

## Tuesday, October 29, 2019 (<u>TLC) Teaching Learning Center in the LRC</u>. 3:00 p.m.

# Minutes (Approved 11/5/2019)

**Present:** Silvie Grote (chair), Carmen Dominguez, Terry Carpenter, Bret Clarke, Allison Gotoh, Danny Lind, Marcus McMillan, Joseph Melodia, Joyce Peacock, Jacky Rangel, Larry Ramos, Patrick Tuufuli, Patti Spitler, Jane Walker, Jane Jepson

Absent: Thu Pham, Kathleen Reiland

Attendees: Katy Realista, Penny Gabourie, Stephanie Tran, David Soto

**Recorder:** Marbelly Jairam

Call to Order: by Silvie Grote at 3:07 p.m.

Establish Quorum and Acknowledge Alternates- None

Adoption of the Agenda: MSP

Approval of October 29, 2019 minutes: MSP

Public Commentary (3 minutes per speaker): None

#### Articulation Report: Jacky Rangel, Articulation Officer- No report

#### Chair Report

- 1) Curriculum Committee Canvas shell- It was brought to the curriculum chairs attention that the excel sheet on canvas is not working. The curriculum chair will work with the Distance Education Coordinator to get it fixed. The curriculum chair also shared that the following documents are available, Internship MOU and Librarian Contacts.
- 2) Credit for Prior Learning- Several disciplines are looking for expert faculty to help develop guidelines. Reps were asked to share with faculty at their respective Divisions.
- **3)** C-ID-The curriculum chair asked the evaluator and AO for feedback on inclusion of C-ID descriptors on student transcripts as currently proposed in Resolution included on Fall Plenary agenda. AO and evaluator will report back.

#### Catalog Template discussion

As a follow up on recent presentations by Laurie Triefenbach and David Soto, the curriculum chair requested feedback from faculty on how the program template should be displayed in the catalog. Committee discussed priority preferences. Discussion to be continued on 12/3/2019 agenda.

### Honors Program Presentation: Penny Gabouri and Stephanie Tran

The committee was updated on the honors program history and class size. SEM and Fine Arts Divisions were encouraged to propose Honors curriculum.

#### **Informational Items:**

ESL Certificates-Expand title and remove acronyms effective Fall 2019.

ESL Milestone Certificate: Pathway to Business and Computer Information Systems

ESL Milestone Certificate: Pathway to Science, Engineering, and Mathematics

ESL Milestone Certificate: Pathway to Aviation and Travel Careers

ESL Milestone Certificate: Pathway to Diagnostic Medical Sonography, Health Information Technology, and Radiological Technology –Previously Board approved on 12/11/2018 for Fall 2019 Action: MSP

CHEM 101 C course revision units from 4 to 4.5 in the Associate in Arts in Kinesiology for Transfer Degree (AA-T) effective Fall 2020. Action: MSP

CHEM 101 C course revision units from 4 to 4.5 in the Associate in Science in Public Health for Transfer Degree (AS-T) effective Fall 2020. Action: MSP

PHOT 148 C, PHOT 149 C, PHOT 150 C-Add FSA C35 for effective date of Spring 2020. Previously Board approved 12/11/2018 for Fall 2019. Action: MSP

	DELETE COURSES								
COURSE ID	EFF DATE	JUSTIFICATION							
CIS 120 C Social Media and Digital Marketing Action: MSP	2020 Fall	With the rapid advancement in wireless technology, social media and digital marketing is not an attractive subject any more to the students due to the easy use of mobile communications and the development of interactive internet-based applications and advertising. Therefore, the course is going to be de-activated.							
CIS 221 C Web Technology and Social Media Action: MSP	2020 Fall	I developed it many years ago when social media platforms were arriving into our lives. Our students now know more about social media technology than us and was not offered many semesters.							
CIS 241 C Spreadsheet-Advanced MS Excel Action :MSP	2020 Fall	Deactivate. Course is no longer offered. Material covered in other courses.							
CIS 262 C New Technology Action: MSP	2020 Fall	I developed the course based on the recommendation of a previous Cypress College president to be offered as a trial version of any new course until it actually gets designed. But it did not work.							
MATH 038 C Practical Mathematics for Life <b>Action: MSP</b>	2020 Fall	Lack of enrollment and due to the implementation of AB 705, many of these students will now be placed on 100 level math courses.							

