. Bates</b>

**MODIFIED PROGRAMS:**

<b>Title</b>	<b>Description</b>	<b>Author</b>
<b>Animation Production A.A. degree</b>	<b>Reduce total units required from 42. Delete ART 124B, 140, 141, GMD 101, 173, ANIM 130 and both courses in the “choose one from ANIM 140 &amp; 141”. Require both ANIM 221 and 222 (which previously only required the student to “choose one”). Require ANIM 190 and ART 224A (which used to be recommended electives). Require GMD 047. To Recommended Electives add ART 124B, DANCE 111, THEATR 241 &amp; 242 and delete GMD 172 - Tabled (no representation)</b>	<b>J. Baker</b>
<b>Computer Animation A.A. degree</b>	<b>Reduce total units required from 39. Delete ART 124A, 124B, 140, 141 &amp; GMD 101 and require ANIM 120, 190, 230 &amp; GMD 047. Require ANIM 141 and 241 (previously students had to pick one from “140 or 141” and “240 or 241”). Remove THEATR 140 from Recommended Electives and add “DANCE 111 or THEATR 241” - Tabled (no representation)</b>	<b>J. Baker</b>
<b>Music Composition A.A. degree</b>	<b>Added MUSIC-179 (new course) and MUSIC-175 or 176 or 177 to ensemble</b>	

	<b>choices - Tabled</b>	<b>K. Carlson</b>
<b>Music Concert Performance A.A. degree</b>	<b>Added MUSIC-179 (new) and 180 to Recommended Electives. Add 173, 176 or 177 as options for ensemble coursework - Tabled</b>	<b>K. Carlson</b>
<b>Music Guitar Concert Performance A.A. degree</b>	<b>Added MUSIC-179 (new) and 180 to Recommended Electives. Add 173, 176 or 177 as options for ensemble coursework - Tabled</b>	<b>K. Carlson</b>

**STAND ALONE COURSE:**

<b>Subject</b>	<b>#</b>	<b>Title</b>		<b>Author</b>
<b>MUSIC</b>	<b>189</b>	<b>Individualized Music Lessons</b>		<b>B. Feldman</b>

**NEW PREREQUISITE:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>Suggested Prerequisite</b>	<b>Author</b>
<b>MUSIC</b>	<b>189</b>	<b>Individualized Music Lessons</b>	<b>Audition prerequisite and Co-requisites: MUSIC-190 and one of the following: 080,081,082,114,116,151,153,165,173,174,175,176,177,185 or 186</b>	<b>B. Feldman</b>

**NEW DISTANCE LEARNING ADDENDUMS:**

<b>Subject</b>	<b>#</b>	<b>Title</b>	<b>100% ON-LINE, HYBRID, CTV</b>	<b>Author</b>
<b>GEOG</b>	<b>102</b>	<b>Cultural Geography</b>		<b>M. Bates</b>
<b>POLISC</b>	<b>250</b>	<b>Comparative Government and Politics</b>		<b>Retti</b>

**Discussion Items:**

Our 2008-09 Curriculum Committee Calendar shows that, in order to be considered for the November 20<sup>th</sup> meeting, course/program proposals must be in stage 7 by November 10<sup>th</sup>...which is a holiday. As a result, we have moved this deadline to noon on November 11<sup>th</sup>.

This change has been reflected on the shared drive and on our intranet site.

<b>Carlson, Kerry – Curriculum Coordinator Non-voting member</b>	<b>present</b>	<b>Jacobson, Joan – Student Services</b>	<b>present</b>	<b>Vacant – Fine &amp; Performing Arts</b>	
<b>Lowe, Ann – Co-Chair, Faculty – Allied Health</b>	<b>present</b>	<b>Karlin, Ron – Humanities</b>	<b>absent</b>	<b>Solomon, Diane – Member at Large</b>	<b>present</b>
<b>Green, Audrey - Co-Chair, Administrator, Articulation Officer</b>	<b>present</b>	<b>Stanich, Diana – Physical Education &amp; Athletics</b>	<b>absent</b>	<b>S. Blake-Jones, Michele – Noncredit</b>	<b>present</b>
<b>Hilliard, Lee – Member at Large</b>	<b>present</b>	<b>Lucy, Nicole - Social Science &amp; Business</b>	<b>absent</b>		
<b>Benedicto, Alto – Math &amp; Science</b>	<b>present</b>	<b>Parker, Catherine – Adjunct Faculty</b>	<b>present</b>		

