



ACADEMIC SENATE

Curriculum Committee Agenda

**November 19, 2015
President's Board Room**

- I. **CALL TO ORDER** and Presence of a Quorum 7 (1/2 of 13 voting members)
- II. **PUBLIC COMMENTS** *Guests are welcome and invited to contribute to discussion on agenda items. Notify Committee Chair in advance.*
- III. **APPROVAL OF AGENDA** - will be approved as submitted if there are no objections. *Due at least 72 hours prior to meeting with attachments.*
- IV. **APPROVAL OF MINUTES** – Minutes of November 3, 2015 meeting
- V. **ACTION** – (8 needed for voting – ½ plus 1)

A) Consent Agenda

1. Course Deactivation:

- a. WELD-010 Oxy-acetylene Gas Welding
- b. WELD-011 Shielded Metal Arc Welding
- c. WELD-012 Basic Gas Metal Arc Welding

2. Course Modification:

- a. ANTH-003 Archaeology, Introduction to Prehistory (C-ID ANTH 150)
- b. HIST-003 History of World Civilization I (C-ID HIST 150)
C-ID Alignment: *modify catalog & schedule descriptions, content, SLOs, objectives and assignments; update textbook; change Advisory from ENG-050 to ENG-071 and complete content review.*
- c. HIST-023 Latin American History
Change Advisory from ENG-050 to ENG-071; complete content review; update textbook and modify SLOs and objectives.
- d. HSAD-016 Counseling Diverse Populations
Add "or concurrent enrollment" to Prerequisite: HSAD-001 to reflect the current practice.
- e. FIRE-006 Hazardous Materials/ICS
- f. FIRE-010 Wildland Fire Technology
- g. PS-003 Introduction to Political Theory
Textbook update.

B) Course Modifications

1. **FIRE-001** Principles of Emergency Services
2. **FIRE-002** Fire Prevention
3. **FIRE-003** Fire Protection Equipment & Systems
4. **FIRE-004** Bldg. Construction for Fire Protection
5. **FIRE-005** Fire Behavior & Combustion
6. **FIRE-007** Principle of Fire & Emergency Services Safety & Survival
7. **FIRE-008** Firefighting Strategies & tactics
Add Distance Education modalities, update SLOs, assignments and methods of evaluation.

C) Program Modifications

1. ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

Required Courses:		
CIS 5	Computer Survival Skills	2
CIS 6	Business Research	1
CIS 10	Computer Literacy	4
CIS 12	Professional Office Procedures	3
Accounting Electives - Select one course:		3
BUAC 10	Accounting with Quick Books (3)	
BUAC 50	Accounting/Bus. Environment (3)	
BUAC 66	Fundamentals of Bookkeeping (3)	
Computer Applications - Select one course:		3-4
Add	CIS 3 Introduction to Microsoft Word (1)	
Add	CIS 4 PowerPoint (1)	
CIS 11	Current Topics/Technology (3)	
CIS 17	Records Business Data Management with Microsoft Access (4)	
CIS 20	Integrated Office Technology (4)	
CIS 72D	Excel (3)	
CIS 82C	Web Publishing I (3)	
Business Electives - Select at least two units		2-3
BUMA 1	Principles of Management (3)	
BUMA 28	Small Business Dev/Mgmt (3)	
BUMA 31	Business Calculations (3)	
BUMA 32	Human Relations/Workplace (3)	
BUMA 94	Business Communications (3)	
CIS 95A-C	CIS Work Experience (1-3)	
<u>or</u> BUAC 95A-C	Accounting Work Experience (1-3)	
<u>or</u> BUMA 95A-C	Management Work Experience (1-3)	
Required Courses		10
Accounting Electives		3
Computer Applications Electives		3-4
Business Electives		2-3
CERTIFICATE TOTAL		18-20

2. ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE OF ACHIEVEMENT

Required Courses:		
CIS 5	Computer Survival Skills	2
CIS 6	Business Research	1
CIS 10	Computer Literacy	4
CIS 12	Professional Office Procedures	3
CIS 20	Integrated Office Technology	4
Add	<u>or</u> CIS 17 Business Data Management with Microsoft Access (4)	
BUMA 94	Business Communications	3
Accounting Electives - Select one course:		3
BUAC 10	Accounting with Quick Books (3)	
BUAC 50	Accounting/Bus. Environment (3)	
BUAC 66	Fundamentals of Bookkeeping (3)	
Computer Applications - Select two courses:		6-7
Add	CIS 3 Introduction to Microsoft Word (1)	
Add	CIS 4 PowerPoint (1)	
CIS 11	Current Topics/Technology (3)	
CIS 17	Records Business Data Management with Microsoft Access (4)	
CIS 20	Integrated Office Technology	4
CIS 72D	Excel (3)	
CIS 82C	Web Publishing I (3)	
Business Electives - Select three units		3
BUMA 1	Principles of Management (3)	
BUMA 28	Small Business Dev/Mgmt (3)	
BUMA 31	Business Calculations (3)	
BUMA 32	Human Relations/Workplace (3)	
CIS 95A-C	CIS Work Experience (1-3)	
<u>or</u> BUAC 95A-C	Accounting Work Experience (1-3)	

or BUMA 95A-C Management Work Experience (1-3)

Required Courses	17
Accounting Electives	3
Computer Applications Electives	6-7
Business Electives	3
CERTIFICATE TOTAL	29-30

3. COMPUTER INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT

Required Courses: 5-6 units:

CIS 6	Business Research	1
<u>or</u> LIS 1	An Intro to Basic Research Skills (2)	
CIS 10*	Computer Literacy	4

