



## CURRICULUM & INSTRUCTION COUNCIL

April 20, 2012  
9:00 A.M.

IWV Administrative Conference Room #212MB

### MINUTES

**Attendees:** Claudia Sellers (Chair), Corey Marvin, (V.P. Academic Affairs), Scott Cameron, Cliff Davis, Annette Hodgins, Bill Locke, Jan Moline, Karen O'Connor, Mary Peoples, Lisa Darty, Lucila Gonzales-Cirre, Matthew Jones, Loren Sandvik, John Stenger-Smith, Norman Stephens

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### Review and approval of CIC meeting minutes for the following dates:

**Minutes Dated:** April 6, 2012

**Corrections:** None.

**Action:** Approved.

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### CIC BUSINESS

#### ❖ Review by Absent CIC Members was noted from the April 6<sup>th</sup> Minutes

Members were reminded of the new adoption. If a CIC member is not present at the initial review of a proposal, they cannot make recommendations at the final review unless it is a legal issue.

#### ❖ Members at Large

Member at large discussion was missed at the last Senate meeting. Received interest from Sarah Brown and Vivian Baker; new faculty would be great candidates.

Claudia will place a call out for a Mathematics and Science representative for next year, since Scott Cameron will be teaching on Fridays next semester.

#### ❖ Program Core Course Listing

The committee may need a rule either to have programs list prerequisite courses or not list prerequisite courses, in order for the programs to be consistent.

The standard language required in all programs clearly indicates:



*Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure, or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit the documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*

- **New Repeatability Language**

There are new changes to the repeatability rule as follows:

**§ 55041. Repeatable Courses**

- (a) Districts may only designate the following types of courses as repeatable:
  - (1) Intercollegiate academic or vocational competition where the course is part of a district sanctioned competitive activity,
  - (2) Intercollegiate athletics, and
  - (3) Courses that are part of a sequence of transfer courses required by CSU or UC for completion of a bachelor's degree.
- (b) The district must identify all courses which are repeatable and designate such courses in its catalog.
- (c) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.
- (d) The governing board of a district designating a course as repeatable because it is part of a sequence of transfer courses required by CSU or UC for completion of a bachelor's degree must retain supporting documentation that verifies the CSU or UC sequence of transfer courses requirement. The supporting documentation must be retained by the district as a Class 3 record basic to audit as required by section 59020 et seq.
- (e) Notwithstanding the limitations above, apportionment will be limited as set forth in section 58161.

What's new about it is this: NO course that we offer can retain its repeatability status except intercollegiate athletics and (in another section) legally mandated training courses. Any OTHER course that we deem as repeatable has to fall under 55041.a.3 above and be backed up by evidence that shows it is part of a sequence of transfer courses required by CSU or UC for completion of a bachelor's degree. And even THEN, the course is repeatable (another section) only four times. That's my take on this language on a first reading and from the reaction I've seen on the CIO listserv. Heather may have more information from her list-serves.

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## Digital Animation Certificate of Achievement

**Presenter:** Lisa Darty

**Description:** Inactivation

**Review:** Final

**Discussion:** The department had thought this program was already inactivated with the degree. This program is too expensive to run and we can not successfully run the program without the updated resources, in order to have successful student completers. As the program developed, the field developed so quickly we could not produce people available for the field in the time needed. This was originally a grant funded program. Students now need to have a Bachelors degree in order to compete for a position in the field. Our students were competing against students from private academies and four-year institutions.

**Recommendations:** None.

**Action:** Approved for a final review.

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## Kinesiology Associate of Arts for Transfer Degree

**Presenter:** Bill Locke

**Description:** Non-Substantial change to PHED AA

**Review:** Final

**Discussion:** There was a recommendation to the description, since the second paragraph was listed two times in the document. This has been corrected.

This Kinesiology Transfer Model Curriculum requires a lot of science courses that we currently have in our catalog. There are no additional costs for this new addition. It was noted that all of the courses double count for GE, except PHED C101. Heather will submit PHED C101 at the next cycle for consideration; if approved then all of the courses will be GE applicable.