<b>New Courses Includes ISA's</b>	<b>4</b>	<b>New Non Credit Courses</b>	<b>-0-</b>	<b>New Prerequisites</b>	<b>1</b>
<b>New Programs</b>	<b>-0-</b>	<b>Modified Non Credit Courses</b>	<b>-0-</b>	<b>Modified Prerequisites</b>	<b>-0-</b>
<b>Modified Courses</b>	<b>2</b>	<b>New DLA's</b>	<b>2</b>	<b>Deleted Courses</b>	<b>4</b>
<b>Modified Programs</b>	<b>4</b>	<b>New SLO's</b>	<b>4</b>	<b>Deleted Programs</b>	<b>-0-</b>
<b>Stand Alone Courses</b>	<b>1</b>	<b>Modified SLO's</b>	<b>-0-</b>		

**October 23, 2008**

**November 12, 2008**

**Academic  
Senate  
Meeting  
Date:**

**Board of Trustee Meeting Date:**

## CURRICULUM COMMITTEE SUMMARY

October 16, 2008

3:00 pm – 5:00 pm

BONH-330

**TECHNICAL CHANGE MEMO'S** Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on 10/8/08:

Subject	#	Description of action	Author
SURV	110	Add “...using AutoCAD Civil 3D.” to the end of the descriptions - <b>Approved</b>	K. Carlson

**NEW ISA COURSES** Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on 10/8/08:

Subject	#	Title	Description of action	Author
PUBSAF	30AC	DNA Awareness	.5 units, 8 lecture contact hours, cl. size 500, unlimited repeats, CR/NC, POST prereq. - <b>Approved</b>	R. Brode
PUBSAF	60AC	Mental Illness for Public Safety Dispatchers	.5 units, 8 lecture contact hours, cl. size 35, unlimited repeats, CR/NC, POST prereq. - <b>Approved</b>	S. McLean

**MODIFIED COURSES** Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on 10/8/08:

Subject	#	Title	Description of action	Author
CULARTS	050	Knife Skills	<i>Reduce units from 2 &amp; lab contact hours from 54, add “or CULARTS-055” to rec. prep., and modify SLO’s &amp; Objectives - <b>Approved</b></i>	A. Green
CULARTS	121	Culinary Fundamentals I	<i>Change co-requisite from HRMGT-225 to CULARTS-055 &amp; 050 and add a recommended prep of CULARTS-120, modify descriptions, SLO’s, Objectives &amp; Content, and update text - <b>Approved</b></i>	C. Schwanke
CULARTS	123	Culinary Fundamentals II	<i>Change comparable course, increase units from 3 and increase lab hours from 54, remove HRMGT-225 from prerequisites and add CULARTS 050 &amp; 055, modify descriptions, Objectives &amp; Content, and update text - <b>Approved</b></i>	C. Schwanke
			<i>Title Change, remove a Discipline, add a comparable course, shift lecture/lab</i>	C.

