



Curriculum Committee

Agenda for December 6, 2016

12:30pm

Berger Faculty Innovation Center

Members (13): Donna Greene (Chair), Wendy Ansley (Kinesiology/ECE), Sara Butler (Social Sciences), Maria Elena Diaz (Comm & Humanities), Jon Fernald (Library & Learning Resources), Sarah Gaete (Nursing & Health Sciences), Mike Gladych (Adjunct), Elise King (General Counseling), Dan Kleinfelter (Math & Computer Science), Alexa Sawa (Science), Lisa Soccio (Arts & Media), Adam Uhlhorn (Student Services/Special Programs), Scott Ventura (Business & Applied Technology)

Ex-Officio (non-voting): Maria Jasso (Articulation Officer), Pamela Ralston (Vice President of Student Learning), M. Scott Relerford (Student Representative)

Staff: Jojie Magbuhat (Curriculum & Catalog Specialist), Erin Robertson (Curriculum & Catalog Specialist)

Recorder: Cheryl Contopulos

Quorum: [7]

1. Call to Order/Roll Call

2. Action Items

2.1 Approval of Agenda

2.2 Approval of November 17, 2016 Minutes

2.3 Distance Education Checklist (2nd Read)

2.4 Resolution on 1st and 2nd Read (1st Reading)

2.5 Consent Agenda

2.5.1 COURSE DEACTIVATION:

- | | | |
|----|----------|-----------------------------------------|
| 1) | ESL-069 | Academic Reading and Writing |
| 2) | ESL-069A | Introductory Grammar and Editing |
| 3) | HS-098A | Nursing Skills Lab, Fundamentals |
| 4) | HS-098B | Nursing Skills Lab, Intermediate |
| 5) | HS-098C | Nursing Skills Lab, Special Populations |
| 6) | HS-098D | Nursing Skills Lab, Acute Patient |
| 7) | N-056 | Transition to Registered Nurse |

2.5.2 COURSE MODIFICATION:

- | | | |
|----|----------|----------------------------------------|
| 1) | COUN-012 | Career/Life Planning & Personal Explor |
| 2) | KINE-010 | Personal & Community Health |
| 3) | VN-020 | Vocational Nursing II |
| 4) | VN-020L | Vocational Nursing II Lab |

- 5) VN-030 Vocational Nursing III
- 6) VN-030L Vocational Nursing Lab; **Textbook update.**
- 7) AGEH-001 Horticulture
- 8) AGEH-008 Landscape Management
- 9) AGEH-009 Landscape Planning and Design
- 10) AGEH-020 Landscape Construction
- 11) AGEH-024 Advanced Turfgrass Management
- 12) AGEH-030 Landscape Equipment
- 13) AGEH-034 Golf Course Management
- 14) AGEH-046 Landscape Irrigation Systems
- 15) AGPS-032 Pesticide Laws and Regulations
- 16) AJ-008 Patrol Operations
- 17) AJ-017/NR-017 Natural Resources Law Enforcement
- 18) ART-001B Intermediate Drawing & Composition
- 19) ART-005A Beginning Figure Drawing
- 20) ART-005B Intermediate Figure Drawing
- 21) ART-009B Intermediate Printmaking
- 22) ART-014B Intermediate Screen Printing
- 23) ART-021B Intermediate Watercolor Painting
- 24) ART-025B Intermediate Acrylic Painting
- 25) BUAC-004 Tax Accounting I - Individuals
- 26) HS-071 Strategies for Success/Nursing Program
- 27) HS-080 Electrocardiogram (ECG) Interpretation
- 28) N-001 Basic Concepts In Nursing Practice
- 29) N-002 Nursing Practice for Commonly Occurring Alteration in Health
- 30) N-004 Concepts of Nursing Practice for Acute Complex Alterations i
- 31) PS-004 Introduction to International Relations; **Periodic review.**
- 32) ESYS-004 Industrial Calculations ; **Update textbook and remove entry skills.**
- 33) ART-006A Intermediate Design & Color
- 34) MATH-015 Discrete Mathematics for Computers; **C-ID alignment.**

