

**Academic Senate Agenda  
February 25, 2010  
3:00 p.m. BONH 330**

**I. ROUTINE MATTERS**

1. Approval of Senate summary for February 11, 2010 (page 2)
2. Approval of Curriculum summary for February 18, 2010 (pages 13-18)

**II. REPORT/UPDATE**

3. CCC update
4. Plagiarism update
5. Curriculum Committee
6. Academic Standards

**III. DISCUSSION ITEMS**

7. Department Chair Elections (page 3)
8. Board Policy 5900 – return for proposed revision (pages 4-7)
9. Board Policy 5910 – return for proposed revision (pages 8-9)
10. Intellectual Property – Initial discussion
11. Chancellor's Office memo on recreational/avocational courses (pages 10-11)
12. Distance Education
13. Textbooks and Higher Education Reauthorization

**IV. ACTION ITEMS**

14. CWEE Readiness Checklist (page 12)

**V. Open forum**

*The next Senate meeting will be March 11, 2010.  
As always everyone is welcomed.*

**Academic Senate Summary  
February 11, 2010**

**Attendance:** Michael Dermody, Wendy Brill, Joan Jacobson, Jose Martin, Ana Palmer, , David Andrus, Michel Sherry, Deanna Riveira, Fred D'Astoli, Jennifer Brezina,, Tamera Rice, , James Lorigan, Ann Lowe, Edel Alonso, Michael Leach, Miriam Golbert, Mary Bates, James Grossklag, Betty Rose, Pamela Borrelli, Stan Wright, Audrey Green, Joe Gerda, John Makevich, Chris Blakey, Mitjl Capet and Michael Berger

**The consent calendar was approved,** which included the Academic Senate summary for December 10, 2009; discipline assignments for David Martinez and Anh Vo.

**CCC Update:** Enrollment for Spring 2010 is the highest ever for CCC: out of every 100 seats 97 of them are taken. During the winter intersession, we offered 36 classes and served 963 students; and created an Anthropology Lab. Barnes and Noble Bookstore has transitioned to a seasonal operation at the campus, with the existing bookstore space being re-purposed to a Study Lounge providing additional space for students to gather, connect and learn together. A coffee/food service modular building is being built adjacent to the Amphitheater and will be staffed by Maui-Wow Coffee. The campus is offering 17 degrees at the CCC through a combination of on ground and on-line classes.

**Kaplan MOU:** Audrey Green spoke regarding discussions between the State Chancellor's Office and Kaplan University regarding possible articulation agreements. This is very controversial among the statewide Senate and Articulation officers: there are questions of local control of our curriculum and the quality of the Kaplan curriculum. More information will be forthcoming.

**Intellectual Property Rights:** An introductory discussion on possible Board Policy/Procedures will begin at the next Senate meeting.

**Emergency Training Drill:** It has been suggested that the campus conduct a all-staff emergency training drill. It was suggested that the best place to start would be on Opening Day, since the entire faculty is present at that time. It is important that we have buy in from the faculty. There has been a suggestion of having this on Opening day. For this to be successful and practical we will need to ensure full faculty buy in and participation.

**Responsibilities under Board Policy 7215:** Michael gave a reminder of shared governance, highlighting the faculties rights and responsibilities, as well as the difference between "rely primarily" and "Mutual Consult".

**Discipline List Revision:** We have started the process to make any revisions to the statewide discipline's minimum qualification list. For more information please contact Michael

**Plus/Minus Grading:** A question was broached as to whether we wanted to plunge into the "plus/minus" debate. We will see what the response is from the various divisions.

**Field Trip Update:** Dr. Capet brought forward some procedures for field trips. After a spirited discussion, it was decided that we all want to be in compliance with Title V, but that we should continue to review the proposed procedures. Special concern was placed on defining "mandatory and optional" field trips, as well as requirements for listing the trips on the schedule of classes.

**Update on Distance Learning:** James Grossklag brought us an update on how distance learning was going and some changes that may be occurring. He also asked for feedback from faculty. Please contact him with any questions or issues.

**Classroom conditions:** if you are finding things not right in classroom with equipment and what is needed for teaching please let your department know.

