



COLLEGE CURRICULUM COMMITTEE

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Meeting Minutes – April 5th, 2006 (Approved)

Call to order	1:41PM
Announcements	
Approve Minutes of the March 22 nd , 2006 meeting	Approved with corrections
UNFINISHED BUSINESS	
ITEM	ACTION
Proposal from the Nursing – Licensed Vocational Department (Manuel Silva) #P06-03-22-11 VOCN 43C “Pediatric Nursing” (4 units) Revision of hours from “2 hrs/wk Lec, 5 hrs/wk Lab” to “40 Lec, 72 Lab” and units from 3 to 4	Approved
Proposal from the Photography Department (Bob McAteer) #P06-03-22-12 PHOT 130 “Portfolio Production” (3 units) Revisions of catalog description, outcome, content, assignment, evaluation, text & materials, current hours from “2 Lec” to “3 Lec, 3 Lab” , and units from 2 to 3	Approved with stipulations: 1. I.A. April 2. II.I. ‘1’ 3. III. ...portfolio to begin... 4. VII. ‘55002’ 5. footer date
NEW BUSINESS	
ITEM	ACTION
Proposal from the Transitional Studies Department (Jane Sneed and Maria Rosales-Uribe) #P06-04-05-01 TRST 1201 “Academic Reading and Writing 1.5” (Noncredit) New permanent course	Approved with stipulations: 1. I. two additional signatures 2. IV. re-enumerate 3. VI.C.1. text edition, date 4. VII. Title 5 Classification
Proposal from the Child Development and Family Studies Department (Stephen Rico) #P06-04-05-02 CDEV 41U “Dual Language Learning in Early Childhood” (1 unit) New topical course	Approved with stipulations: 1. I.A. April 2. IV.B. one period 3. footer date
Proposals from the Biological Sciences Department (Carole Toebe, Crima Pogge, and Wendy Kaufmyn) #P06-04-05-03 BIO 35 “Introduction to Environmental Studies” (3 unit) New permanent course	Approved with stipulations: 1. I.A. April 2. I.C. BIO 31 3. II.C. ESL____ 4. III. rewrite for clarity and length 5. V.D.1.,2. re-enumerate 6. VI.A. in-class, out-of-class 7. VI.A.3. environmental 8. VI.C. textbook example

#P06-04-05-04 Biological Science Major New major	Approved with stipulations: 1. ...will acquire problem solving,... 2. twenty-seven, 27 units
#P06-04-05-05 Environmental Studies and Sciences Major New major	Approved with stipulations: 1. ...will acquire problem solving,... 2. ...as well as an appreciation... 3. re-format coursework page
#P06-04-05-06 Bio-manufacturing certificate Revision of certificate	Approved with stipulation: add "or Math 840"
Proposal from the Fashion Department (Diane Green)	
#P06-04-05-07 FASH 72 "Weaving III" (3 units) New permanent course	Approved with stipulations: 1. I.C. FASH 25C 2. III. students', integrated 3. V.B. re-enumerate 4. V.D.2. ...and 8 harness 5. VI.A.1.,2.a.,c. no numbers 6. VI.C.4. "from magazines such as" 7. footer date
Proposals from the Foreign Languages Department (Tom Blair)	
#P06-04-05-08 CHIN 17 "Continuation of Chinese Characters for Beginners" (3 units) Online section of an existing course	Approved with stipulations: 1. II.B. re-enumerate 2. II.B. "does" 3. III.A. e-books 4. III.D. "student inquires, "students to master" 5. delete Title 5 language 6. Outline revision in Fall, 2006
#P06-04-05-09 SPAN 1B "Elementary Spanish" (3 units) Course revision of major learning outcomes	Approved
Proposals from the Business Department (David Doré and Deborah Kitchin)	
#P06-04-05-10 BSEN 70 "Fundamentals of English Grammar and Composition" (4 units) Revisions of catalog description, outcomes, and contents	Approved with stipulations: 1. IV.I. delete 2. V.A. delete and re-enumerate
#P06-04-05-11 BSEN 74 "Business Correspondence" (3 units) Revisions of catalog description, outcomes and contents	Approved with stipulations: 1. V.A. delete and re-enumerate 2. VI.A. in and out-of-class assignments
Proposal from the Automotive/Trade Skills Department (Ben Macri)	
#P06-04-05-12 Motorcycle Technician New certificate	Approved
Proposals from the Matriculation Office (Nicholar Chang and Kitty Moriwaki presenting subcommittee recommendations for Prerequisites, Corequisites and Advisories)	
ITEM	ACTION
English Department (John Batty-Sylvan)	
#M06-04-05-01 ENGL 91X "Introduction to Basic Reading and Writing" Prerequisite: ENGL L (or placement in ENGL 90 or 91X)	Approved
#M06-04-05-02 ENGL 93 "Introduction to Academic Reading and Writing" Prerequisite: ESL 82 "Advanced Composition" (ENGL 92 already approved as alternate prerequisite)	Approved