Bill presented a list of degree majors and programs for reference. This document shows where this AA-T aligns.

Many of our students are requesting a program to transfer into Physical Therapy programs. This program will give them a path to follow.

**Recommendations:**

- It was questioned if a discussion took place with a CSU transfer institution. Bill did send an e-mail to CSU Bakersfield but has not received a response. When these degrees come forward we need documentation to show that there has been a discussion. It was recommended to try CSU San Bernardino; they are more responsive. Bill will send out another e-mail to CSU Bakersfield and a new message to CSU San Bernardino.
- There has been a subtle modification to these AA-T and AS-T programs. They no longer guarantee admittance to transfer institutions.

**Action:** Bill will e-mail Claudia a copy of the Degree Majors and Program reference list he shared with the committee today.  
Approved for a final review.

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**PHED C101 Introduction to Kinesiology**

**Presenter:** Bill Locke

**Description:** Revision

**Review:** Final

**Discussion:** This is the course that Heather will submit at the next cycle to request GE approval. There were no recommendations at the first review.

**Recommendations:** None.

**Action:** Approved for a final review.

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**PHED C171 Intercollegiate Volleyball I**

**Presenter:** Bill Locke for Kim Kelly-Schwartz

**Description:** New

**Review:** Final

**Discussion:** They are currently trying to hire a coach. Since coaching is listed in the minimum qualification area, this course is not part of the program.

The Student Learning Outcomes have all of the recommended changes from the first review completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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## **Liberal Arts: Social and Behavioral Science Associate of Arts Degree**

**Presenter:** Norman Stephens

**Description:** Revision

**Review:** Final

**Discussion:** All recommendations from the previous review have been completed to the Program Learning Outcomes and standard language of the document.

Anthropology continues to be included in the description for students intending to transfer as a major. Heather explained to the members of this committee, at the last meeting, the courses apply for IGETC and they relate to the UC systems. Since these subjects listed do not have 18 units of lower division available at Cerro Coso, this allows the student flexibility

### **Recommendations:**

- Program Summary:
  - Questioned how the Library resources are used?
  - What data bases are used?
    - For Psychology the PSYC LIT database is used.
- Look into more resources for students.
  - Did discuss with Julie Cornett and she would like to do an inventory.
  - There are rarely new textbook changes or new texts.
  - All texts need to be current. There are physical and e-books. But need to research the adequacy of databases. Julie is trying to grow the e-resources.
  - History and Political Science are okay, but the other areas need to be new or updated resources.
- This is an area all departments cannot take for granted anymore. All of the resources need to come together. This information drives resource allocation.
- Recommend the first step would be to go to your faculty to see what they need. This is important for the program review that is coming up next year. You need to get feedback from your faculty during the summer.

**Action:** Approved for a final review.

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**BIOL C251      Human Anatomy**

**Presenter:** Claudia Sellers

**Description:** Revision

**Review:** Final

**Discussion:** The only recommendation was to add the lab component to the detailed topical outline. That has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**CHEM C221      Organic Chemistry I**

**Presenter:** John Stenger-Smith

**Description:** Revision

**Review:** Final

**Discussion:** The minor correction from the previous review has been completed

**Recommendations:** None.

**Action:** Approved for a final review.

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**HIST C131H      History of the United States I: Honors**

**Presenter:** Matthew Jones

**Description:** Revision

**Review:** Final

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**HIST C132            History of the United States II**

**Presenter:**            Matthew Jones

**Description:**        Revision

**Review:**              Final

**Discussion:**        All recommendations have been completed.

**Recommendations:** None.

**Action:**              Approved for a final review.

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**HIST C132H        History of the United States II: Honors**

**Presenter:**            Matthew Jones

**Description:**        Revision

**Review:**              Final

**Discussion:**        All recommendations have been completed.

**Recommendations:** None.

**Action:**              Approved for a final review.

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**Business Office Technology Certificate of Achievement**

**Presenter:**            Karen O'Connor

**Description:**        Revision

**Review:**              Final

**Discussion:**        This proposal did not return at the April 6<sup>th</sup> meeting since Karen was not available. This revision is to remove BSAD C100 from the list of core courses and add BSOT C100. The work experience courses have also been removed from the list of courses.