**CWEE Readiness Checklist:** this appears to be ready to go and will be brought back to our next Senate meeting.

**Dr. Ram Manvi was granted the status of "Professor Emeriti"**

Adjourned at 4:45 p.m. *Our next meeting is February 25, 2010. As always everyone is welcomed.*

Standard procedures –  
Department Chair elections

According to the COCFA contract, the Senate is responsible for administering the election of Department Chairs:

Before we begin the process for the next term, we might want to briefly review our standing procedures for the chair elections.

1. According to the contract, to be eligible to run for department chair, a faculty member must teach a majority of their regular load in the respective department. To vote in a departmental election, a faculty member must have a majority of their regular teaching load in that department.
2. Calls for nominations will go out to every full-time faculty member in the department. Faculty members will have a week to return nominations.
  - a. Faculty members can nominate themselves, or another member of the department.
  - b. Faculty members can only nominate individuals in their own department.
3. The willingness of nominated faculty members to serve as Department Chairs is confirmed.
4. If only one candidate is available for department chair, then that candidate is deemed to have been elected “by acclamation”, unless there is a formal request for a ballot.
  - a. If there is a formal request for a ballot, a “yes/no” ballot will be issued to the department.
  - b. The balloting will be open for one week.
  - c. If the individual does not receive a majority of ballots cast, then nominations will be reopened.
5. If there are two or more candidates for department chair, then an election will be held.
  - a. Balloting will be open for one week.
  - b. A successful candidate must receive a majority of the vote cast (50%+ 1).
  - c. If no candidate receives a majority, a run-off ballot will be provided with the names of the top two candidates.
6. If there is a perfect tie, then the Senate will administer the principle of rotation
7. If a department does not have a faculty nominated for chair, then the position of department chair for that faculty will be open to the entire full-time faculty.
8. All elections must be confirmed by the full senate. Any challenges to the election process shall be made at that time.

**Santa Clarita Community College District  
POLICY MANUAL**

**POLICY: STUDENT SERVICES  
BP 5900 GRADING**

SECTION 5000      PAGE 1 OF 5  
DATE ADOPTED 7/11/01 (Revised 12/7/05)

**BP 5900      GRADING**

**Reference:**

Education Code Sections 76224; Title 5, Sections 55020 – 55025

**5900**      When grades are given for any course of instruction, the grade given to each student shall be the grade determined by the instructor of the course. The determination of the student's grade, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

**5900.1**      The grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The following equivalent symbols shall be used:

Symbol	Definition	Grade Point
A	Excellent	4 grade points per unit
B	Good	3 grade points per unit
C	Satisfactory	2 grade points per unit
D	Passing (less than satisfactory)	1 grade points per unit
F	Failing	0 grade points per unit
FW	Failing (stopped attending after the W deadline)	0 grade points per unit
CR	Credit (at least satisfactory)	Units not counted in GPA
NC	No Credit (less than satisfactory or failing)	Units not counted in GPA

**5900.1A: Pass, No Pass Grading**

The District may offer courses in either or both of the following categories and shall specify in the catalog the category into which each course falls:

**5900.1A(1)** Courses wherein all students are evaluated on a "pass-no pass" basis.

**5900.1A(2)** Courses wherein each student may elect on registration, or no later than the end of the first 30% of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Once selected a student may not reverse the grading option for the course.

**5900.1A(3)** All units earned on a "pass-no pass" basis in accredited California institutions of higher education or equivalent out-of-state institutions shall be counted in satisfaction of community college curriculum requirements.

**5900.1A(4)** Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures.

**5900.1A(5)** Independent study courses may be graded on a "pass-no pass" basis in accordance with this policy.

5900.1A(6) For courses in which there is a single standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Pass shall be assigned for meeting that standard, No Pass for failure to do so.

5900.2 The "FW" grade symbol will be used to indicate that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances.

5900.2A For the purposes of calculating grade points, and for determining academic standing per District Policy 5906, the "FW" symbol will be treated in the same manner as the "F".

5900.2B For the purposes of determining course repetition per District Policy 5901. The FW symbol will be treated in the same manner as the "F".

