

## Curriculum Committee

### AGENDA

October 18, 2018

12:30pm

Berger Faculty Innovation Center

**Members (13):** J. Learned (Chair); P. Stegeman (Business & Applied Technology), S. Cooper (General Counseling), D. Greene (Kinesiology/ECE), E. Benavides (Social Sciences), J. An-Dunning (Library & Learning Resources), S. Gaete (Nursing & Health Sciences), A. Garcia (Adjunct), R. Guinn (Sciences & Engineering), L. Jackson (Arts & Media), J. Matthews (Math & Computer Science), V. Rossi Dean (Communication & Humanities), K. Hoang (Student Services/Special Programs)

**Ex-Officio (non-voting):** M. Jasso (Articulation Officer), J. Baker (VP Student Learning), (Student Representative)

**Staff:** J. Magbuhat (Curriculum & Catalog Specialist), A. Simmons (Curriculum & Catalog Specialist), C. Contopoulos (Recorder)

1. **Call to Order and Presence of a Quorum (7)**
2. **Public Comments**
3. **Approval of Agenda**
4. **Approval of October 2, 2018 Minutes**
5. **Action – Majority–8**

I. CONSENT:

A. New Courses and Programs and/or Substantive Changes to Courses and Programs/2<sup>nd</sup> Reading

**1. New Courses:**

- a. **AIS 007A**            Introductory Excel  
*Advisory: AIS 005*  
*Modality: Face-to-Face & 100% online*  
*Class Size Maximum: 28*
- b. **AIS 007B**            Advanced Excel  
*Advisory: AIS 007A or CIS 010*  
*Modality: Face-to-Face & 100% online*  
*Class Size Maximum: 28*
- c. **AJ 001A**            Introduction to Criminal Justice 1A  
*Advisory: ENG 061*  
*Modality: Face-to-face, 100% online*  
*Class size: 30*
- d. **AJ 001B**            Introduction to Criminal Justice 1B  
*Prerequisite: AJ 001A; Advisory: ENG 061*  
*Modality: Face-to-face, 100% online*  
*Class size: 30*
- e. **BUMA 026**            Social Media Marketing  
*Prerequisite: BUMA 027; Advisory: BUMA 031 & BUMA 094*  
*Class size: 40*
- f. **CIS 076**            Introduction to Systems Analysis and Design (C-ID ITIS 140 to be submitted)  
*Prerequisite: CIS 010*  
*Class size: 32*
- g. **ENGT 009**            Introduction to Robotics  
*Advisory/Prerequisite: None*  
*Class size: 30*

**2. Course Modifications**

- a. **AIS ~~CIS~~ 002** Microsoft Outlook  
*Change course code from ~~CIS~~ to AIS; update textbook and SLOs; complete DE checklist, add Office Technologies to the Discipline List, and change SAM Code from: ~~Possibly~~ to Clearly.*
- a. **AIS ~~CIS~~ 003A** Introductory Microsoft Word  
*Change course code from ~~CIS~~ to AIS; modify title, update textbook and SLOs, complete DE checklist, add Office Technologies to the Discipline List.*
- b. **AIS ~~CIS~~ 004A** Introductory PowerPoint  
*Change course code from ~~CIS~~ to AIS; modify title, update objectives and SLO, complete DE checklist, add Office Technologies to the Discipline List.*
- c. **AIS ~~CIS~~ 005** Computer Survival Skills  
*Change course code from ~~CIS~~ to AIS; modify catalog description, course content, SLOs, update textbook, complete DE checklist, add Office Technologies to the Discipline List, and change SAM Code from: ~~Possibly~~ to Clearly.*
- d. **AIS ~~CIS~~ 006** Business Research  
*Change course code from ~~CIS~~ to AIS, update SLO, complete DE checklist, add Office Technologies to the Discipline List.*
- e. **AIS ~~CIS~~ 011** Current Topics in Technology  
*Change course code from ~~CIS~~ to AIS, update objectives & SLOs, complete DE checklist, add Office Technologies to the Discipline List.*
- f. **AIS ~~CIS~~ 012** Professional Office Procedures  
*Change course code from ~~CIS~~ to AIS; update textbook, objective & SLOs, complete DE checklist, add Office Technologies to the Discipline List.*
- g. **AIS ~~CIS~~ 017** Business Data Management ~~with Microsoft Access~~  
*Change course code from ~~CIS~~ to AIS; modify title by removing “with Microsoft Access”, modify catalog description, remove hybrid offering, complete DE checklist, add Office Technologies to the Discipline List.*
- h. **BUMA 032** Human Relations in the Workplace  
*Remove Distance Ed modality, update objectives & SLOs, and **add to COD GE Area C2** (Social & Behavioral Science) and **Area C5** (Personal Growth and Development)*
- i. **CIS 053** Computer Network Fundamentals (C-ID ITIS 150 to be submitted)  
*Change Units and Contact Hours distribution ~~from: 3 lecture units/no lab (54 lecture hours)~~ to: 2 lecture + 1 lab units (36 lecture + 54 lab hours, total 90 lab hours). Add Advisory: CIS 040 or CIS 340B. Add lab content. Change TOP Code ~~from: 070190~~ to: 070810. Change CIP Code ~~from: 11.0191~~ to: 11.0901*
- j. **MC 005** Introduction to Public Relations (C-ID JOUR 150)  
*Update textbook and modify objectives and SLOs, change TOP Code to: 0606.00, CIP Code to: 09.0900 and SAM Code to: Clearly.*