2.6 Course Modifications

- 1) BUAC-010 Accounting with QuickBooks
*Requisites changed **from:** Prerequisite: BUAC-066 with a minimum grade of C or Prerequisite: BUAC-020A with a minimum grade of C and Advisory: CIS-010 **to:** Advisory: BUAC-066 with a minimum grade of C or Advisory: BUAC-020A with a minimum grade of C or Advisory: BUAC-051 with a minimum grade of C and Advisory: CIS-010.*
- 2) BUMA-020A Business Law I
Update textbook. Reduce course size from 60 to 45 to provide more effective student interaction for writing assignments.
- 3) CIS-082C Web Design
Update schedule description, add CIS-005 as an alternate prerequisite to CIS-010, and change the vocational status from advanced occupational to clearly occupational.
- 4) DDP-002 Computer Graphics 2
Remove DDP-001A and CIS-081A as prerequisites since the skills in these courses are taught at the high school level and removing the prerequisites will assist students in expediting their degree and transfer goals. Update SLOs and textbook.
- 5) DDP-010 Graphic Design I
Remove ART-003A as a prerequisite, and remove DDP-001A and DDP-001B as advisories. Update SLOs, textbook, and course objectives.
- 6) DDP-020 New Media I
*Change prerequisites **from:** Prerequisite: DDP-001A or DDP-001B or CIS-081A or CIS-081B and Advisory: DDP-010 **to:** Prerequisite: DDP-010. Update textbook and course content.*

- 7) DDP-030 Digital Photography
Modify title, catalog and schedule descriptions, textbook, content, SLOs, objectives, and assignments to cross list with ART-031. Class size max changed from 28 to 25 to match ART-031.

2.7 New Courses

- 1) AUTO-301 Automotive Terminology (see new certificate 2.8.2)
- 2) AUTO-310 Automotive Components (see new certificate 2.8.2)
- 3) AUTO-304 Automotive Calculation (see new certificate 2.8.3)
- 4) AUTO-325 Automotive Express Service (see new certificate 2.8.3)

- 5) ESYS-311A Module 1 Residential Solar Surveying and Planning (see new certificates 2.8.5, 2.8.6, and 2.8.7)
- 6) ESYS-311B Module 2 Residential Solar Surveying and Planning (see new certificates 2.8.5, 2.8.6, and 2.8.7)
- 7) ESYS-311C Module 3 Residential Solar Surveying and Planning (see new certificates 2.8.5, 2.8.6, and 2.8.7)
- 8) ESYS-311D Solar Site Planning Project (see new certificate 2.8.7)
- 9) ESYS-311E Introduction to Energy Storage (see new certificate 2.8.6)
- 10) ESYS-312A Module 1 Residential Solar Installation (see new certificate 2.8.4)
- 11) ESYS-312B Module 2 Residential Solar Installation (see new certificate 2.8.4)
- 12) ESYS-312C Module 3 Residential Solar Installation (see new certificate 2.8.4)

- 13) HS-014 Principles of Food

2.8 New Programs

- 2.8.1 AGRICULTURE PLANT SCIENCE ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE (AS-T)**
Required Core (22 units)
 AGPS-001 Soils & Plant Nutrition 4
 AGPS-005 Plant Science 3
 AGPS-005L Plant Science Lab 1
 AGEH-005 Ornamental Plant Identification 3
 CH-003 Introductory General Chemistry 4
 MATH-014 Statistical Methods 4
Transferable Electives (as needed to reach 60 transferable units)
CSU General Education or IGETC Pattern..... 37-39
TOTAL UNITS 60
- 2.8.2 AUTOMOTIVE TERMINOLOGY CERTIFICATE OF COMPLETION**
Required Courses
 AUTO-301 Automotive Terminology
 AUTO-310 Automotive Components
- 2.8.3 AUTOMOTIVE QUICK SERVICE CERTIFICATE OF COMPLETION**
Required Courses
 AUTO-304 Automotive Calculation
 AUTO-325 Automotive Express Service
- 2.8.4 RESIDENTIAL SOLAR INSTALLATION CERTIFICATE OF COMPLETION**
Required Courses
 ESYS-312A Module 1 Residential Solar Installation
 ESYS-312B Module 2 Residential Solar Installation
 ESYS-312C Module 3 Residential Solar Installation
- 2.8.5 RESIDENTIAL SOLAR SURVEYING AND PLANNING CERTIFICATE OF COMPLETION**
Required Courses
 ESYS-311A Module 1 Residential Solar Surveying and Planning
 ESYS-311B Module 2 Residential Solar Surveying and Planning
 ESYS-311C Module 3 Residential Solar Surveying and Planning