5900.3 Per the California Code of Regulations, Title 5, Section 55023(e) the District will use the following non-evaluative symbols:

5900.3A: Incomplete (I)

Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

5900.3A(1) The "I" must be made up prior to the end of the ensuing semester in which the Incomplete was assigned.

5900.3A(2) Students who have been issued an "I" symbol may not re-enroll in the same course while the "I" is pending completion.

5900.3A(3) An Incomplete may not be issued unless the withdrawal deadline for the course has passed.

5900.3A(4) The instructor and student must mutually agree that the instructor can issue an Incomplete.

5900.3A(5) The "I" symbol shall not be used in calculating units attempted or for grade points. However, per District Policy 5906, the "I" is used when calculating progress probation and dismissal.

5900.3A(6) The District board shall adopt and publish a process whereby a student may petition for a time extension due to unusual circumstances.

5900.3B: In Progress (IP)

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's

permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

5900.3B(1) The "IP" shall not be used in calculating grade point averages.

5900.3B(2) If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) in accordance with this policy to be recorded on the student's permanent record for the course.

5900.3C: Report Delayed (RD)

The "RD" symbol may be assigned by the Admissions & Records office only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

5900.3C(1) "RD" shall not be used in calculating grade point averages.

5900.3D: Withdrawal (W)

Withdrawal from a class or classes shall be authorized through 50% of the term.

5900.3D(1) The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in this Section other than a "W."

5900.3D(2) In accordance with Title 5, section 55024, a student may receive no more than four withdrawals for any one course. The withdrawals may be submitted by a student, an instructor, or by petition. A student may not earn a fifth withdrawal for any one course. On the fifth attempt to take the same course, a grade other than a "W" must be assigned by the instructor and will appear on the student's academic record beyond the fourth week, or 30% of the term, whichever is less.

5900.3D(3) Students may withdraw from a class or classes in verifiable extenuating circumstances after 50% of the term upon petition (to the Academic Standards Committee) by the student, or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.

5900.3D(4) No notation ("W" or other) shall be made on the academic record of the student who withdraws during the first four weeks, or 30% of a term, whichever is less. A student who misses the established deadline to withdraw with no notation ("W" or other) may petition for a complete withdrawal without a "W" by submitting documentation of verifiable extenuating circumstances that occurred during the first four weeks or 30% of the term.

5900.3D(5) Withdrawal after the end of 50% of a term when the district has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a "W." A student who completes a course, for example, by taking a final exam, turning in a final paper or project, or giving a final speech or performance, is not eligible for a late withdrawal under any circumstance.

- 5900.3D(6) For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair, division dean, or appropriate administrator, will act on behalf of the instructor.
- 5900.3D(7) The “W” shall not be used in calculating grade point averages, but excessive “W”s (as defined in District Policy 5906 shall be used as factors in probation and dismissal procedures.
- 5900.3D (8) All petitions for withdrawals without a “W” or withdrawals with a “W” must be completed and submitted to the Academic Standards Committee no later than one year subsequent to the end of the term for which the student is requesting the withdrawal. This one- year timeframe also applies to student’s who enroll in a class or classes and never attend. Students may appeal to the Chief Student Services Officer for an extension of this time limit. Appeals must be based upon extenuating circumstances as defined elsewhere in this policy.
- 5900.3D (9) A maximum of 15 cumulative units taken at College of the Canyons may be notated as either “W,” or drop without a “W,” or some combination thereof, through the petition process, unless a recommendation is made to exceed that maximum by an academic counselor. This does not preclude students from withdrawing themselves using the standard method and timelines available.
- 5900.3D(10) According to Title 5, section 55024, a “W” shall not be assigned, or if assigned shall be removed, from a student’s academic record, if a determination is made that the student withdrew from the course due to discriminatory treatment, or due to retaliation for alleged discriminatory treatment, or that the student reasonably believed that remaining in the course would subject him or her to discriminatory treatment.
- 5900.3D(11) A “W” shall not be assigned to a student subject to fire, flood or other natural disasters. Students affected by this type of situation should file a petition to the academic standards committee to remove the “W.”

5900.4E: Military Withdrawal (MW)

“Military Withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the district during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be a “MW.”