**3. New Program**

**a. BASIC RADIO PRODUCTION CERTIFICATE OF ACHIEVEMENT**

Digital technology has transformed radio production and broadcasting, making it possible to produce programming without huge budgets, expensive audio equipment or large studios. Today radio programming reaches massive audiences through streaming platforms that include Apple, Pandora, Spotify. Add to this the continued strength of traditional and satellite radio broadcasting and you have an industry that is strong and growing.

In this six-course certificate program, students receive direct, hands-on experience creating radio programming that is intelligent, creative, compelling, entertaining and informative. The certificate covers the basic aspects of radio production, including scripting, recording, editing and broadcasting. Students will learn:

- Audio programming concepts, including story development, radio vocabulary, audio production tools, studio protocol and production workflow
- Writing and producing techniques including script formatting, studio management, on-air reporting and interviewing, communicating with collaborating
- Audio recording fundamentals, basic sound editing and mixing
- Broadcast techniques

This Certificate provides a platform from which to launch further study of radio production as well as offer students basic entry-level industry skills, processes and practices. It gives students crucial communication and storytelling tools they may apply in almost any area of study. Students emerge with radio programming for their personal or professional portfolio.

**Required Courses:**

RTV 002	Broadcast Announcing .....	2
RTV 005	Broadcast Writing .....	3
RTV 007	Introduction to Radio Production .....	3
RTV 007A	Intermediate Radio Production .....	3

<b>Electives: Select 6 units from the following</b> .....	<b>6</b>
RTV 007B	Advanced Radio Production..... 3
FILM 002A	Film Production I..... 3
MC 001	Introduction to Mass Media ..... 3
MC 005	Introduction to Public Relations ..... 3
MUS 078A	Digital Audio I..... 3
J 03A	News Reporting & Writing..... 3
BUMA 027	Marketing ..... 3
BUMA 028	Entrepreneurship & Innovation ..... 3
RTV 095A	RTV Work Experience (maximum of 3 units may be used for work experience..... 1-3
<b>CERTIFICATE TOTAL</b> .....	<b>17</b>

**4. Program Modifications**

**a. Air Conditioning & Refrigeration AS Degree**

<b>Required Courses</b> .....	<b>Units</b>
ACR 060	Air Conditioning & Refrigeration I..... 3
ACR 061	Air Conditioning & Refrigeration II..... 3
ACR 064	Air Conditioning & Refrigeration Electricity I..... 3
ACR 065	Air Conditioning & Refrigeration Electricity II..... 3
ACR 075	HVACR Systems Design ..... 3
ACR 076	Facilities Maintenance - Chillers ..... 3
ACR 078	Safe Refrigerant Handling & Management ..... 3
ACR 080	Gas Heating..... 3
ACR 083	All Weather Heating & Cooling Systems ..... 3