2.8.6 SOLAR BATTERY STORAGE INSTALLATION AND MAINTENANCE CERTIFICATE OF COMPLETION

Required Courses

ESYS-311A	Module 1 Residential Solar Surveying and Planning
ESYS-311B	Module 2 Residential Solar Surveying and Planning
ESYS-311C	Module 3 Residential Solar Surveying and Planning
ESYS-311E	Introduction to Energy Storage

2.8.7 SOLAR SITE PLANNING PROJECT CERTIFICATE OF COMPLETION

Required Courses

ESYS-311A	Module 1 Residential Solar Surveying and Planning
ESYS-311B	Module 2 Residential Solar Surveying and Planning
ESYS-311C	Module 3 Residential Solar Surveying and Planning
ESYS-311D	Solar Site Planning Project

2.8.8 ZERO NET ENERGY (ZNE) TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Required Courses

ESYS-001	Introduction to the Power Industry.....	3
ESYS-002	Electricity and Electrical Theory	3
ARCH-002	Materials of Construction	4
ACR-075	HVACR Systems Design.....	3
ACR-077	Energy Conservation Methods for HVACR.....	3
TOTAL UNITS	16

2.9 Program Modifications

2.9.1

ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT

Required Courses:

CIS-005	Computer Survival Skills	2
CIS-006	Business Research	1
CIS-010	Computer Literacy	4
CIS-012	Professional Office Procedures.....	3

Accounting Electives:

Select one course from the following:

BUAC-010	Accounting with Quickbooks	3
BUAC-050	Accounting In The Business Environment	3
BUAC-066	Fundamentals Of Bookkeeping.....	3

Computer Applications:

~~Select one course from the following:~~

Select at least three units from the following:

CIS-002	Microsoft Outlook	2
CIS-003	Introduction to Microsoft Word	1
CIS-004	PowerPoint	1
CIS-011	Current Topics in Technology	3
CIS-017	Business Data Management With Microsoft Access	4
CIS-020	Integrated Office Technology	4
CIS-072D	Excel	3
CIS-082C	Web Publishing Website Design	3
CIS-040	Information and Communication Technology Essentials	4
CIS-053	Computer Network Fundamentals	3
CIS-054	Routing and Switching Essentials	3
CIS-055	Systems and Network Administration	3
CIS-060	Information Systems Security	3
CIS-064	Introduction to Cybersecurity: Ethical Hacking	3

Business Electives:

Select two to three units from the following:

BUMA-001	Principles Of Management	3
BUMA-028	Small Business: Development and Management	3
BUMA-031	Business Calculations.....	3
BUMA-032	Human Relations In the Workplace	3
BUMA-094	Business Communications.....	3

CIS-095A	Computer Information Systems Work Experience	1
	or	
BUAC-095A	Accounting Work Experience	1
	or	
BUMA-095A	Business Management Work Experience	1
TOTAL UNITS	18-20

2.9.2

ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE OF ACHIEVEMENT

Required Courses:

CIS-005	Computer Survival Skills	2
CIS-006	Business Research	1
CIS-010	Computer Literacy	4
CIS-012	Professional Office Procedures.....	3
CIS-017	Business Data Management with Microsoft Access	4
	or	
CIS-020	Integrated Office Technology	4
BUMA-094	Business Communications	3

Accounting Electives:

Select one course from the following:

BUAC-010	Accounting with Quickbooks	3
BUAC-050	Accounting In The Business Environment	3
BUAC-066	Fundamentals Of Bookkeeping.....	3

Computer Applications:

Select two courses from the following:

Select at least six units from the following:

CIS-002	Microsoft Outlook	2
CIS-003	Introduction to Microsoft Word	1
CIS-004	PowerPoint	1
CIS-011	Current Topics in Technology	3
CIS-017	Business Data Management with Microsoft Access	4
CIS-020	Integrated Office Technology	4
CIS-072D	Excel	3
CIS-082C	Web Publishing Website Design	3
CIS-040	Information and Communication Technology Essentials	4
CIS-053	Computer Network Fundamentals	3
CIS-054	Routing and Switching Essentials	3
CIS-055	Systems and Network Administration	3
CIS-060	Information Systems Security.....	3
CIS-064	Introduction to Cybersecurity: Ethical Hacking	3