- 5900.4E(1) Military withdrawals shall not be counted in progress probation and dismissal calculations.
- 5900.4E(2) In no case would a military withdrawal result in a student being assigned an “FW” grade.
- 5900.4E(3) Military withdrawals shall not be counted in the total of four withdrawal limitation of any one course.

**DRAFT PROPOSAL**

## AP 5010 Admissions and Concurrent Enrollment

Reference:

### *Title 5 Section 54010*

1. After meeting the admission criteria in Board Policy 5010.2 (A) and (B), prospective students, 18 years of age or older, must submit an application for admission prior to the semester/term for which they wish to enroll in classes.
  - a. According to Title 5, section 54010, students returning to College of the Canyons after an absence of one semester or more, must re-submit an application for admission to meet California residency requirements.
2. To meet criteria in Board Policy 5010.2 (C) part-time and full-time high school students must complete the following procedures to be admitted to College of the Canyons.
  - a. Be currently enrolled in grades 11-12 at a public or private high school in California.
  - b. After meeting all requirements that apply to students enrolled in grades 11-12, students applying for admission from grades K-10 must also submit a score of 150 or higher on the current version of the WISC intelligence test to qualify as "highly gifted" and be admitted.
  - c. Home school programs must meet state guidelines for prospective students to be admitted. Programs deemed eligible must meet one of the following criteria: (1) The home school program must be affiliated with a county department of education program, (2) must be taught by a person holding a California teaching credential, or (3) must hold a current private school affidavit filed with the State Superintendent of Public Instruction.
  - d. All prospective students planning to attend must submit an application for admission prior to the registration deadline each semester/term for which they plan to enroll in classes.
  - e. Prior to the first semester/term of enrollment, all prospective students must complete the assessment process.
  - f. Prior to the first semester/term of enrollment, all prospective students must complete an orientation session by the registration deadline for specially admitted students.
3. According to section 5010.3, admissions personnel will determine which students will be eligible for admission to College of the Canyons.
4. According to section 5010.4, once approved for admission, all eligible specially admitted students must be recommended for each class for which they plan to enroll by the appropriate high school principal or designee. This information must be presented at the time of registration.
  - a. Each potential student must submit a complete special admit form with appropriately recommended College of the Canyons degree applicable courses, as well as appropriate signatures by the student, parents or guardians, and high school principals, counselors or designees.
  - b. Each potential student must submit an Authorization to Consent to Medical Treatment form and any other form deemed necessary with appropriate signatures included.
  - c. Home school students must follow the same procedures as outlined above. To meet required signatures for high school designees, private school authorities or administrators



may be considered a designee, the high school or program administrators the student is affiliated with may be considered a designee, or the person holding the California teaching credential may be considered the designee.

- d. Students currently in 11<sup>th</sup> and 12<sup>th</sup> grade will register using a priority system, which is published each semester.
  - e. Specially admitted students are restricted from taking the following courses:
    - i. HRMGT 226 - Food and Wine;
    - ii. HLHSCI 151 - Emergency Medical Technician 1
    - iii. Physical Education and Recreation courses (except AOC students)
    - iv. The following courses require filing a contract and waiver of liability as well as departmental consent for specially admitted students to enroll: all welding and manufacturing classes.
  - f. Students participating in the Santa Clarita Valley Youth Orchestra program must follow the same requirements as other specially admitted students, except the district waives the grade level requirement for students taking the music classes in this program.
  - g. Students participating in the Academy of the Canyons ~~middle college~~ program will attend an orientation conducted by AOC and COC. AOC students will take the assessment tests prior to their junior year of high school. Academy of the Canyons students will not be restricted from enrolling in any College of the Canyons class for which they are otherwise eligible and will be exempt from enrollment fees.
  - h. The Academic Senate will approve future program and/or course restrictions and exceptions.
5. According to section 5010.5, specially admitted part-time students may not be enrolled in more than 11.0 units per semester/term.
- a. Specially admitted full-time students may be enrolled in 12.0 units or more per semester/term upon submission of a letter from their high school releasing them to attend College of the Canyons full-time instead of attending their respective high school.
6. Once registered in classes, specially admitted part-time students must pay all enrollment fees and other appropriate fees each semester/term.
- a. Once registered in classes, specially admitted students released from their high school to attend College of the Canyons full-time must pay all fees assessed, including the enrollment fee.