**Electives: Select 13 units from the following:**

	ACR 077	Energy Conservation Methods for HVACR.....	3
ADD	ACR 084	Boiler & Hydronic Heating .....	3
ADD	ACR 090	Building Automation Fundamentals .....	3
ADD	ACR 091	Advanced Building Control Networks .....	3
ADD	ACR 092	Advanced Building Automation Networks and Programming .....	3
	ACR 095A	ACR Work Experience (Maximum of 4 units may be used for work experience) .....	1-4
ADD	ACT 020	Introduction to Construction Technology.....	3
ADD	ACT 021	Site Preparation and Layout .....	1
ADD	ACT 022	Concrete & Formwork .....	1
ADD	ACT 024	Roofing Applications .....	2
ADD	ACT 025	Thermal & Moisture Protection.....	1
ADD	ACT 026	Drywall Installation & Finish .....	1
ADD	ACT 027	Exterior Finish .....	1
ADD	ACT 028	Finish Carpentry.....	4
ADD	ACT 029	Masonry Fundamentals .....	2
ADD	ACT 030	Plumbing Fundamentals .....	3
ADD	ACT 031	Electrical Fundamentals.....	3
	ARCH 011	Architectural Blueprint Reading.....	3
	AUTO 018	Automotive Heating, Ventilation & Air Conditioning.....	4
	BIT 010	California Building Codes .....	4
	BIT 020	California Mechanical Codes.....	2
ADD	BIT 024	California Energy Codes .....	3
ADD	BIT 030	California Plumbing Codes .....	2
ADD	BIT 040	California Electrical Codes .....	2
	BUAC 020A	Financial Accounting .....	4
	BUAC 066	Fundamentals of Bookkeeping .....	3
	BUMA 020A	Business Law I .....	3
	BUMA 028	Entrepreneurship and Innovation.....	3
	BUMA 031	Business Calculations.....	3
	BUMA 094	Business Communications .....	3
	CIS 010	Computer Literacy .....	4
	ESYS 001	Energy Generation & Distribution Industry .....	3
	ESYS 002	Electricity & Electrical Theory .....	3
	ESYS 003	Energy Systems Technology.....	3
	ESYS 004	Industrial Calculations.....	3

ADD	ESYS 005	Zero Net Energy Building Science .....	4
ADD	ESYS 006	Fundamentals of Building Commissioning.....	3
ADD	ESYS 011	Residential Solar Surveying and Planning .....	3
ADD	ESYS 011L	Solar Site Planning Project Lab .....	1
ADD	ESYS 012	Residential Solar Installation .....	4
ADD	ESYS 021	Residential Energy Modeling .....	3
ADD	ESYS 022	Residential Energy Modeling Design Project .....	2
ADD	ESYS 033	Residential House Electrical Wiring .....	3
ADD	ESYS 034	Lighting Efficiency Technology.....	3
ADD	ESYS 035	Advanced Lighting Controls .....	3
ADD	ESYS 095A	Energy Systems Technology Work Experience .....	1-8
	WELD 011*	Shielded Metal Arc Welding .....	3
	WELD 012*	Basic Gas Metal Arc Welding (MIG).....	3
	Required Subtotal.....		27
	Electives Subtotal.....		13
	COD General Education Pattern .....		18
	Kinesiology Activities .....		2
	<b>DEGREE TOTAL.....</b>		<b>60</b>

\*pending course revision

**b. FILM PRODUCTION AS DEGREE**

**Required Courses (21 units)**

FILM 001	RTV-006	Introduction to Film	
FILM 002A	RTV-010A	Film Production I: Basic Film Production.....	3
FILM 002B	RTV-011A	Film Production II: Advanced Film Production .....	3
FILM 002C	RTV-012	Film Production III: Capstone .....	3
FILM 003	RTV-009	Screenwriting .....	3
FILM 004	RTV-013	Cinematography.....	3
DDP 020		New Media I .....	3

**Select two courses from the following (6 units)**

FILM 005		On-Camera Acting & Voice Over .....	3
FILM 006		Documentary Film making .....	3
TA 010		Introduction to Design & Production .....	3

**Electives: ~~Select 16~~ 13 units from the following (13 units)**

FILM 005		On-Camera Acting & Voice Over .....	3
FILM 006		Documentary Filmmaking .....	3
FILM 021		Contemporary World Film.....	3
TA 010		Introduction to Design & Production .....	3
J 003A		News Reporting & Writing .....	3
MC 001		Introduction to Mass Media.....	3
ART 031		Digital Photography.....	3
or DDP 030		Digital Photography	
BUMA 027		Marketing .....	3
BUMA 028		Entrepreneurship and Innovation .....	3
DDP 002		Computer Graphics 2.....	3
DDP 021		New Media I .....	3
MUS 078A		Digital Audio I .....	3
FILM	RTV 095A	Film RTV Work Experience (max of 4 units may be used for work experience).....	1-4
COD General Education		.....	18
Kinesiology Activities		.....	2
<b>DEGREE TOTAL.....</b>			<b>60</b>

**c. ADVANCED FILM PRODUCTION CERTIFICATE OF ACHIEVEMENT**

**Required Courses (9 units)**

FILM 002C	RTV-012	Film Production III: Capstone .....	3
FILM 004	RTV-013	Cinematography .....	3
DDP 020		New Media I .....	3

**Select two courses from the following (6 units)**

FILM 005 <del>RTV-014</del>	On-Camera Acting & Voice Over .....	3
FILM 006 <del>RTV-015</del>	Documentary Filmmaking .....	3
TA 010	Introduction to Design & Production .....	3

