Curriculum Committee Minutes

Monday, December 2, 2013
Board Room
3:05 p.m.

1. CALL TO ORDER

The meeting was called to order at 3:05P

Present: Bob Bittner, Carolyn Borg, James Crooks, Cheryl Cruse, Ron Marley, Tom Martin, Tom Morehouse, Dean Munroe, Meridith Randall, Carol Rupe, James Tate, Leimone Waite, Susan Westler

Guests: Cathy Anderson, Cristina Berisso, Craig Carmena, Dan Haskins, Anita Maxwell, Jennifer McCandless, Frank Nigro, Tony Osa, Ralph Perrin

Absent: Mike Davis, Susannah Fulton

2. INTRODUCTIONS

3. MINUTES OF THE NOVEMBER 18, 2013, MEETING

Motion to Approve the 11/18/13 Minutes: Westler/Rupe. The motion carried unanimously.

4. OPPORTUNITIES FOR PUBLIC COMMENT

5. COMMENTS FROM THE CHAIR

6. CURRICULUM TRAINING

7. CONSENT AGENDA

7.1 AGEH 41 Selection and Care of Blooming and Tropical Plants – Revision

Proposed Revision:
Methods of Instruction, Types of Assignments, Methods of Evaluation, and Textbooks updated.

7.2 AUTO 10 Automotive Electronics – Revision

Prerequisite: A grade of C or higher in AUTO 1

Proposed Revision:
Description and Objectives: Minor changes related to smog technician requirements; no change to intent. Methods of Instruction and Methods of Evaluation updated.

7.3 CHEM 1A General Chemistry – Revision

Prerequisite: A grade of C or higher in CHEM 16 or CHEM 2A, or a score of 20 or higher on the California Chemistry Diagnostic test; and a grade of C or higher in MATH 102 or MPL 4 or higher. (If you have completed one year of high school chemistry with a grade of C or higher, you will be eligible to enroll in this course once you have seen a counselor.)

Proposed Revision:
Objectives and Textbook information: Minor updates.
Content: Lab activities specified for C-ID purposes. No change to intent.
7.4 **CIS 1 Computer Literacy Workshop** – Revision

Proposed Revision:
Textbook information updated.

7.5 **CIS 2 Introduction to Computer Science** – Revision

Proposed Revision:
Objectives and Textbook information: Minor updates.
Content: Revised to align more closely with C-ID. No change to intent.

7.6 **CIS 39 Cisco Networking – CCNA Security** – Review/No Revisions

Advisory: A grade of C or higher in CIS 34

7.7 **CIS 60 Visual Basic Programming** – Revision

Advisory: A grade of C or higher in CIS 2

Proposed Revision:
Description, Content and Objectives: Revised for C-ID alignment; no change to intent.
Textbook information and Typical Assignment updated.

7.8 **CIS 86 HTML** – Revision

Proposed Revision:
Textbook information updated.

7.9 **CIS 90 A+ Certification Preparation/Cisco IT Essentials I** – Revision

Advisory: A grade of C or higher in CIS 2

Proposed Revision:
Textbook information updated.

7.10 **CIS 92 Introduction to Computer Security – Security** – Revision

Advisory: A grade of C or higher in CIS 31

Proposed Revision:
Textbook information updated.

7.11 **CULA 65 Dining Room Service** – Revision

Proposed Revision:
Textbook information updated.

7.12 **CULA 66 Wine With Food** – Revision

LOE: Students must be 21 years of age or older to take this course.

Proposed Revision:
Textbook information updated.

7.13 **ENGL 18 African American Literature** – Revision

Advisory: A grade of C or higher in ENGL 1A or EPL 7

Proposed Revision:
SLO updated.