Memo from Chancellors Office

Date January 22, 2010

**To:** Chief Instructional Officers  
Chief Student Services Officers  
**From:** Barry A. Russell, Vice Chancellor of Academic Affairs  
**Subject:** Avocational, Recreational, and Personal Development Courses ... Some Suggestions

In fall 2009, messages concerning some possible funding changes for certain courses at California community colleges began to surface from a variety of sources. After much discussion, several phone meetings, and some investigative activities, the Chancellor's Office makes the following observations and suggestions to guide colleges.

### **Why Is There Confusion?**

In the 2009-10 Budget Act<sup>1</sup>, language was provided that directed community colleges to

“the greatest extent possible, shall implement any necessary workload reductions in areas other than basic skills, workforce training, and transfer.”

Although this language was clear about the classes to be included in the focus for 2009-2010, it gave no specific direction about all the other courses and programs being offered at community colleges. The budget was reduced \$120 million without identifying specific cuts that must be made or courses that must be eliminated. Subsequently, colleges are looking for direction. In addition, it is important to note that this limitation (at this point) is only attached to the 2009-2010 budget language. Budget language is still being crafted for the 2010-2011 year and it is yet to be determined if there will be a continued focus directly communicated by the Legislature or if more general language will be used. Whatever the action, it is probably fair to say that the Legislature has communicated an overall priority for colleges during this budget crisis...however long it should last.

For 2009-2010 it is safe to assume all courses that are outside of transfer, basic skills, or career technical are potential courses for scrutiny as community colleges limit class offerings in response to large budget cuts across the state. In addition to focusing on these three areas, community colleges also must continue to respond to local community need and workforce issues through the noncredit offerings which are already restricted to 10 areas of identified content (California Education code 84757(a)).

So, the questions are:

- Where do colleges draw the line between the three categories and those outside?
- What courses do colleges exclude and what courses do they include?
- Do colleges discontinue very popular courses should they fall outside the designated areas?

### **What's Next?**

The Legislative Analyst Office, legislators, and others are looking closely at both credit and noncredit offerings throughout the state and have found a variety of courses that seem to fall outside of the accepted areas listed above. There could be legislation or other actions taken to remove some local control of course offerings if colleges are not responding to the expressed intent of the budget language.

This is not a new question. In a review of documents all the way back to 1982, there have been several instances where recreational, avocational, and personal development courses have been addressed. In fact, in

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a letter dated January 31, 1984 to all Chief Instructional Officers, clear direction was provided that still remains appropriate today. The difference is that at that time, the Legislature mandated that the Chancellor's Office develop a list for a \$30 million reduction and at this time, there is no mandate from the current Legislature. Here is a quote from this 1984 memo:

“Recreational, avocational, and personal development courses are those which:

- (a) are not required courses or suggested electives leading to the completion of the requirements of a major offered by the college,
- (b) are offered primarily to provide recreational or avocational pursuits for students.
- (c) are of greater private than public interest.
- (d) should be offered as a community service class for a fee which covers the cost of instruction.”<sup>2</sup>

It should also be noted that the language is very general intentionally so as not to focus or marginalize one specific sector of the curriculum. These types of courses can occur in virtually every curricular area of the campus.

### **How can community colleges respond?**

While not giving colleges specific direction, the Chancellor's Office would highly recommend that each college visit their course offerings and review them for three priorities: basic skills, transfer, and career technical. If courses do not fit into one of those three categories, then further analysis should be done according to the four points (a through d) listed above. Note that option “d” provides a way to continue offering a course as a community service class without affecting the state budget.

It is the opinion of the Chancellor's Office that this is a local decision and not one that should be made at the state level. The reality, though, is that if courses that are perceived as recreational, avocational, or personal development are not voluntarily removed from the credit/noncredit offerings, the Legislature or others may choose a more intrusive method.

It would be prudent for colleges to also focus on communication with their local communities and governance groups as these changes take place. The budget message should be clear to all sectors (boards, administration, faculty, staff, and students) that the necessary limited focus on basic skills, transfer, and career technical education requires subsequent changes in scheduling and course offerings.

