



College Curriculum Committee

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Curriculum Committee Minutes – December 05, 2007

Call To Order	1:39 PM
Approve minutes of the November 14, 2007 meeting	Approved
Announcements	Chair Tom Boegel, who was recently appointed Interim Dean of Curriculum, announced that the committee would elect a new chair at the end of the meeting.

New Business	
Engineering & Technology Department (Fabio Saniee)	
#P07-12-05-01 BTEC 222 "Biotech Calibration and Validation" (1 unit) New permanent course	Approved with Stipulations: IV.A. Strike "various", add "to each other" to end. VI.B.1.a. Strike second sentence VI.C. Use correct section header VII. Use correct Title 5 citation
#P07-12-05-02 CAD 181 "Introduction to Computer Aided Drafting – CAD I" (3 units) Revisions of repeatability from "0" to "1"	Approved
#P07-12-05-03 BTEC 5 "Briefings in Biotechnology" (1 unit) Revisions of repeatability from "0" to "1"	Withdrawn

#P07-12-05-04 ET 104 "Introduction to Engineering Drawing and Manufacturing" (2 units) Revisions of current hours from "2 Lec, 3 Lab" to "1 Lec, 3 Lab" and units from "3" to "2"	Approved with Stipulations: I.A.1. Insert "Minor" before "Revision", insert "5" after "December" II.B. Strike "Units" after "2" II.D. Correct spelling of "Prerequisite"
#P07-12-05-05 Bioprocess Instrumentation and Control New certificate	Approved with Stipulations: Replace "The following courses..." with "Recommended electives"
#P07-12-05-06 Major in Electronic Engineering Technology Revision of major	Approved with Stipulations: Strike "ENGN 3" Adjust unit total
#P07-12-05-07 Major in Mechanical-Engineering Technology Revision of major	Approved with Stipulations: Strike "ENGN 3"
#P07-12-05-08 Certificate in Biomanufacturing Revision of certificate	Approved with Stipulations: In admission paragraph, insert "and" after "108B", and specify that the biology and chemistry recommendations are high school level.
#P07-12-05-09 Certificate in Biotechnology Revision of certificate	Approved with Stipulations: Strike "Admission" from description Enumerate recommended preparation 1-2-3
#P07-12-05-10 Certificate in Stem Cell Technology Revision of certificate	Approved with Stipulations: Strike "Admission" from description
Licensed Vocational Nursing Department (Linda Johnson)	
#P07-12-05-11 VOCN 26 "Restorative Nurse Assistant" (1 unit) New limited course	Approved with Stipulations: Insert appropriate footer VI.A. Delineate between in-class and out-of-class assignments

#P07-12-05-12 VOCN 41E "Anatomy and Physiology" (3 units) Revisions of catalog description, course outcomes, and course content	Approved with Stipulations: I.A. Update to December 2007 II. Enumerate items A-G Insert appropriate footer VI.A. Delineate between in-class and out-of-class assignments
Architecture Department (Olallo Fernandez)	
#P07-12-05-13 CM 240 "Construction Cost Estimating" (3 units) New permanent course	Approved
Fashion Department (Diane Green)	
#P07-12-05-14 FASH 33 "Design Portfolio in Fashion" (3 units) Revisions of hours from "1 Lec/3 Lab" to "3 Lec" and units from "2 to "3"	Approved
Business Department (David Dore)	
#P07-12-05-15 SECY 9407 "Computer Keyboarding: The Numeric Keypad" (Noncredit) New permanent course	Approved with Stipulations: III. Replace "is placed in" with "on" Footer. Check pagination
#P07-12-05-16 COMP 9957 "Photoshop Elements I" (Noncredit) New permanent course	Approved with Stipulations: IV.F. Strike "s" from "prints" VI.A.4.a. Strike "a" Footer. Check pagination
#P07-12-05-17 COMP 9958 "Photoshop Elements II" (Noncredit) New permanent course	Approved with Stipulations: VI.A.4.a. Strike "a" Footer. Check pagination
#P07-12-05-18 COMP 9959 "Photoshop Elements" (Noncredit) New permanent course	Approved with Stipulations: V.G. Enumerate items below 1-3 VI.A.4.a. Strike "a" Footer. Check pagination
#P07-12-05-19 COMP 9905 "Intro to Windows for MS Office Applications" (Noncredit) Revisions of catalog description, course outcome, course contents and course title from "Computer Applications Introduction"	Approved with Stipulations: V.A.3. Merge content of 'a' below VI. Demote items D and E to 2 and 3, under C