7.14 **ENGL 270 Elements of Reading 270** – Deactivation

Justification: English foundational skills faculty discovered that students in this course continually perform as well as ENGL 280 students on the SLO assessment. Eliminating this course will allow students to progress through the pre-transfer sequence at a faster pace. The course will be offered in Fall 2014 and deactivated as of Spring 2015.
7.15 **ENGL 348 Adult Literacy I** – Deactivation

*Justification:* The two literacy courses are taught at the same time in the same room, so having two levels adds unnecessary complexity to recordkeeping.

7.16 **ENGR 30 Intermediate Computer-Aided Drafting** – Revision

*Prerequisite:* A grade of C or higher in ENGR 29

*Proposed Revision:* Textbook information updated.

7.17 Deactivation:

- **ESL 247 ESL Vocational Math**
- **ESL 249 ESL Reading Lab**

*Justification:* Current course offerings (SDEV 301 and 302) make these courses redundant. Enrollment has also been very low.

7.18 **ESL 385 Literacy** – Deactivation

*Justification:* Course content was combined with ESL 331.

7.19 **FSS 18 Adulthood and Aging** – Revision

*Proposed Revision:* Textbook information and SLO updated.  
Grading Standard: Changed to Letter Grade Only

7.20 **FSS 25 Nutrition** – Revision

*Proposed Revision:* Textbook information updated.  
Grading Standard: Change to Letter Grade Only  
SLOs expanded.

7.21 Deactivation:

- **GERM 3 Intermediate German**
- **GERM 4 Intermediate German**

*Justification:* Courses have not been offered in a number of years.

7.22 **INDE 105 Universal Troubleshooting Process** – Deactivation

*Justification:* This course is not a part of any degree or certificate is no longer being taught.

7.23 **MICR 1 Microbiology** – Revision

*Prerequisite:* A grade of C or higher in one of the following courses: CHEM 1A, 2A, or CHEM 2B

*Proposed Revision:* Objectives: One objective added.  
Textbook information updated.  
SLO expanded.

7.24 **PHYS 2A General College Physics** – Revision

*Prerequisite:* A grade of C or higher in MATH 102 or MPL 4 or higher.

*Proposed Revision:* Objectives and Content: Minor changes for C-ID purposes.  
Types of Assignments, Methods of Evaluation, and Textbook information updated.
7.26 PHYS 4A Physics (Mechanics) – Revision
Prerequisite: A grade of C or higher in MATH 3A or MPL 6 or higher
Corequisite: Students must be concurrently enrolled in MATH 3B or have completed MATH 3B with a grade of C or higher.

Proposed Revision:
Objectives: Minor changes.

7.27 PSYC 1A General Psychology – Revision
Advisory: A grade of C or higher in ENGL 190 or EPL 6 or higher

Proposed Revision:
Description, Content, and Objectives: Revised; no change to intent. Typical Assignment and Textbook information updated.

7.28 PSYC 41 Cultural/Social Context of Childhood – Revision
Advisory: A grade of C or higher in ENGL 280 190 or EPL 5 6 or higher

Proposed Revision:
Advisory: Changed from ENGL 280 to 190. Description and Objectives: Revised; no change to intent. Typical Assignment and Textbook information updated.

7.29 Deactivation:
RUSS 1 Elementary Russian
RUSS 2 Elementary Russian
RUSS 3 Intermediate Russian
RUSS 4 Intermediate Russian

Justification: These courses have not been offered for a number of years.

7.30 SOC 30 Sociology of Gender – Revision
Advisory: A grade of C or higher in ENGL 190, or EPL 6 or higher, or a grade of C or higher in ESL 138

Proposed Revision:
Methods of Instruction, Types of Assignments, Methods of Evaluation, SLOs, and Textbook information updated.

Motion to approve Consent Agenda: Westler/Rupe. The motion carried unanimously.
Motion to approve Requisites: Westler/Martin. The motion carried unanimously.

8. MANDATED CHANGE – INFORMATION
The following revisions have been made to meet agency mandates.

8.1 FIRS 120 Incident Command System ICS-200 – Revision

Proposed Revision:
Hours/Units: 18 lecture/1 unit (currently 12 lecture/.5 unit)
Content, Methods of Instruction, Typical Assignment, Methods of Evaluation, SLOs, and Textbook information updated to meet agency requirements.