	REVISED COURSES							
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION			
CHEM 101 C Chemistry for Health Science Majors I Units: 4.5 Lecture: 4 Laboratory: 2 Action: MSP	*Outline Update *Units change from 4 *Lecture hours from 3 *Lab hours from 3 *Add Hybrid *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update	25	This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, lab reports)	2020 Fall	Program Review. Outline, unit's increase, lecture, lab, hybrid added, prerequisite revalidated, catalog, schedule and textbook updated to better reflect courses content.			
CIS 100 C Introduction to Computer and Windows Concepts Units: 3 Lecture: 3 Laboratory: 1 Action: MSP	*Outline Update *Grading Option change to Standard Letter Grade *Student Learning Outcomes Update *Textbook Update	35	Lecture /Discussion/ Group Learning / Student Presentations While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Program Review Outline, grading option, student learning outcomes and textbook updated to better reflect course content.			
COMM 124 C Small Group Communication Units: 3 Lecture: 3 Laboratory: 0 Action: MSP	*Outline Update *Advisory removed *Catalog Description Update *AA GE: Area D *CSU GE: Area D *IGETC: Area 4 *Textbook Update <b>Action: MSP</b>	27	This course fits best in the Individualized Instruction category in that most of the time students are engaged in practicing the communication skills they are learning and the instructor gives each student individual instruction as the class proceeds. However, since we also engage in other methods of instruction we feel that we are able to accomplish our goals with a higher class size of 27.		Program Review Outline, advisory removal, catalog description and textbook updated to better reflect course content.			
COMM 138 C Forensics Units: 1-2 Lecture: 1 Laboratory: 1-3 <b>Action: MSP</b>	*Outline Update *Hybrid added *Lecture hours change from 2 *Lab hours change from 1 *CIP code change to 90101.00 *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	15	This course involves specialized instruction that does not align with the identified standards of other courses. The course requires intensive individualized instruction and requires students to participate in intercollegiate forensics competition. In addition the instructor has significant supervisory responsibility over the students; this occurs off campus and over extended periods of time.	2020 Fall	Program Review Outline, hybrid added, lecture hours, lab hours, CIP code, catalog, schedule, student learning outcomes and textbook updated to better reflect course content.			

COMM 238 C Forensics Units: 1-2 Lecture: 1 Laboratory: 1-3 <b>Action: MSP</b>	*Outline Update *Hybrid added *Lecture hours change from 2 *Lab hours change from 1 *CIP code change to 90101.00 *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	15	This course involves specialized instruction that does not align with the identified standards of other courses. The course requires intensive individualized instruction and requires students to participate in intercollegiate forensics competition. In addition the instructor has significant supervisory responsibility over the students; this occurs off campus and over extended periods of time.	Fall	Program Review Outline, hybrid added, lecture hours, lab hours, CIP code, catalog, schedule, student learning outcomes and textbook updated to better reflect course content.
DMS 186 C Ob/Gyn Sonography Units: 4 Lecture: 4 Laboratory: 0 <b>Action: MSP</b>	*Outline Update *Prerequisite revalidated *Corequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. The class size is limited to the number of available training sites.	2020 Fall	Program Review Outline, prerequisite, corequisite, catalog, schedule, student learning outcomes and textbook updated to better reflect course content.
RADT 254 C Clinical Internship I Units: 6.5 Lecture: 0 Laboratory: 22 Action: MSP	*Outline Update *Prerequisites revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	35	The number of students accepted to the Radiology Program is dependent on the number of hospital clinical sites available to train students. Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations.	2020 Fall	Program Review Outline, prerequisites revalidated, catalog, schedule, student learning outcomes and textbook updated to better reflect course content.
PHOT 235 C Drone Photography and Video Units: 3 Lecture: 2 Laboratory: 4 Action: MSP	*Outline Update *Prerequisite removed *Catalog Description Update *Student Learning Outcomes Update *Textbook Update	25			Program Review Outline, prerequisite removed, catalog description, student learning outcomes, and textbook updated to better reflect course content.