### **Where will this take us?**

In the next Legislature, the issue of funding community college courses will inevitably include some review of courses which the Legislature interprets as outside the scope of the community college mission. If California community colleges have proactively changed or removed the offering of these courses voluntarily, there will be less evidence to support further reductions in state funding based on this one point of contention.

As you study your offerings and take action to reduce course offerings to meet workload reduction goals, please focus first on sustaining basic skills, transfer, and career/technical courses and programs. With a statewide response to this reduction of \$120 million, hopefully the chance of further state budget reductions based on this issue can be minimized. If you have any questions or concerns throughout this process, please feel free to contact the Chancellor's Office Division of Academic Affairs at 916.322.6881.

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### **CWEE Minimum Qualifications Readiness**

Prior to being assigned a CWEE course, a faculty member must participate in a “CWEE Readiness” training session.

This training, which will be at least ~~2~~ 5 hours in length, shall include:

- A review of the Objectives, Intent, and Philosophy of the CWEE Program:
  - Mission statement
  - Vision statement
  - Philosophy
  - All relevant Title 5 sections
  - Curriculum
  - Student Learning Outcomes
  - Student handbook
  - Website
- A “job shadow” of a current CWEE faculty member. The prospective faculty member will participate, as an observer, in the following activities:
  - A meeting between a student and his/her faculty advisor (these meetings are required by Title 5 for faculty members to review and approve measurable on-the-job learning objectives/workplace projects)
  - A worksite visit held by a CWEE faculty member and a student’s workplace supervisor (Required by Title 5 for a faculty member to assess a student’s job-related educational growth)
- An orientation on CWEE administrative procedures
  - Administrative functions and processes,
  - Implementation of FERPA
  - Grading rubrics, final grade sheet, and other program forms.

## • CURRICULUM COMMITTEE SUMMARY

• February 18th, 2010      3:00 pm – 5:00 pm      BONH-330

Items on “Consent” are recommended for approval as a result of a Technical Review meeting that took place on February 11th, 2010:

Members present: Backes, Patrick – Curriculum Coordinator, Non-voting member; Benedicto, Alto – Math & Science; Brezina, Jennifer – Humanities; Brill, David – Fine & Performing Arts; Green, Audrey - Co-Chair, Administrator, Articulation Officer; Hilliard, Lee – Member at Large; Jacobson, Joan – Student Services; Lucy, Nicole – Social Science & Business; Marenco, Anne – Member at large; Parker, Catherine – Adjunct Faculty; Solomon, Diane – Member at Large; Stanich, Diana – Physical Education & Athletics; Waller, Tina – Allied Health

Members absent: Ann Lowe – Co-Chair, Faculty

### TECHNICAL CHANGE MEMOS On Consent:

Subject	#	Title	Description of action	Author
FIRETC	L4	Personal Watercraft Surf Rescue - Basic	Change from 1.0 units to 1.25 units to meet Title V unit/hour relationship requirement - <b>Approved</b>	R. Theule D. Rio

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### • DELETED COURSES On Consent:

Subject	#	Title	Description of action	Author
DANCE	160	Beginning Dance Ensemble	The updated course outline for Dance 161 includes the course content for Dance 160 - <b>Approved</b>	P. Smith
DANCE	181	Intermediate Yoga/Dance Stretching	This course did not attract enough students. A study needs to be undertaken to determine what should be included in an intermediate level Yoga class - <b>Approved</b>	P. Smith

EDUC	090	Introduction to Online Teaching and Learning	Course is no longer offered, course is now EDUC 106 - <b>Approved</b>	A. Green
NC.VOC	PCST	Pest Control Safety Training	Course was not approved by the Chancellor's Office - <b>Approved</b>	A. Green
NC.VOC	SURV1	Introduction to Land Surveying	Determined this was not appropriate for noncredit - <b>Approved</b>	A. Green
SPAN	101A	Spanish for Spanish Speakers I	Course outline out of date - <b>Approved</b>	A. Green
SPAN	250	Introduction to Spanish Translation I	Course will not be offered for the next two years - <b>Approved</b>	C. Acosta