8.2 FIRS 156 Fire Control 6: Wildland Firefighting Essentials – Revision

Proposed Revision:
Description and Content: Minor updates.

8.3 FIRS 158 Pump Operations – Revision

Proposed Revision:
Hours/Units: 9 lecture/9 lab, .5 unit (currently 18 lecture/1 unit)
Description and Content: Expanded; no change to intent.
8.4 **FIRS 177 Fire Prevention I** – New Course – 2 Units
Assigned Discipline/FSA: Fire Technology

**Justification:** This 36 hour lecture course is required by the California State Fire Training Office for certification as a Company Officer. This is a stand-alone course.

This is a new course listed in mandated change. It is listed there for now, but should it drop into discussion or be voted on under Mandated section? It was agreed to take action under this category.

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<tr>
<th>Motion to approve Mandated changes: Martin/Westler</th>
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<tr>
<td>Ron explained this is a prerequisite for an outside agency for students pursuing fire officer certification, which is 95% of our students. Starting on July 1, 2014, students pursuing California State Fire Marshal Fire Officer Certification will be required to take FIRS 177 Fire Prevention 1 prior to FIRS 85 Fire Command 1A. Ron said a number of changes are taking place at the state level to come into compliance with the federal model.</td>
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<td>Ron said FIRS 177 is not listed as a prerequisite for FIRS 85 because it isn't necessary for a student to be successful in FIRS 85. This is a requirement determined by the state.</td>
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<td>There was a brief discussion regarding the title. Ron said this is the title the state has given the course.</td>
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<td>Leimone asked if not having the course would affect our state accreditation. Ron responded, no, but it would impact our ability to deliver command, and that is a big deal. This is part of the state’s intent to solve the issue of students taking Command without having taken any other courses. This is the state’s way around our prerequisite requirements.</td>
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<td>Ron said this is the first time we have had a new course in the mandated change section. There committee felt this is not an issue as long as there is opportunity for discussion.</td>
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<td>The motion carried unanimously.</td>
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9. **DISCUSSION AGENDA**

9.1 **ADJU 45 Criminal Street Gangs** – New Course – 3 Units
Assigned Discipline/FSA: Administration of Justice

**Justification:** An Introduction to Gangs course is essential for anyone thinking of entering the law enforcement or legal field. Gangs are wide-spread across our nation. Learning gangs, their origins, identification, traits and trends, safety aspects to consider in interacting with gang members, along with the impact they have on the community, is important for anyone entering any area of the criminal justice field. Upon approval, this course will be added to the Transfer Degree List B and as a restricted elective to the Administration of Justice AS Degree.

Course Objectives have been strengthened, as required at the 11/18/13 meeting. Additional Disciplines/FSAs will not be added due to the level of expertise required to teach this course.

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<th>Motion to approve 9.1: Rupe/Westler</th>
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<td>Ron said one of the questions from the last meeting was regarding the assigned FSA. Craig has explained this isn't a general street gang course and needs to be taught by someone who has specific experience. That kind of experience in this area is very limited. There was a question on whether this should be considered for online delivery. Craig said, while he is supportive of online education, this is a course he would avoid delivering in that format for safety reasons. We never know who our online audience is so this is a class he wants to keep in the traditional classroom setting.</td>
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<tr>
<td>The motion carried unanimously.</td>
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9.2 ADJU 46 Narcotic and Drug Abuse – New Course – 3 Units
Discipline/FSA: Administration of Justice, Health, Nursing, Sociology

Justification: This course is essential for anyone thinking about entering the law enforcement or legal field. The need to understand and identify different drugs, their effects on an individual, as well as on society is a necessity. This is a wide-spread problem that law enforcement officials encounter on a constant basis. Upon approval, this course will be added to the Transfer Degree List B and as a restricted elective to the Administration of Justice AS Degree.