English as a Second Language (Sharon Seymour)	
#M06-04-05-03 ESL 20 “Health Professions: Communication & Careers A” Prerequisite: ESL 120 (or placement in ESL 130)	Approved
Adoption of new Curriculum Handbook language concerning multiculturalism, information competency, and technologically mediated instruction (see attached)	Approved
Informational items from the Transitional Studies Department (Jane Sneed)	
#I06-04-05-01 TRST 0035 “Individualized Reading and Writing” (Noncredit) Revisions of method of grading from “No letter grade given” to “A,B,C, Credit, No Credit” and inclusion of “1-5 units high school elective credit” under hours	
#I06-04-05-02 TRST 0037 “High School Learning Lab” (Noncredit) Revisions of method of grading from “Letter Grade” to “A,B,C, Credit, No Credit” and inclusion of “variable high school credits” under hours	
#I06-04-05-03 TRST 0039 “ABE/Pre-GED Preparation” (Noncredit) Revisions of method of grading from “Non Credit Grading” to “A, B, C, Credit, No Credit” and inclusion of “1-5 high school elective credit” under hours	
#I06-04-05-04 TRST 0040 “GED Preparation” (Noncredit) Revisions of method of grading from “Non Credit Grading” to “A, B, C, Credit, No Credit” and inclusion of “1-5 high school elective credit” under hours	
#I06-04-05-05 TRST 0041 “Math Skills Lab” (Noncredit) Revisions of method of grading from “Non Credit Grading” to “A, B, C, Credit, No Credit” and inclusion of “1-5 high school elective credit” under hours	
#I06-04-05-06 TRST 1200 “Academic Reading I” (Noncredit) Revisions of course title from “Language Arts – Reading 1”, method of grading from “letter or CR/NCR” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school elective credit” under hours	
#I06-04-05-07 TRST 1300 “Vocabulary and Spelling” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit”, units from “0” to “1-5 credits”, hours from “36-180” to “90-180 (1-5 high school elective credit)”	
#I06-04-05-08 TRST 1301 “Academic Writing 1” (Noncredit) Revisions of course title from “Language Arts: Writing 1”, method of grading from “Letter or CR/NCR” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school elective credit” under hours	
#I06-04-05-09 TRST 1400 “Math Skills Development 1” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “36-180” to “90-180 (1-5 high school elective credits)”	
#I06-04-05-10 TRST 2200 “Academic Reading/Writing 2” (Noncredit) Revisions of course title from “Language Arts Reading/Writing 2”, method of grading from “Letter or CR/NCR” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school elective credits” under hours	
#I06-04-05-11 TRST 2201 “Academic Reading/Writing 2.5” (Noncredit) Revisions of course title from “Language Arts Reading/Writing 2.5”, method of grading from “Letter or CR/NCR” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school elective credits” under hours	

Curriculum Committee (continued)

#I06-04-05-12 TRST 2400 “Math Skills Development 2” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “36-180” to “90-180(1-5 high school elective credits)”	
#I06-04-05-13 TRST 2500 “Career and Personal Income Management” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school elective credits” under hours.	
#I06-04-05-14 TRST 3300 “Literature & Composition” (Noncredit) Revisions of course title from “High School English-Literature & Composition”, method of grading from “Letter or CR/NCR” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school credit” under hours	
#I06-04-05-15 TRST 3401 “Beginning Algebra” (Noncredit) Revision of hours from “90 hours” from “90 hours (1-5 high school credit)”	
#I06-04-05-16 TRST 3500 “U.S. History 1” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school credits” under hours	
#I06-04-05-17 TRST 3501 “U. S. History 2” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school credits” under hours	
#I06-04-05-18 TRST 3502 “Civics” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “54-90” to “90 (1-5 high school credits)”	
#I06-04-05-19 TRST 3503 “Economics” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “54-90” to “90 (1-5 high school credits)”	
#I06-04-05-20 TRST 3505 “Focus on the Future” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “30-180” to “90 (1-5 high school credits)	
#I06-04-05-21 TRST 4600 “Pre-Vocational Foundation Skills” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school credit” under hours	
#I06-04-05-22 TRST 4604 “Vocational Foundation Skills” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and inclusion of “1-5 high school credits” under hours	
#I06-04-05-23 TRST 4601 “On the Job Communication Skills” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “54-180” to “54-90 (1-5 high school elective credit)”	
#I06-04-05-24 TRST 0036 “Reading/Writing Lab” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “36-540” to “90-180 (1-5 high school elective credit)”	
#I06-04-05-25 TRST 3504 “General Science” (Noncredit) Revisions of method of grading from “Noncredit grading” to “A,B,C, Credit, No Credit” and hours from “54-180” to “90 (1-5 high school credit)”	
ADJOURNMENT	2:55 PM
ROLL	
Present: John Batty-Sylvan, Tom Boegel, Barbara Cutten, Bob Davis, Brian Ellison, Ray Gamba, Joann Hendricks, Maria Heredia, Thomas Hetherington, Muriel Meunier-Fiebelkorn, Sirous Monajami, John Odell (Chair), Ni Peterkofsky, Mo-Shuet Tam.	
Excused: Leonard Arnold , Nicholar Chang, Theresa Gensler, Veronica Hunnicutt, Todd Rigg.	
Absent: Terry Hall, MaryLou Leyba-Frank, Bruce Smith, Debra Stewart.	