Computer Applications - Select 14 units from the following:			
Add	CIS 3	Introduction to Microsoft Word	1
Add	CIS 4	PowerPoint	1
	CIS 5+	Computer Survival Skills	2
	CIS 11	Current Topics/Technology	3
	CIS 12	Professional Office Procedures	3
	CIS 17	Records Business Data Management with Microsoft Access	4
	CIS 20	Integrated Office Technology	4
	CIS 72D	Excel	3
	CIS 82C	Web Publishing I	3
	CIS 85C	Web Programming	3
	CIS 86	Visual Basic Programming	3

Required Electives - Select 12 units from the following:

BUAC 20A	Financial Accounting	4
BUAC 66	Fundamentals of Bookkeeping	3
BUMA 1	Principles of Management	3
BUMA 10	Intro to Business	3
BUMA 28	Small Business: Dev/Mgmt	3
BUMA 31	Business Calculations	3
BUMA 32	Human Relations	3
BUMA 94	Business Communications	3
CIS 81A	Computer Graphics 1A	3
CIS 81B	Computer Graphics 1B	3
CIS 83D	Computer Graphics 2	3
CIS 95A-D	CIS Work Experience	1-4
<u>or</u> BUAC 95A-D	Accounting Work Experience	1-4
<u>or</u> BUMA 95A-D	Management Work Experience	1-4

Required Courses	5-6
Computer Applications	14
Required Electives	12
CERTIFICATE TOTAL	31-32

* CIS 10 is equivalent to CIS 70A + CS 73; no credit for both.

* No credit for CIS 5 if taken after CIS 10.

4. COMPUTER INFORMATION SYSTEMS A.S. DEGREE for employment preparation

Required Courses: 5-6 units:

CIS 6	Business Research	1
<u>or</u> LIS 1	An Intro to Basic Research Skills (2)	
CIS 10*	Computer Literacy	4

Computer Applications - Select 14 units from the following:			
Add	CIS 3	Introduction to Microsoft Word	1
Add	CIS 4	PowerPoint	1
	CIS 5+	Computer Survival Skills	2
	CIS 11	Current Topics/Technology	3
	CIS 12	Professional Office Procedures	3
	CIS 17	Records Business Data Management with Microsoft Access	4
	CIS 20	Integrated Office Technology	4
	CIS 72D	Excel	3
	CIS 82C	Web Publishing I	3
	CIS 85C	Web Programming	3
	CIS 86	Visual Basic Programming	3

Required Electives - Select 19 units from the following:

BUAC 20A	Financial Accounting	4
BUAC 66	Fundamentals of Bookkeeping	3
BUMA 1	Principles of Management	3
BUMA 10	Intro to Business	3
BUMA 20A	Business Law	3
BUMA 27	Marketing	3
BUMA 28	Small Business: Dev/Mgmt	3
BUMA 31	Business Calculations	3
BUMA 32	Human Relations	3
BUMA 94	Business Communications	3
CIS 81A	Computer Graphics 1A	3
CIS 81B	Computer Graphics 1B	3
CIS 83D	Computer Graphics 2	3
CIS 95A-D	CIS Work Experience	1-4
<u>or</u> BUAC 95A-D	Accounting Work Experience	1-4
<u>or</u> BUMA 95A-D	Management Work Experience	1-4
Required Courses		5-6
Computer Applications		18
Required Electives		19
COD General Education Pattern		18
Kinesiology Activities		2
DEGREE TOTAL		62-63

* CIS 10 is equivalent to CIS 70A + CS 73; no credit for both.

+ No credit for CIS 5 if taken after CIS 10.

VI. Discussion -

- A) Student Learning Outcomes (SLOs)
- B) Distance Education
- C) Self-Assessment of COD Committees
- D) Change to the Chancellor's Office Curriculum Inventory

VII. Information –

- A) Six Steps to Improve Curriculum Process
- B) Fall 2015 Curriculum Regional Meeting (Nov. 14, 2015 at Mt. San Antonio College) Report
- C) Courses for Curriculum Approval on Hold (as of November 16, 2015 @ 10:00AM)
 - 1. Awaiting for School Dean's Review:
 - 1. J-003A News Reporting & Writing (C-ID JOUR 110)
 - 2. RTV-008 Contemporary World Film
 - 3. RTV-010A Basic Motion Picture/TV Production
 - 4. RTV-011A Motion Picture/TV Production
 - 5. Health and Fitness AS Degree and Transfer Preparation
 - 6. Recreation and Sport Management AA Degree and Employment Preparation
 - 2. Awaiting for Department Chair's Approval:
 - 7. HIST-004 History of World Civilization II (C-ID HIST 160)
 - 8. HIST-017 US History through Reconstruction (C-ID HIST 130)
 - 9. HIST-018 US History through Reconstruction to Present (C-ID HIST 140)
 - 10. SP-006 Survey of Human Communication (C-ID COMM 115)

3. Awaiting for Course Author Changes:

1. AJ-005A Community and the Justice System
2. AJ-016 Narcotics Control
3. ART-010 Introduction to Art
4. ART-029 Introduction to Crafts
5. ART-030B Intermediate Photography
6. ART-031 Introduction to Digital Art
7. BUMA-029 Retail Merchandise Management
8. HIST-005 History of Western Civilization I
9. HIST-006 History of Western Civilization II
10. MATH-062A,B Skills for College Success

4. Scheduled for Technical Review:

1. FIRE-006 Hazardous Materials/ICS
2. FIRE-010 Wildland Fire Technology

VIII. Good of the Order**IX. Adjournment**