<p>#P07-12-05-20 COMP 9889 “Intro to MS Applications for Business” (Noncredit) Revisions of catalog description, course outcome, course contents and course title from “Computer Overview/Applications”</p>	<p>Approved with Stipulations: V.A.1. Strike item V.A.3. Merge content of ‘a’ below Footer. Check pagination</p>
<p>#P07-12-05-21 COMP 9900 “Microsoft EXCEL – Beginning” (Noncredit) Revisions of catalog description, course outcome, course contents and course title from “Spreadsheet – Beginning”</p>	<p>Approved with Stipulations: III. Strike “Microsoft Excel – Beginning” VI. Demote item “D” to “3”</p>
<p>#P07-12-05-22 COMP 9904 “Microsoft EXCEL – Intermediate” (Noncredit) Revisions of catalog description, course outcome, course contents and course title from “Spreadsheets – Intermediate”</p>	<p>Approved with Stipulations: III. Strike “Microsoft Excel – Intermediate” V.F.1. Merge content of ‘a’ below VI. Demote item “D” to “3”</p>
<p>#P07-12-05-23 COMP 9245 “Windows Essentials for MS Office Application” (Noncredit) Revisions of catalog description, course outcome, course contents and course title from “Introduction to Computers/Operating Systems”</p>	<p>Approved with Stipulations: V.A.2. Merge contents of ‘a’ below</p>
<p>#P07-12-05-24 COMP 9857 “MS Office Business Applications w/ Simulated Projects” (Noncredit) Revisions of catalog description, course outcome, course contents and course title from “Micro Business Applications”</p>	<p>Approved</p>
<p>#P07-12-05-25 Basic Computer Skills – Beginner New certificate</p>	<p>Approved with Stipulations: Change title to “Basic Business Computer Skills – Beginner” Change Advisory to “Eligibility for ESL 5/6”</p>
<p>#P07-12-05-26 Basic Computer Skills – Intermediate New certificate</p>	<p>Approved with Stipulations: Change title to “Basic Business Computer Skills – Intermediate” Update reference to certificate title in description Change Advisory to “Eligibility for ESL 5/6”</p>

#P07-12-05-27 Web Page Basics New certificate	Approved with Stipulations: Change title to “Business Web Pages – Basics” Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-28 Web Page Specialist New certificate	Approved with Stipulations: Change title to “Business Web Pages – Intermediate” Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-29 Desktop Publishing Basics New certificate	Approved with Stipulations: Change title to “Business Office Publishing Basics” Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-30 Desktop Publishing Specialist New certificate	Approved with Stipulations: Change title to “Business Office Publishing Specialist” Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-31 Basic Office Support Skills New certificate	Approved with Stipulations: Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-32 MS Office Specialist New certificate	Approved with Stipulations: Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-33 Basic Word Processing New certificate	Approved with Stipulations: Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-34 Advanced Word Processing New certificate	Approved with Stipulations: Change “net wpm” to “wpm net” Change Advisory to “Eligibility for ESL 5/6”

#P07-12-05-35 Excel Basics New certificate	Approved with Stipulations: Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-36 Excel Specialist New certificate	Approved with Stipulations: Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-37 Basic Accounting Concepts New certificate	Approved with Stipulations: Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-38 Basic Computerized Accounting New certificate	Approved with Stipulations: Clarify course options Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-39 Specialized Accounting Skills New certificate	Approved with Stipulations: Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-40 Customer Service Skills New certificate	Approved with Stipulations: Change Advisory to “Eligibility for ESL 5/6”
#P07-12-05-41 English for Business New certificate	Approved with Stipulations: Strike “Optional” in front of “Electives” Correct hour total Change Advisory to “Eligibility for ESL 5/6”

Matriculation Office (Carl Jew and Kitty Moriwaki presenting subcommittee recommendations for Prerequisites, Corequisites, and Advisories)

Cinema Department (Lidia Szajko)

#M07-12-05-01 CINE 61 “Sound for Motion Pictures II” Prerequisite: CINE 60 “Sound for Motion Pictures I”	Approved
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Licensed Vocational Nursing Department (Chita Torres)	
#M07-12-05-02 VOCN 26 "Restorative Nurse Assistant" Prerequisite: Current California Certified Nurse Assistant (CNA) Certification Corequisite: Current satisfactory employment as a CNA in a community-based skilled nursing facility Advisory: ENGL L "Individualized Instruction in Basic Reading Skills" or ESL 140 "High-Intermediate Academic ESL" and One year experience as a CNA in long-term care, and Physical strength and flexibility sufficient to provide restorative activities for patients	Approved

Informational Items	
Fashion Department (Diane Green)	
#I07-12-05-01 FASH 64 "Fashion Surface Design" (3 units) Revision of course title from "Surface Design"	Noted
Business Department (David Dore)	
#I07-12-05-02 COMP 9920 "Using Microsoft Expression Web for Basic Web Pages" (Noncredit) Revisions of course title from "Using FrontPage for Basic Web Pages"	Noted

Special Business	
Election of Curriculum Committee Chair	Barbara Cutten was elected Curriculum Committee Chair for the Spring 2008 semester.

Adjournment	3:00 PM
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Roll
Present: Nicole Ammon, Deanna Abma, Benjamin Bacsiera, John Batty-Sylvan, Tom Boegel, Barbara Cutten, Bob Davis, Theresa Gensler, Steven Glick, Maria Heredia, Veronica Hunnicutt, Carl Jew, MaryLou Leyba, Muriel Meunier-Fiebelkorn, Glen Moriwaki, Todd Rigg Carriero, Maria Salazar, Bruce Smith, Debra Stewart, Mo-Shuet Tam, Yolanda Tasso
Excused: Joann Hendricks, Ni Peterkofsky
Absent: (none)