Business Electives:

Select two to three units from the following:

BUMA-001	Principles Of Management	3
BUMA-028	Small Business: Development and Management	3
BUMA-031	Business Calculations.....	3
BUMA-032	Human Relations In the Workplace	3
CIS-095A	Computer Information Systems Work Experience	1
	or	
BUAC-095A	Accounting Work Experience	1
	or	
BUMA-095A	Business Management Work Experience	1

TOTAL UNITS **29-30**

2.9.3

COMPUTER INFORMATION SYSTEMS CERTIFICATE OF ACHIEVEMENT

Required Courses:

CIS-006	Business Research	1
	or	
LIS-001	An Introduction To Basic Research Skills	2
CIS-010	Computer Literacy	4

Computer Applications:

Select at least 14 units from the following:

CIS-003	Introduction to Microsoft Word	1
CIS-004	PowerPoint	1
CIS-005	Computer Survival Skills ¹	2

CIS-011	Current Topics In Technology	3
CIS-012	Professional Office Procedures.....	3
CIS-017	Business Data Management with Microsoft Access	4
CIS-020	Integrated Office Technology	4
CIS-040	Information and Communication Technology Essentials	4
CIS-053	Computer Network Fundamentals	3
CIS-054	Routing and Switching Essentials	3
CIS-055	Systems and Network Administration	3
CIS-060	Information Systems Security.....	3
CIS-064	Introduction to Cybersecurity: Ethical Hacking	3
CIS-072D	Excel	3
CIS-082C	Web Publishing-I Website Design	3
CIS-085C	Web Programming Dynamic Website Design.....	3
CIS-086	Visual Basic Programming	3
Required Electives		
Select at least 12 units from the following:		
BUAC-020A	Financial Accounting.....	4
BUAC-066	Fundamentals Of Bookkeeping.....	3
BUMA-001	Principles Of Management	3
BUMA-010	Introduction To Business	3
BUMA-028	Small Business: Development and Management	3
BUMA-031	Business Calculations.....	3
BUMA-032	Human Relations In the Workplace.....	3
BUMA-094	Business Communications.....	3
DDP-001A	CIS-081A Computer Graphics 1A	3
DDP-001B	CIS-081B Computer Graphics 1B.....	3
DDP-002	CIS-083D Computer Graphics 2.....	3
CIS-095A	Computer Information Systems Work Experience	1
or		
BUAC-095A	Accounting Work Experience	1
or		
BUMA-095A	Business Management Work Experience	1
TOTAL UNITS	31-32

¹ No credit for CIS-005 if taken after CIS-010.

2.9.4

COMPUTER INFORMATION SYSTEMS AS DEGREE FOR EMPLOYMENT PREPARATION

Required Courses:

CIS-006	Business Research	1
or		
LIS-001	An Introduction To Basic Research Skills	2
CIS-010	Computer Literacy	4

Computer Applications:

Select at least 14 units from the following:

CIS-003	Introduction to Microsoft Word.....	1
CIS-004	PowerPoint.....	1
CIS-005	Computer Survival Skills ¹	2
CIS-011	Current Topics In Technology	3
CIS-012	Professional Office Procedures.....	3
CIS-017	Business Data Management with Microsoft Access	4
CIS-020	Integrated Office Technology	4
CIS-040	Information and Communication Technology Essentials	4
CIS-053	Computer Network Fundamentals	3
CIS-054	Routing and Switching Essentials	3
CIS-055	Systems and Network Administration	3
CIS-060	Information Systems Security.....	3
CIS-064	Introduction to Cybersecurity: Ethical Hacking	3
CIS-072D	Excel	3
CIS-082C	Web Publishing-I Website Design	3
CIS-085C	Web Programming Dynamic Website Design.....	3
CIS-086	Visual Basic Programming	3

Required Electives

Select at least 12 units from the following:

BUAC-020A	Financial Accounting.....	4
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BUAC-066	Fundamentals Of Bookkeeping.....	3
BUMA-001	Principles Of Management	3
BUMA-010	Introduction To Business	3
BUMA-020A	Business Law I.....	3
BUMA-027	Marketing	3
BUMA-028	Small Business: Development and Management	3
BUMA-031	Business Calculations.....	3
BUMA-032	Human Relations In the Workplace.....	3
BUMA-094	Business Communications.....	3
DDP-001A	CIS-081A Computer Graphics 1A	3
DDP-001B	CIS-081B Computer Graphics 1B.....	3
DDP-002	CIS-083D Computer Graphics 2.....	3
CIS-095A	Computer Information Systems Work Experience	1
	or	
BUAC-095A	Accounting Work Experience	1
	or	
BUMA-095A	Business Management Work Experience	1
General Education Requirements.....		18
Kinesiology	2
TOTAL UNITS	62-63

¹ No credit for CIS-005 if taken after CIS-010.

2.9.5

FIRE TECHNOLOGY AS DEGREE FOR EMPLOYMENT PREPARATION

Required Courses:

FIRE-001	Principles of Emergency Services	3
FIRE-002	Fire Prevention	3
FIRE-003	Fire Protection Equipment & Systems.....	3
FIRE-004	Bldg Construction For Fire Protection	3
FIRE-005	Fire Behavior & Combustion.....	3
FIRE-007	Principles of Fire & Emergency Services Safety & Survival ...	3

Electives:

Select 22 units from the following (with Advisor approval):

FIRE-006	Hazardous Materials/ICS
FIRE-008	Firefighting Strategies & Tactics
FIRE-010	Wildland Fire Technology
BFFA-063A	Basic Fire Fighter I Academy (Part I)
BFFA-063B	Basic Fire Fighter I Academy (Part 2)
CSFM-070	Confined Space - Awareness
CSFM-075	Hazardous Materials First Responder Awareness Level
CSFM-077A	Fire Investigation 1A: Fire Origin & Cause Determination
CSFM-077B	Fire Investigation 1B: Techniques of Fire Investigation
CSFM-078A	Training Instructor 1A: Cognitive Lesson Delivery
CSFM-078B	Training Instructor 1B: Psychomotor Lesson Delivery
CSFM-078C	Training Instructor 1C: Instructional Development Techniqs
CSFM-079B	I-200: Basic ICS
CSFM-079C	I-300: Intermediate ICS
CSFM-079D	I-400: Advanced ICS
CSFM-082A	Fire Apparatus Driver/Operator 1A
CSFM-082B	Fire Apparatus Driver/Operator 1B
CSFM-083A	Company Officer 2A: Human Resource Management
CSFM-083B	Company Officer 2B: General Administration Functions
CSFM-083C	Company Officer 2C: Fire Inspections and Investigations
CSFM-083D	Company Officer 2D: All Risk Command Operations
CSFM-083E	Company Officer 2E: Wildland Incident Operations
CSFM-084A	Instructor I: Instructor Methodology
CSFM-085A	Fire Inspector 1A: Duties and Administration
CSFM-085B	Fire Inspector 1B: Fire and Life Safety
CSFM-085C	Fire Inspector 1C: Field Inspection
CSFM-085D	Fire Inspector 1D: Field Inspection-California Specific
CSFM-090A	Fire Prevention 1
CSFM-091A	Command 1A: Command Principles for Company Officers
CSFM-091B	Command 1B: Incident Management Company Officers

CSFM-091C	Command 1C: WUI Command Operations for the Company Officers	
CSFM-092	Fire Management 1: Mgt/Supervision for Company Officers	
BIT-026	Building II & Fire Codes	
EMT-080	Emergency Medical Responder	
EMT-084	Emergency Medical Technician I	
COD General Education Pattern		18
Kinesiology		2
TOTAL UNITS		60

2.9.6

FIRE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

Required Courses:

FIRE-001	Principles of Emergency Services	3
FIRE-002	Fire Prevention	3
FIRE-003	Fire Equipment & Protection Systems	3
FIRE-004	Bldg Construction For Fire Protection	3
FIRE-005	Fire Behavior & Combustion	3
FIRE-007	Principles of Fire & Emergency Services Safety & Survival	3

Electives:

Select 4 units from the following (with Advisor approval):