		NEW DEGREES/CER	TIFICATES		
DEGREE				EFF DATE	JUSTIFICATION
Communication	Communica	tion Certificate			Given the abundance of
Studies	Required course	es (15 units)		Fall	evidence that strong
Action: MSP	-		Units		communication skills are one
	COMM100 C	Human Communication			of the primary things
	COMMITO C	or			employers are seeking in the job market, a
	COMM100HC	Honors Human Communication	3		Communication Certificate
	COMM105 C	Interpersonal Communication	3		would indicate specific
	COMM135 C	Argument and Critical Thinking	3		training in that area and thus
	COMM120 C	Intercultural Communication	3		benefit students when they
	COMM124 C	Small Group Communication	3		are seeking employment.
		es: Select from the following (1-3 units)			
		Oral Interpretation of Literature	3		
	COMM138 C	Forensics	1 - 2		
		or			
		Forensics	1 - 2		
	-	Mediated Oral Communication	3		
	COMM220 C	The Rhetoric of the City	3		
		Or			
		Honors Rhetoric of the City	3		
	COMM299 C	Communication Independent Study	1 - 2		
	Total Units		16-18		
Court	Legal Video	graphy Certificate		2020	There is currently a need for
Reporting				Fall	trained videographers to
Action: MSP	Required cou	urses are listed in suggested seque	ence (18.5 units):		record legal proceedings in a
Action: MIST	1		Units		variety of settings.
	CTRP063 C	Internship: Legal Videography	1.5		
		Legal Terminology and Rhetoric	3		
		Legal Procedures	4		
		Court and Deposition Procedures	3		
		Legal Environment of Business	3		
		Survey of Medical Terminology	3		
	MGT143 C	Introduction to Legal Research	1		
	Total Units		18.5		
	Total Ollits		16.5		

		-	MODIFY DEGREES/CERT	IFICATES		
DEGREE					EFF DATE	JUSTIFICATION
Communication Studies	Communica Transfer	tion Stu	idies Associate in Arts Deg	ree for	2020	Given the passage of SB 1440 there is a need for a Communication Studies
	<b>Required</b> Cor	e: ( 3 uni	ts)			Major to assist students in
Action: MSP				Units		transferring to the CSU
	COMM100 C	Human C	ommunication	3		system.
		or				
	COMM100HC		uman Communication	3		Add: COMM 170 C, COMM 340 C, COMM 299
			ng two courses (6 units)			C
	COMM105 C	-	rsonal Communication	3		C
	COMM135 C		ent and Critical Thinking es (6 units). Please note Forensics	3 may anly ha		
	taken for a ma			may only be		
	COMM124 C		Small Group Communication	3		
	COMM120 C		Intercultural Communication	3		
	COMM170 C		Oral Interpretation of Literature	3		
	COMM138 C		Forensics	1 - 2		
	COMM238 C		Forensics	1 - 2		
	COMM220 C		The Rhetoric of the City	3		
			or			
	COMM220HC		Honors Rhetoric of the City	3		
	JOUR110 C		Global Media	3		
	List C: Select	one cours	e (3 units) from below or any Lis			
	course not alre	eady used				
	JOUR101 C		and Writing	3		
	PSY101 C		n to Psychology	3		
	PSY101HC		roduction to Psychology	3		
	SOC101 C		n to Sociology	3		
	SOC101HC		roduction to Sociology	3		
	ANTH102 C		nthropology	3		
	ANTH102HC		Itural Anthropology	.5-2		
	COMM299 C	Communic	ation Independent Study	.5-2		
	Total Units			18		
	Total Ollits			10		