Course Objectives have been strengthened as required at the 11/18/13 meeting. Additional Disciplines/FSAs added as listed.

Motion to approve 9.2: Rupe/Waite. The motion carried unanimously.

9.3 AS-T in Administration of Justice – Revision

Proposed Revision: Add ADJU 45 and 46 to the degree to provide more options for students.

REQUIREMENTS:
In addition to the 37-39 unit general education pattern for CSU or IGETC, students must complete the core courses listed below for the Associate in Science in Administration of Justice for Transfer Degree. Students must also obtain a minimum grade point average of 2.0 and a C or better in each major course.

REQUIRED CORE:
ADJU 10* Introduction to Administration of Justice 3
ADJU 15 Concepts of Criminal Law 3

LIST A (Choose two courses from the following): 6
ADJU 16 Legal Aspects of Evidence (3)
ADJU 17 Principles and Procedures of the Justice System (3)
ADJU 18 Community Relations (3)
ADJU 20 Principles of Investigation (3)
ADJU 22 Juvenile Procedures (3)
ADJU 40 Introduction to Corrections (3)

LIST B (Choose two courses from the following): 6-7
ADJU 45 Criminal Street Gangs (3)
ADJU 46 Narcotic and Drug Abuse (3)
MATH 14* Introduction to Statistics (4)
PSYC 1A# General Psychology (3)
SOC 1# Introduction to Sociology (3)

*May be used to fulfill CSU General Education requirements. See a counselor.
#May be used to fulfill IGETC requirements. See a counselor.

MAJOR 18-19
GENERAL EDUCATION 37-39*
GENERAL ELECTIVES 10-12*
DEGREE TOTAL WILL NOT EXCEED 60 UNITS

Motion to approve 9.3: Rupe/Waite. The motion carried unanimously.

9.4 Administration of Justice AS Degree – Revision

Proposed Revision: Add ADJU 45 and 46 to the degree to provide more options for students.

DEGREE REQUIREMENTS:
CORE COURSES:
ADJU 10 Introduction to Administration of Justice 3
ADJU 15 Concepts of Criminal Law 3
ADJU 16 Legal Aspects of Evidence 3
ADJU 17 Principles and Procedures of the Justice System 3
ADJU 18 Community Relations 3
ADJU 20 Principles of Investigation 3
9.5 AUTO 20 Engine Performance – Revision

Proposed Revision:
Objectives: Expanded to integrate content to prepare students to obtain certification for California smog training once they have completed this course, together with AUTO 10 and 21. Objectives are written to be aligned with ASE standards. There is no change to the basic intent of the course.
Description: Updated to provide clarity regarding ASE requirements.

9.6 AUTO 21 Advanced Engine Performance – Revision

Prerequisite: A grade of C or higher in AUTO 20

Proposed Revision:
Objectives: Expanded to integrate content to prepare students to obtain certification for California smog training once they have completed this course, together with AUTO 10 and 21. Objectives are written to be aligned with ASE standards. There is no change to the basic intent of the course.
Description: Updated to provide clarity regarding ASE requirements.
Textbook information updated.

9.7 AUTO 150 Introduction to Engine Machining – Revision

Proposed Revision:
This revision will combine lecture and lab into one course. AUTO 150 is currently 54 lecture/3 units and AUTO 152 is 162 lab/3 units. The revised AUTO 150 will be 72 lecture/54 lab for 5 units. The Description, Content, and Objectives have been revised accordingly. Once the revision is approved, AUTO 152 will be deactivated.

Motion to approve 9.5 - 9.7: Waite/Westler. The motion carried unanimously.