FIRE-006	Hazardous Materials/ICS	
FIRE-008	Firefighting Strategies & Tactics	
FIRE-010	Wildland Fire Technology	
CSFM-070	Confined Space - Awareness	
CSFM-075	Hazardous Materials First Responder Awareness Level	
CSFM-077A	Fire Investigation 1A: Fire Origin & Cause Determination	
CSFM-077B	Fire Investigation 1B: Techniques of Fire Investigation	
CSFM-078A	Training Instructor 1A: Cognitive Lesson Delivery	
CSFM-078B	Training Instructor 1B: Psychomotor Lesson Delivery	
CSFM-078C	Training Instructor 1C: Instructional Development Technqs	
CSFM-079B	I-200: Basic ICS	
CSFM-079C	I-300: Intermediate ICS	
CSFM-079D	I-400: Advanced ICS	
CSFM-082A	Fire Apparatus Driver/Operator 1A	
CSFM-082B	Fire Apparatus Driver/Operator 1B	
CSFM-083A	Company Officer 2A: Human Resource Management	
CSFM-083B	Company Officer 2B: General Administration Functions	
CSFM-083C	Company Officer 2C: Fire Inspections and Investigations	
CSFM-083D	Company Officer 2D: All Risk Command Operations	
CSFM-083E	Company Officer 2E: Wildland Incident Operations	
CSFM-084A	Instructor I: Instructor Methodology	
CSFM-085A	Fire Inspector 1A: Duties and Administration	
CSFM-085B	Fire Inspector 1B: Fire and Life Safety	
CSFM-085C	Fire Inspector 1C: Field Inspection	
CSFM-085D	Fire Inspector 1D: Field Inspection-California Specific	
CSFM-090A	Fire Prevention 1	
CSFM-091A	Command 1A: Command Principles for Company Officers	
CSFM-091B	Command 1B: Incident Management-Company Officers	
CSFM-091C	Command 1C: WUI Command Operations for the Company Officers	
CSFM-092	Fire Management 1: Mgt/Supervision for Company Officers	
BIT-026	Building II & Fire Codes	
EMT-080	Emergency Medical Responder	
EMT-084	Emergency Medical Technician I	
TOTAL UNITS		22

2.9.7

RECREATION AA DEGREE AND TRANSFER PREPARATION

Required Courses:

KINE 040-099	Kinesiology Activity ¹	
KINE-001	First Aid And Safety	3
KINE-002	Sports Officiating	3
KINE-005	Foundations Of Coaching	3
KINE-008	Introduction to Kinesiology	3
KINE-095A	Kinesiology Work Experience (Maximum of 2 units may be used for work experience)	

RE-001 ²	Introduction To Recreation & Sport Management.....	3
RE-010B	Recreation Field Work II.....	2
	CSU General Education or IGETC Pattern.....	38-41
	Transferable Electives (as needed to reach 60 transferable units)	
DEGREE TOTAL	60

¹May double count for Kinesiology Requirement.

²Scheduling priority: Course is offered only every other semester.

3. Information/Discussion Item(s)

3.1 Class size maximum tools (calculator & rubric)

3.2 Update on Courseleaf

4. Adjournment

Next Meeting: Thursday, February 7, 2017 – 12:30pm Berger Faculty Innovation Center

Resolution on 1st & 2nd Read

Whereas, the Academic Senate of the California Community Colleges (ASCCC), adopted the *Ensuring Effective Curriculum Approval Processes* in Spring of 2016 and one of the six recommendations for improving curriculum processes included the recommendation to evaluate local curriculum approval processes to ensure that “curriculum is developed, revised, and implemented in a timely manner, while preserving the integrity and rigor of the review process.”

Whereas, our current practice of approving new and substantially modified courses without a second reading in the curriculum committee does not provide time to allow for input from all constituencies prior to representatives casting votes.

Whereas, curriculum matters affect the entire college community and everyone must be allowed a voice in the process of adopting and implementing curriculum.

Resolved, as of Fall 2017, the process for voting on new and substantially modified courses and programs will be as follows: after technical review, new and substantially modified courses and programs will be agendaized as a “first reading”. Faculty will present their proposals at that first reading and representatives will have time to ask questions for clarification. Representatives will have two weeks between curriculum meetings to bring proposals back to their constituents for discussion and recommendations for voting. At the second reading all proposals for new and substantially modified courses and programs will be placed on consent agenda. Any area wishing to pull from consent for further discussion will have the opportunity at that time.