Action: MSP	Students must courses: CHEM101 C BIOL231 C BIOL160 C	complete at least 9 units from the following rest	ricted list of	
	BIOL231 C			
	BIOL231 C		Units	
		Chemistry for Health Science Majors I	4.5	
	DIOL 1(0,C	General Human Anatomy	4	
	BIOL100 C	Integrated Medical Science	3	
	BIOL210 C	Anatomy and Physiology	5	
	PSY101 C	Introduction to Psychology	3	
		or		
	PSY101HC	Honors Introduction to Psychology	3	
		or		
	SOC101 C	Introduction to Sociology	3	
		or		
	SOC101HC	Honors Introduction to Sociology	3	
	HS145 C	Survey of Medical Terminology	3	
	HS147 C	Survey of Disease	3	
	HS161 C	Dying/Death and Grief/Mourning	3	
	ENGL100 C	College Writing	4	
		or		
	ENGL100HC	Honors College Writing	4	
	COMM050 C	Effective Communication	3	
	COMM100 C	Human Communication	3	
		or	<b>I</b>	
	COMM100HC	Honors Human Communication	3	
	MATH040 C	Intermediate Algebra	4	
	MATH041 C	Combined Algebra I and II	6	
		complete all course requirements, students must	complete at	
	least 9 addition	nal units from the list below.	e comprese as	
	Health Science	ce concentration:		
	HS277 C	Cultural Awareness and the Health Care System	3	
	HS165 C	Ethical and Legal Issues	1.5	
	HS161 C	Dying/Death and Grief/Mourning	3	
	HS147 C	Survey of Disease	3	
	HS099 C	Health Science Independent Study	0.5 - 2	
	HS070 C	Health Care Communication	0.5 - 1	
	HS076 C	CPR for Health Care Providers	1	
	HS050 C	Preparation for Health Science	3	
	CIS111 C	Computer Information Systems	3	
	Dental concen		5	
	DA016 C	Dental Materials	3	
	DA010 C DA061 C	Oral Anatomy/Dental Assisting	3	
	DA061 C DA062 C	Preventive Dental Health-Basics	3	
	DA062 C DA063 C	Chairside Assisting I	3	
	DA065 C	Radiology/Dental Assisting	3	
	DA065 C DA066 C	Radiology II/Dental Assisting	1	
	DA066 C DH101 C			
	DH101 C DH104 C	Dental Anatomy and Morphology Oral Health Assessment	2	
			2	
	DH106 C	Radiology Technician - Hygienists	5	
	DH109 C	Pre-Clinical Dental Hygiene	2	
	DH205 C	Oral Embryology and Histology	2	
		ls concentration:		
	HI100 C HI101 C	Trends in Health Care Delivery Health Information Management	3	

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	HI102 C	Legal Aspects of Health Care		3			
	HI103 C	Healthcare Data Analysis		3			
	HI114 C	Beginning ICD-10-CM and ICD-10-PCS Coding		3			
	HI203 C	Medical Quality Management		3			
		ce concentration:					
	MORT100 C	Orientation to Funeral Service		3			
	MORT170 C	Funeral Service Ceremonies		3			
	MORT163 C	Embalming Anatomy/Pathology I		4			
	MORT165 C	Funeral Service Management I		3			
	MORT164 C	Funeral Service Thanatology I		2			
	MORT263 C	Embalming Anatomy/Pathology II		4			
	MORT265 C	Funeral Service Management II		3			
	MORT201 C	Funeral Directing		5			
	MORT202 C	Funeral Service Administration I		4			
	MORT203 C	Methods of Disposition		4			
	Imaging conc						
	RADT142 C	Radiologic Electronics			4		
		Radiography Patient Care			3		
	CIS111 C	Computer Information Systems			3		
	DMS160 C	Introduction to Sonography			2		
	DMS170 C	Sonography Physics		3	3.5		
	DMS175 C	Abdomen Sonography			4		
		Introduction to Radiography			4		
		Radiology Imaging Techniques			4		
	RADT150 C	Radiographic Positioning I			5		
	Nursing Patie	nt Care concentration:					
	NURS191 C	Pharmacology in Nursing I		1			
	NURS192 C	Fundamentals of Nursing		4.5			
	NURS193 C	Introduction to Medical-Surgical/Gero Nursing		3.5			
	NURS195 C	Pharmacology in Nursing II		1			
	NURS196 C	Medical-Surgical Nursing I		5			
	NURS197 C	Maternal/Newborn Nursing		3.5			
	NURS090 C	Nursing Transitions		3.5			
	PT110 C	Nursing Science I		7			
	PT115 C	Nursing Science II		7			
	Total Units			18			
Photography	HAV/HAS	Drone Photography and Video Cert	ificate		-	2020	This revision will allow for a
rnotography	0111/0110	Drone i notograpny and video cert	meate			Fall	further collaboration
	Doquired C	ourses (16 units)			Ľ	ran	between Aviation,
Action: MSP	Kequileu C		TT '4				Geography and Photography.
			Units				We are providing an exciting
	ATC160 C	UAV/UAS Basic	3				
	PHOT103 C	Intermediate Photography	3				education for students,
	GEOG230 C	Introduction to GIS	3				rooted in the rapidly
	PHOT148 C	Photo Laboratory Studies I	2				expanding area of UAV
	PHOT235 C	Drone Photography and Video	3				Drone Photography and
	PHOT236 C	UAV Flight Lab - Photography	2				Video.
	Total Units		16				
							Removed: ATC 161 C,
							РНОТ 101 С
							Add: GEOG 230 C, PHOT
							148
							Total units from 15 to 16