Motion to approve requisites: Waite/Rupe. The motion carried unanimously.
9.8  **AUTO 176 Level 2 Smog Technician Training** – New Course – 1 Unit  
Prerequisite: A grade of C or higher in AUTO 10 and AUTO 20 and AUTO 21  
Proposed Discipline/FSA: Automotive Technology  

**Justification:** State Smog Check inspector license regulations changed in 2013. This new Level 2 training course, along with Level 1 training (being integrated into AUTO 10, 20 and 21) take the place of the former Clean Air Car courses that used to be taught at Shasta College. This is a stand-alone course.

*Motion to approve 9.8: Waite/Rupe.*  
Meridith asked if this would ordinarily be a fee-based course. Dan responded it is possible to offer it that way. It doesn’t require any of the previous smog courses since it is a stand-alone certificate. Meridith said the other three courses are the prerequisites. Dan said the other three are for smog repair and AUTO 176 is to become an inspector. There might be a demand for this in a fee-based structure.

Meridith said if Dan Bryant thinks it is important for students to have this skill then it should be added to the degree and certificate. A stand-alone course is less likely to be scheduled or taken by students. Dan said he is encouraging instructor to go that direction.

*The motion carried unanimously.*  

*Motion to approve prerequisite: Martin/Waite. Carried unanimously.*

9.9  **CHEM 1B General Chemistry** – Revision  
Prerequisite: A grade of C or higher in CHEM 1A  

**Proposed Revision:**  
Content: Lab activities specified for C-Id.  
Online delivery format being added for lecture and discussion.  
Textbook information updated.

*Motion to approve 9.9: Bittner/Westler. The motion carried unanimously.*  

*Motion to approve prerequisite: Martin/Westler. The motion carried unanimously.*

9.10  **Revision:**  
**ENGL 10A World Literature (to 1500-1650)**  
Prerequisite: A grade of C or higher in ENGL 1A or EPL 7

**ENGL 10B World Literature (after 1500-1650)**  
Prerequisite: A grade of C or higher in ENGL 1A or EPL 7  

**Proposed Revision:**  
Course dates need to change for AA-T requirements. The change has been made throughout each COR.

*Motion to approve 9.10: Crooks/Westler. The motion carried unanimously.*  

*Motion to approve prerequisite: Rupe/Crooks. Carried unanimously.*

9.11  **ENGR 45 Properties of Materials** – Revision  
Prerequisite: A grade of C or higher in PHYS 4A  
Discipline/FSA: Chemistry, Engineering, Engineering Technology, Physics/Astronomy  

**Proposed Revision:**  
This revision is to bring this course in alignment with C-ID minimum 4 unit requirement. The intent of the course remains unchanged, however, the scope of the course has been expanded to include ceramics, polymers, and composites. The Content, Objectives, and Description all reflect these changes. Engineering Technology has been added as a Discipline/FSA.
Motion to approve 9.11: Bittner/Borg

Anita said she reworded the course to match the C-ID descriptors, but it is the same material that has been covered in the course. The C-ID descriptor suggested 3 units lecture and 1 unit lab. She doesn't teach this class. She pointed out that the descriptors have been in draft for quite some time. Meridith asked if the C-ID is held up because of the hold up of the transfer degree. Anita said this course has been standard fare for many years and is not controversial. Engineering is a six-year degree. Leimone stated the new C-ID process says you cannot do that and they will not approve the TMC if there are a bunch of buried prerequisites. Leimone said they have courses that are held up from going out for vetting because they don't know how to do the process. Meridith said Engineering and Nursing are the big problems because they can't figure out how to fit them into 60 units. She thought they were going to make an exception for them.

Meridith asked if the increase in units is a C-ID requirement. Carolyn said, yes, but the descriptor is currently in draft stage.

The motion carried unanimously.

Motion to approve prerequisite: Bittner/Martin. The motion carried unanimously.

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9.12 PHIL 14 Modern Western Philosophy – New Course – 3 Units
Proposed Discipline/FSA: Philosophy

Justification: This course is a requirement for the AA-T in Philosophy. The Philosophy Department intends to propose the AA-T as soon as this course is approved. An online delivery format option is also being requested.