**MODIFIED PROGRAMS On Consent:**

Program	Degree/Certificate	Description of action	Author
Animation Production	Certificate of Achievement	Reduced required units from 36 to 18, Align required courses with new department numbering (MEA). Updated program description - <b>Approved</b>	J. Baker
Interior Design – Home Staging	Certificate of Specialization	Added ID 093 and removed ID 094 & 095 from Certificate. Overall content remains the same - <b>Approved</b>	D. Minarsch
MEA - Sound Arts	A.A. Degree	Reduced required units from 24 to 22.5, Align required courses with new department numbering (MEA). Updated program description - <b>Approved</b>	J. Amador

• **MODIFIED COURSES On Consent:**

Subject	#	Title	Description of action	Author
ECE	116C	Curriculum and Classroom Management LAB C	<b>Added SLO (1).</b> Updated descriptions, updated texts, reduced class size from 40 to 35 - <b>Approved</b>	C. Stephens
ENGL	094	Introduction to Technical Reading	<b>Changed title, Added SLO's (2).</b> Updated schedule description, added objectives,	L. St.

		and Writing	updated texts - <b>Approved</b>	Martin
ESL	070	College Writing & Grammar II	<b>Changed title, Added prerequisite options of NCESL 4B, credit ESL Placement test, or NC ESL Placement test. Added SLO's (2).</b> Added objectives, assignments and texts - <b>Approved</b>	H. MacLean
HUMAN	150	Great Books, Great Ideas	<b>Added DLA, Added SLO (1).</b> Updated descriptions, outline, assignments, and texts - <b>Approved</b>	D. Pescarmona
MATH	213	Calculus III	<b>Added SLO's (2).</b> Updated descriptions, added objectives, updated texts - <b>Approved</b>	D. Morrow
MATH	214	Linear Algebra	<b>Added SLO's (2).</b> Updated descriptions, added objectives, updated texts - <b>Approved</b>	D. Morrow
MATH	215	Differential Equations	<b>Added SLO's (2).</b> Updated descriptions, added objectives, updated texts - <b>Approved</b>	D. Morrow
MEA	118	Interactive 2D Animation	<b>Changed title, course subject &amp; number. Reduced units from 3 to 2. Changed repeatability. Added SLO's (2).</b> Updated descriptions, objectives, and texts - <b>Approved</b>	J. Baker
MEA	131	3D Modeling and Surfacing	<b>Changed title, course subject &amp; number. Changed repeatability. Added SLO's (2).</b> Updated descriptions, objectives, and texts - <b>Approved</b>	J. Baker
MEA	155	Sound for Film, Television & New Media	<b>Changed title, course subject &amp; number. Changed repeatability form 1 to zero. Added SLO's (3).</b> Increased class size to 30, add recommended prep of MEA-114. Updated descriptions, objectives, and texts - <b>Approved</b>	J. Amador
MEA	206	Digital Video Editing II	<b>Changed title, course subject &amp; number. Changed TOPS code and SAM code to 'C'. Added Assoc Degree GE Applicability &amp; CSU GE Applicability. Added Prerequisite of MEA-116. Added SLO's (3).</b> Updated descriptions, objectives, and texts - <b>Approved</b>	J. Amador
MEA	218	Real-Time Video Game Animation	<b>Changed course subject &amp; number. Changed TOPS Code and SAM code to 'B'. Added prerequisite of MEA-131. Changed repeatability. Added SLO's (2).</b> Updated descriptions, objectives, and texts - <b>Approved</b>	J. Baker
MEA	234	Character Animation	<b>Changed title, course subject &amp; number. Changed TOPS code. Added prerequisite of MEA-135. Changed repeatability. Added SLO's (2).</b> Increased class size to 22. Updated	J. Baker