**Select 9-6 units from the following (6 units)**

FILM 005 <del>RTV-014</del>	On-Camera Acting & Voice Over .....	3
FILM 006 <del>RTV-015</del>	Documentary Filmmaking .....	3
FILM 021 <del>RTV-008</del>	Contemporary World Film.....	3
TA 010	Introduction to Design & Production .....	3
BUMA 028	Entrepreneurship and Innovation .....	3
DDP 002	Computer Graphics 2.....	3
DDP 021	New Media II .....	3
MUS 078A	Digital Audio I .....	3
RTV 095A	Radio & TV Work Experience.....	1-2
FILM 095A	FILM Work Experience .....	1-2
<b>CERTIFICATE TOTAL</b>	.....	<b>22 21</b>

II. ITEMS PULLED FROM CONSENT AGENDA (if need be)

III. COURSES AND PROGRAMS – 1<sup>ST</sup> READING

**A. New Courses**

- 1. CSFM 071** Rapid Intervention Crew Operations  
*Class size max: 30*  
*Limitation on enrollment: Fire Fighter I training, Fire Fighter Survival, or IAFF course Fire Ground Survival*  
*Rapid Intervention Crew Operations*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 2. CIS 087** Introduction to Programming Using Python  
*Class size max: 32*  
*Modality: Face-to-Face, 100% Online.*  
*Prerequisite: CIS 010*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 3a. ENGT 015A** Computer Numerical Controls IA  
*Class size max: 30*

- 3b. ENGT 015B** Computer Numerical Controls IB  
*Class size max: 30*  
*Prerequisite: ENGT 015A*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 4. ENGT 016** Computer Numerical Controls II  
*Class size max: 30*  
*Prerequisite: ENGT 015B*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units

- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 5a. ENGT 020** DC Circuit Analysis I  
*Class size max: 30*  
*Advisory: MATH 060, ESYS 004, PH 001*
- 5b. ENGT 021** DC Circuit Analysis II  
*Class size max: 30*  
*Prerequisite: ENGT 020*  
*Advisory: MATH 060, ESYS 004, PH 001*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 6. ENGT 022** AC Circuit Analysis I  
*Class size max: 30*  
*Prerequisite: ENGT 021*  
*Advisory: MATH 060, ESYS 004, PH 001*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 7. HSAD 025** Prevention, Intervention and Recovery  
*Class size max: 45*  
*Prerequisite: HSAD 001*  
*Advisory: ENG 061*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

**A. Course Modifications**

- 1a. AUTO 011C** Advanced Automotive Electrical Systems  
*Periodic review. Lecture units change from 3.5 to 3, lab units changed from 1.5 to 1, total course units changed from 5 to 4. Modify catalog description and objectives, update text, and change Allow Audit from: No to: Yes.*
- 1b. AUTO 014B** Advanced Engine Management  
*Periodic review. Lecture units change from 3.5 to 3, lab units changed from 1.5 to 1, total course units changed from 5 to 4. Modify catalog description and objectives, update text, and change Allow Audit from: No to: Yes.*
- 1c. AUTO 093A** Intro to Light Medium Duty Diesel Systems  
*Periodic update.*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 2. BUMA 027** Marketing  
*Remove 100% online modality, update text and change SAM Code from: ~~Possibly~~ to Clearly.*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 3a. CSFM 070** Confined Space – Awareness  
*Periodic Review. Update to current California State Fire Training Curriculum. Change class size max from: 25 to: 30. Update course content & SLO.*
- 3b. CSFM 076** Low Angle Rescue Operational  
*Change contact hours from: ~~27 lecture~~ to: 2 lecture, 22 lab, 4 out-of-class; update content, add additional fees of \$20 (CSFM certificate fee).*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

**4a. FILM 001** Introduction to Film (*formerly RTV 006*)

*Change course designator **from** RTV **to** FILM. Update textbooks, SLOs, assignment, complete DE Checklist*

**4b. FILM 021** Contemporary World Film (*formerly RTV 008*)

*Change course designator **from** RTV **to** FILM. Remove Advisory: RTV 006 or FILM 001. Update content, objectives and SLOs.*

**Team Discussion**

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

**6. Information/Discussion**

6.1 Programs affected by previously approved new and modified courses.

6.2 Extra Curriculum meeting for Fall 19 approval: Friday, November 9<sup>th</sup> 10:30am – 2pm (lunch will be provided)

**7. Good of the Order**

**8. Adjournment**

**NEXT MEETING**

***November 9, 2018***