Motion to approve 9.12: Tate/Bittner. The motion carried unanimously.

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10. MISCELLANEOUS

10.1 Proposed Math Revisions

Discussion:

Ron distributed a synopsis of the proposed math changes. Having proposed changes on an agenda for discussion without action is not something we have done before but we wanted to see if there are any unique problems related to the proposed math changes.

Cristina Berisso said the big problem was the new C-ID requirements and special topics that are required which we don't currently cover in our precalc classes. Precalc is 5 units and includes two parts, one with college algebra and one with trig. We used to have the course in two parts – MATH 1 and MATH 2. MATH 1 and MATH 2 were each three units and the decision was to combine them into a 5 unit MATH 2. We really had to compact the topics but we were okay with the CSUs and UCs.

The C-ID descriptors for precalc require us to add new content. The revised MATH 2 class includes the extra topics and increased to 7 units. MATH 2A and 2B split the 7 unit class into one four unit course and one three unit course. It is similar to college algebra descriptor STEM. There is one college algebra for those and college algebra for the liberal arts. The idea will be to have MATH 2A that is a little more than half of the precalc but is also recognized as College Algebra STEM. We are trying to satisfy both the CSUs and UCs. We are trying to keep things that aren't important for CSUs but are for UCs. That is why they are larger than what we see from the CSU proposals.

Carolyn said there are two different descriptors for pre-calc. We have submitted one of them but we haven't for the STEM.

Cristina said we want to keep our MATH 13 but it is a light college algebra. This will be modified a little bit to keep in line with the liberal arts C-ID.
Jennifer clarified that MATH 2 is being increased to 7 units. The new MATH 2A and MATH 2B will be the equivalent of MATH 2.

Carolyn said for other majors outside of STEM, they might be able to get by with the new 2A? Cathy said no, they might take 13.

Ron asked what the difference is between 2A and 13. Cathy responded that 2A is much more rigorous. Ron asked if he takes 13 and loves it, does he have to go back and take 2A to satisfy the prerequisite? Cristina responded, yes.

Tom Morehouse asked if the prereqs for 3A will still include 10 and 13? Cathy said the prereq will be changed to be MATH 2 or 2A. The prereq for 2A is 102.

Meridith asked if the units for 2A and 2B are the minimum prescribed by C-ID. Cathy said the minimum that we are calling 2A is 4 and the minimum for 2B is 3, but C-ID says a minimum of 6 for the combined course descriptor.

Ron asked if students will have to decide which path to take, either MATH 2A/2B or MATH 2? The repeatability guidelines clearly state that you can’t get around repeatability by using two different numbered courses. Bob asked if someone tried to take MATH 2 and didn’t pass, they would expect to switch to the 2A and 2B sequence. Susan said the enrollment in MATH 2 would count for one of their tries. Carolyn said if they failed MATH 2 they would want to retake 2 to clear it on their transcript. There was agreement that a “Note” on each of the three courses explaining the two pathways would be helpful.

Carolyn said in terms of transferability we can submit an increase of units for MATH 2 for CSU/IGETC for fall. Even though 2A/2B is the equivalent of MATH 2, they are new courses and have to be approved separately.

Leimone said there is a total of three units increased for between 2 and 3B. This adds to the burden of units that students can’t transfer.

Ron said the math faculty have put in a tremendous amount of work to put this together and flesh it out. If you have any additional questions or concerns, please ask the Math faculty. This will be on the discussion agenda for 12/16. Carolyn said the deadline for CSU GE pattern is before the next meeting. Ron asked if an email vote was acceptable for MATH 2A and 2B only since we have had the discussion. Leimone said she is uncomfortable with voting without first discussing this with her division. Ron said if there are concerns from the division, please contact Math faculty or the dean and if there are issues, we will see that in the vote. Caryn will send out an email asking for a vote on MATH 2A and MATH 2B only midweek asking for responses by the end of the week.

11. **ADJOURN**: The meeting adjourned at 4:15 p.m.