CULART S	125	Principles of Garde Manger I	<i>breakdown, remove HRMGT 225 prereq. and add CULARTS 055 &amp; 121, modify SLO's, Objectives, Content, Methods of Evaluation &amp; Assignments, and update text - <b>Approved</b></i>	Schwa nke
ESL	075	ESL Computer Composition	Delete - <b>Approved</b>	K. Carlson
FRNCH	101	Elementary French I	Add comparable courses, reduce cl. size from 35, <b>add</b> SLO's, modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments and update text- <b>Approved</b>	P. Etienne
FRNCH	102	Elementary French II	Add comparable courses, reduce cl. size from 35, <i>remove high school French from prereq.</i> , <b>add</b> SLO's, modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments and update text - <b>Approved</b>	P. Etienne
FRNCH	201	Intermediate French I	Add comparable courses, <i>remove high school French from prereq.</i> , <b>add</b> SLO's modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments, and update text - <b>Approved</b>	P. Etienne
FRNCH	202	Intermediate French II	Add comparable courses, <i>remove high school French from prereq.</i> , <b>add</b> SLO's modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments, and update text - <b>Approved</b>	P. Etienne
GEOG	101	Physical Geography	Modify descriptions & <b>add</b> SLO's , Objectives, Content, Methods of Evaluation, Assignments and text - <b>Approved</b>	M. Bates
SPAN	102 A	Spanish for Heritage Speakers II	<i>Title Change</i> , modify comparable courses, increase cl. size from 30, <b>add</b> SLO's, modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments, and update text - <b>Approved</b>	C. Acosta
SPAN	202	Intermediate Spanish II	Add comparable courses, increase cl. size from 30, <i>remove high school Spanish from prereq.</i> , <b>add</b> SLO's, modify descriptions, Objectives, Outline, Methods of Evaluation & Assignments, update text, and <b>add DLA - Approved</b>	J. Martin

**MODIFIED PROGRAMS** Items on "Consent" are recommended for approval as a result of a Technical Review meeting that took place on 10/8/08:

Title	Description	Author
Liberal Arts and Sciences A.A. degree	Added honors versions of ECON, SOCI, HIST, POLISC AND PSYCH courses - <b>Approved</b>	K. Carlson

Liberal Studies-Elementary Teaching Preparation A.A. degree	Added honors versions of COMS, ENGL and HIST courses - <b>Approved</b>	K. Carlson
Manufacturing Technology A.S. degree	Remove ENGR-150 (archived) and replace w/ ENGR-110 - <b>Approved</b>	K. Carlson
Manufacturing Technology Certificate of Achievement	Remove ENGR-150 (archived) and replace w/ ENGR-110 - <b>Approved</b>	K. Carlson
Mechanical Drafting Certificate of Specialization	Remove ENGR-150 (archived) and replace w/ ENGR-110 - <b>Approved</b>	K. Carlson

### MODIFIED COURSES:

Subject	#	Title	Description of action	Author
CMPSCI	111	Introduction to Algorithms and Programming/Java	Add comparable colleges, increase cl. size from 25, <b>add SLO's</b> , modify descriptions, Objectives, Content & Assignments, and update text & DLA - <b>Approved</b>	C. Ferguson
CMPSCI	111 L	Introduction to Algorithms and Programming Lab	Add comparable college, increase cl. size from 25, <b>add SLO's</b> , modify descriptions, Objectives, Content & Assignments, update text, and <b>add DLA</b> - <b>Approved</b>	C. Ferguson
CMPSCI	122	Computer Architecture and Assembly Language	<i>Title Change, change TOP code</i> , increase cl. size from 24, <b>add SLO's</b> , modify Objectives, Methods of Evaluation & Assignments, and update test - <b>Approved</b>	D. Forbes

### NEW COURSES:

Subject	#	Title	Description of action	Author/s
COUNS	100	Success Strategies for the Adult Reentry Student	3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade - <b>Approved</b>	C. Powell
CULARTS	055	Culinary Safety and Sanitation	1 unit, 18 lecture contact hours, cl. size 20-25, no repeats, letter grade - <b>Approved</b>	c. Schwank e

CULARTS	132	Culinary Fundamentals III	4 units, 36 lecture and 108 lab contact hours, cl. size 20, CULARTS-123 prereq., CULARTS-127 rec. prep., no repeats, letter grade - <b>Approved</b>	c. Schwank e
ECON	140	Real Estate Economics	3 units, 54 lecture contact hours, cl. size 35, no repeats, letter grade - <b>Approved</b>	L. Templer
GENSTU	093	Individual Studies Blackboard Support	1-5 units, 54-270 lab contact hours, cl. size 99, unlimited repeats, CR/NC – <b>TABLED/Not Approved</b>	D. Solomon
NC.BCSK	50	Test Taking Skills	0 units, 20 lecture contact hours, cl. size 35, unlimited repeats, no grade - <b>Approved</b>	M. Altounji