Mandated contents. In courses that have mandated (e.g. certification, etc.), departments are required to revise the course outline each time the mandated content changes.

Multicultural perspective. When appropriate, outline preparers are encouraged to include in the contents section reference to a multicultural approach to the course material.

Caution. The instructor (department) is responsible for the content of its courses and the documentation of that content in the course outline of record. Using the contents table from a textbook as the Contents section of a course outline may cause problems with the course and/or the course outline. Selecting a different or revised textbook may cause the course outline to become out of date. As the course outline of record states what the department specifies is to be the contents of a course, instructors are required to cover, at a minimum, the topics listed in the outline.

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<p>A. Assignments</p> <ol style="list-style-type: none"> 1. Oral and/or written exercises which require students to analyze, transform, contrast, and, in general apply the principles introduced in each lesson. These may include: <ol style="list-style-type: none"> a. Reading of dialogs, b. Substitution drills c. Question/answer exercises d. Dictation and listening comprehension exercises 2. Composition: Students may be required to demonstrate the knowledge acquired by preparing and delivering brief presentations with written and/or oral components and/or short written compositions. 3. ...
<p>A. Assignments</p> <ol style="list-style-type: none"> 1. Weekly reading assignments and class discussions of course materials. 2. Weekly one or two page reading report or quiz on the assigned reading. 3. Historical autobiography on a topic related to individual and family history, chosen from topic lists distributed by the instructor. 4. <u>Research assignments in preparation for the research project, such as attending library research skills workshops.</u> 5. Research paper on a selected topic approved by the instructor. Students will submit a written topic proposal, including a brief outline and bibliography. 6. ...
<p>A. Assignments</p> <ol style="list-style-type: none"> 1. Written reports on observations of live professional music performances such as a symphony, opera, ballet, chamber music, jazz or world music concert. 2. Group discussion questions on relevant class issues such as, “How are these two works different?”, “Describe the spirit, mood and feeling of these two contrasting works.”, “Which of these two works would be more difficult to play and why?” and “What is this music describing?” 3. ...
<p>A. Assignments</p> <ol style="list-style-type: none"> 1. Installing and configuring software. 2. Creating of user profiles. 3. Monitoring of system performance. 4. ...

Critical thinking. Degree-applicable courses must include tasks/assignments that require students to think critically and apply concepts taught in the course.

Information Competency. With some exceptions, degree-applicable courses should require students to demonstrate information competency by completing a research project that includes evaluation of printed and electronic sources, and proper citation and format.

2.11 Technology mediated courses (Distance Education)

City College of San Francisco currently has two primary types of technology mediated courses: Telecourse (television broadcast) and Online (Internet server). Technology mediated courses can use a combination of media and non-media formats (classroom, television, and online).

Unit value. Technology mediated classes do not have to meet the 16 hours per unit ratio required of credit classes taught in other modes. To determine the unit value of technology mediated courses via *television*, the following "rule of thumb formula" can be used:

1. Double the hours of viewing. (For example, if there are 12 hours of viewing, it becomes 24 hours.)
2. Double the hours of viewing to account for preparation, conferencing, materials production, reviews, etc. (Again 12 viewing hours equates to 24 hours.)
3. Total the hours spent in orientation, review, and testing when the instructor meets with the class. (For example, an orientation of 2 hours, a midterm review of 1 hour, a midterm exam of 1 hour, a final review of 2 hours, and a final exam of 2 hours total an additional 8 hours.)
4. Add the total in A, B, and C to ascertain the number of hours on which to base course units. (In the examples above, the total would be 56 hours or three units.)

In assigning units, special circumstances inherent in the production of technology mediated courses should always be taken into consideration, and committees should not apply rigid formulas in assigning unit value to courses.

Technology mediated courses that are sections of existing courses carrying the same course number, must be offered for the same unit value as all other sections of the course, even if this means having to develop additional materials in the technology mediated mode.

Addendum. Proposals for technology mediated courses must include an addendum which provides the information specified below. Please use the format shown in. Please begin each response by restating the question. Use additional pages as needed.

Approval. Title 5 requires that each technology mediated course be approved as a Curriculum Committee agenda item.

Outline Age. Preparers of TMI sections are strongly encouraged to base their proposals on course outlines that conform to current guidelines and format. As a condition of approval, departments presenting TMI's based on outlines more than six years old must bring an updated version of the outline, conforming to current standards, to the Committee for approval no later than the end of the following semester.

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