		DELETE DEGREES/CERT	TIFICATES		
DEGREE				EFF DATE	JUSTIFICATION
Computer Information Systems		lia Marketing Certificate	2020 Fall	Since two courses of the certificate related to Social Media (CIS 120 & CIS	
•	Required et	surses are instea in suggested sequence	Units		
Action: MSP	CIS120 C	Social Media and Digital Marketing	3	_	221) were already de-
	CIS221 C	Web Technology and Social Media	3	_	activated due to a lack of
	MKT222 C	Principles of Marketing	3	_	demand, therefore the
	MKT222 C MKT103 C	Principles of Advertising	3	_	department does not expect
	WIKT105 C		5	_	a need for the certificate as
	MKT210 C	or Consumer Behavior	3	_	well.
		Consumer Benavior	5	_	
	Total Units		12	_	
Computer	WEB DEV	ELOPMENT CERTIFICATE			Based on the CIS
Information	ъ · 1	1 1 1		Fall	department decision, the
Systems	Required co	ourses are listed in suggested sequence:		_	program is no longer
Action: MSP	-		Units		needed. Fine Arts division
	CIS109 C	E-Business Applications	3		will consider replacement
	CIS179 C	Web Page Development	3		of similar program that is relevant to industry and viable careers.
	CIS211 C	Introduction to Programming	3		
	Take one of t	he following courses:			
	CIS220 C	Web Page Programming	3		
	CIS262 C	New Technology	3		
	Total Units		12		
Computer Information Systems Action: MSP	Required co	WORKING TECHNOLOGY CERTIF	2020 Fall	Three out of four courses o the certificate got de- activated already, therefore it is not in need any more.	
	CIS120 C	Social Media and Digital Marketing	3		Lack of student interest.
	CIS121 C	Adobe PDF Document Management	3		
	CIS221 C	Web Technology and Social Media	3		
	CIS262 C	New Technology	3		
	Total Units		12		
Computer Information Systems		GRAMMING CERTIFICATE	2020 Fall	Lack of demand for this certificate. Courses in this certificate are included in	
			Units		AS-T Computer Science.
Action: MSP	CIS179 C	Web Page Development	3		
ACUOII: MSP	CIS220 C	Web Page Programming	3		
		the following courses:	Ľ		
	CIS225 C	ASP.NET Programming	3		
	CIS246 C	PHP Programming	3		
		he following courses:	1-	╢	
	CIS245 C	Perl Programming	3		
	CIS243 C CIS247 C	Python Programming	3		
	010247 0	r yaon i togranning	5	$\dashv$	
	Total Units		12		

Adjourn: 4:57 p.m.