**NEW PROGRAM:**

Title	Description	Author
General Education Development Preparation Certificate of Completion	NC.BCSK-50 & NC.BCSK-100 0 units - <b>Approved</b>	K. Carlson

**MODIFIED PREREQUISITES:**

Subject	#	Title	Prerequisite	Author
CULARTS	050	Knife Skills	Add CULARTS-055 to recommended preparation	A. Green
CULARTS	121	Culinary Fundamentals I	Change co-requisite from HRMGT-225 to CULARTS-055 and CULARTS-050 & add CULARTS-120 to recommended preparation	C. Schwank e
CULARTS	123	Culinary Fundamentals II	Delete HRMGT-225 from prerequisite and add CULARTS-050 & CULARTS-055	C. Schwank e
CULARTS	125	Principles of Garde Manger I	Delete HRMGT-225 from prerequisite and add CULARTS-055 & CULARTS-121	C. Schwank e
FRNCH	102	Elementary French II	Remove high school French from the prerequisite	P. Etienne

FRNCH	201	Intermediate French I	Remove high school French from the prerequisite	P. Etienne
FRNCH	202	Intermediate French II	Remove high school French from the prerequisite	P. Etienne
SPAN	202	Intermediate Spanish II	Remove high school Spanish from the prerequisite	J. Martin

#### NEW PREREQUISITES:

Subject	#	Title	Prerequisite	Author
CULARTS	132	Culinary Fundamentals III	CULARTS-123 prerequisite, CULARTS-127 recommended preparation	A. Green
PUBSAF	30AC	DNA Awareness	POST prerequisite	R. Brode
PUBSAF	60AC	Mental Illness for Public Safety Dispatchers	POST prerequisite	R. Brode

#### NEW DISTANCE LEARNING ADDENDUMS:

Subject	#	Title	100% ON-LINE, HYBRID, CTV	Author
CMPSCI	111 L	Introduction to Algorithms and Programming Lab		C. Ferguson
SPAN	202	Intermediate Spanish II		C. Acosta

#### STAND ALONE COURSES:

Subject	#	Title		Author
COUNS	100	Success Strategies for the Adult Reentry Student		C. Powell

PUBSAF	30AC	DNA Awareness		R. Brode
PUBSAF	60AC	Mental Illness for Public Safety Dispatchers		R. Brode

### Discussion Items:

1) Dr. Capet came and spoke to the Committee about how catalog rights affect the timing of when COC can *offer modified* courses (with significant changes to things like title, units, lecture/lab breakdown, grading, repeatability, co- and prerequisites) and degree and certificate programs approved in our meetings (not until the next catalog publication...as the catalog is our contract with the student). He also talked a little about Targeted Growth (with respect to approving new courses and programs)

2) Rules of Operation for the Curriculum Committee: At the request of the Academic Senate, a subcommittee has been formed (which includes Ann Lowe, Joan Jacobson and Audrey Green, with Michael Dermody acting as the liaison) to establish operational procedures, practices and processes.

3) Anne Marenco substituted for Nicole Lucy

Carlson, Kerry – Curriculum Coordinator Non-voting member	present	Jacobson, Joan – Student Services	present	Vacant – Fine & Performing Arts	
Lowe, Ann – Co-Chair, Faculty – Allied Health	present	Karlin, Ron – Humanities	present	Solomon, Diane – Member at Large	present
Green, Audrey - Co-Chair, Administrator, Articulation Officer	present	Stanich, Diana – Physical Education & Athletics	present	Blake-Jones, Michele – Noncredit	present
Hilliard, Lee – Member at Large	present	Lucy, Nicole - Social Science & Business	absent		
Benedicto, Alto – Math & Science	present	Parker, Catherine – Adjunct Faculty	present		

Academic Senate Meeting Date: November 13, 2008

December 3, 2008

Board of Trustee Meeting Date:

New Courses Includes ISA's	6	New Non Credit Courses	1	New Prerequisites	3
New Programs	1	Modified Non Credit Courses	-0-	Modified Prerequisites	8
Modified Courses	14	New DLA's	2	Deleted Courses	1
Modified Programs	5	New SLO's	17	Deleted Programs	-0-
Stand Alone Courses	3	Modified SLO's	3		