			descriptions, objectives, and texts - <b>Approved</b>	
MEA	255	Digital Audio Post-Production	<b>Changed title, course subject &amp; number. Changed TOPS code and SAM code to 'B'. Added prerequisite of MEA-155. Added SLO's (3).</b> Increased class size to 30. Updated descriptions, objectives, and texts - <b>Approved</b>	J. Amador
MEA	261	Advanced Animation	<b>Changed course subject &amp; number. Added prerequisite of MEA-106. Changed repeatability. Added SLO (1) revised SLO (1).</b> Decreased class size to 22. Updated descriptions, objectives, and texts - <b>Approved</b>	J. Baker
PSYCH	230	Human Sexuality	<b>Added Diversity requirement to Assoc Degree GE Applicability. Added SLO's (2). Revised DLA.</b> Decreased class size to 35. Updated objectives, course content, and texts - <b>Approved</b>	R. Howe
SOCI	108	Thinking Critically About Social Issues	<b>Added SLO (1).</b> Updated descriptions, objectives, and texts - <b>Approved</b>	A. Marenco
THEATR	110	Understanding Theater	<b>Revised SLO. Revised DLA.</b> Updated objectives - <b>Approved</b>	P. Wickline

**NEW COURSES:**

Subject	#	Title	Description of action	Author
BUS	172	Introduction to Insurance	1 unit, 18 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO's (2) - Approved</b>	R. Waldon
BUS	174	Principles of Property and Liability Insurance	3 units, 54 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO - Approved</b>	R. Waldon
BUS	176	Personal Insurance	3 units, 54 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO - Approved</b>	R. Waldon
BUS	178	Commercial Insurance	3 units, 54 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO -</b>	R. Waldon



			<b>Approved</b>	
BUS	179	Insurance Code and Ethics	1 unit, 18 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO - Approved</b>	R. Waldon
SOCI	205	Society and the Environment	3 units, 54 hours of lecture. class size 35, not-repeatable. <b>Added DLA. Added SLO's (2) - Approved</b>	P. Paez

- NEW PROGRAMS:**

Program	Degree/Certificate	Description of action	Author
Insurance – Property and Casualty	Certificate of Achievement	27 units. 12-14 units of required courses, 15 units of required electives - <b>Approved</b>	R. Waldon

- MODIFIED PROGRAMS:**

Program	Degree/Certificate	Description of action	Author
Sociology	A.A. Degree	Removed archived courses, added new course (SOCI-205).	A. Marenco

- NEW DISTANCE LEARNING ADDENDUMS:**

Title	#	Title	TYPE OF DELIVERY	Author
BUS	172	Introduction to Insurance	Hybrid, 100% Online	R. Waldon
BUS	174	Principles of Property and Liability Insurance	Hybrid, 100% Online	R. Waldon
BUS	176	Personal Insurance	Hybrid, 100% Online	R. Waldon

BUS	178	Commercial Insurance	Hybrid, 100% Online	R. Waldon
BUS	179	Insurance Code and Ethics	Hybrid, 100% Online	R. Waldon
HUMAN	150	Great Books, Great Ideas	Hybrid, 100% Online – <b>Approved</b>	D. Pescarmona
SOCI	205	Society and the Environment	Hybrid, 100% Online	P. Paez

- NEW PREREQUISITES:**

Title	#	Title	Suggested Enrollment Limitation	Author
ESL	070	College Writing & Grammar II	Added prerequisite options of NCESL 4B, credit ESL Placement test, or NC ESL Placement test – <b>Approved</b>	H. MacLean
MEA	206	Digital Video Editing II	Prerequisite of MEA-116 – <b>Approved</b>	J. Amador
MEA	218	Real-Time Video Game Animation	Prerequisite of MEA-131 – <b>Approved</b>	J. Baker
MEA	234	Character Animation	Prerequisite of MEA-135 – <b>Approved</b>	J. Baker
MEA	255	Digital Audio Post-Production	Prerequisite of MEA-155 – <b>Approved</b>	J. Amador
MEA	261	Advanced Animation	Prerequisite of MEA-106 - <b>Approved</b>	J. Baker

**Discussion items/Notes:**1) **Clarified Mission of Community Colleges:** Audrey shared with the committee the Avocation, Recreational, and Personal Development Courses Memo from the Chancellor's Office (Dated January 22, 2010). The memo recommends that community colleges visit their course offerings and review them for the following three priorities: basic skills, transfer, and career education. Audrey asked that the curriculum committee keep this memo in mind as new course proposals come through. Audrey also distributed copies of the COC General Education Transfer Requirements for the California State University System and the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to UC and CSU.