**Recommendations:**

- The main reason for this proposal is to have BSOT C100 and not BSAD C100 listed for this program in the catalog.



- The new catalog has been approved by the Board of Trustees.
- The next catalog will not be available until next spring.
- Only ten annual completers are shown in the program summary.
- It was questioned at the first review why *all* the levels of courses are listed. Students can do a prerequisite challenge if just the highest level is listed.
  - By listing all of the levels as required core, a student that has experience in the topic would need to do a Waiver Request to avoid having to take the prior level(s). A Waiver Request is a longer process for the student to complete. It can take up to a year for a student to receive approval on a Waiver Request.
  - Even though the department has never had a student not want to take all three levels, why does the department not simply list the highest level especially since the advanced levels require the previous levels as requisites? If the highest level is listed, then students can challenge the requisites and immediately continue. This is better for the students.
  - Why not simply list the highest level as required in order for the program to be more flexible for the students?
  - This would require fewer units for the students. There is the standard language in the description that states the following:
    - *Some courses within the major may have a required prerequisite. If you feel you have equivalent knowledge and skills to those included in the prerequisite course through professional experience, licensure, or certification, you have the opportunity to submit a Prerequisite Challenge to be reviewed by the faculty chair. For the Prerequisite Challenge to be considered, you must submit the documentation/verification to substantiate the basis for the challenge. Please consult a counselor for more information regarding Prerequisite Challenge.*
  - Remove the beginning and intermediate Word courses listed, and the beginning Excel and Access courses listed.
- This certificate is to return in fall with the recommendation to remove the lower level courses.

**Action:** Approved for a final review.

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## **Business Office Technology Associate of Science Degree**

**Presenter:** Karen O'Connor

**Description:** Revision

**Review:** First



**Discussion:** This proposal did not return at the April 6<sup>th</sup> meeting since Karen was not available. This revision is to remove BSAD C100 from the list of core courses and add BSOT C100. The work experience courses have also been removed from the list of courses.

**Recommendations:**

- Same recommendation as listed above for the Certificate of Achievement
  - This program is to return in fall with the recommendation to remove the lower level courses.

**Action:** Approved for a first review.

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**CSCI C079**      **Special Topics in Computer Science**  
**CSCI C081**      **Special Topics in Computer Science**  
**CSCI C083**      **Special Topics in Computer Science**

**Presenter:** Karen O'Connor

**Description:** Deletions

**Review:** First

**Discussion:** Special Topic courses are no longer offered.

**Recommendations:** None.

**Action:** Approved for a first review.

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**PARA C120**      **Introduction to Legal Research**

**Presenter:** Karen O'Connor

**Description:** Deletion

**Review:** First

**Discussion:** This course was replaced with a combined course and is no longer program applicable.

**Recommendations:** None.

**Action:** Approved for a first review.

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**HCRS C130      Communication in Healthcare**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to add an advisory of Reading Level 1 and Writing Level 2.

A committee member questioned why this course is only advising students with writing level two. Annette indicated this is a communication course and the students write in medical brief form.

This new course is part of the new program being presented today, so created these as 100 level courses.

**Recommendations:**

- Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.
- Content Review: Change to Writing Level 1.
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.
- This will be a change for all of the department's new courses coming forward today.

**Action:** Will return for a final review.

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**HCRS C131      Medical Law and Ethics for Medical Assistants**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to change the requisite to Reading Level 1.

**Recommendations:**

- Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.
- Content Review: Change to Writing Level 1.
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C132      Electronic Health Record**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Second

**Discussion:** The only recommendations at the first review were to change the last sentence of the description and to add advisories.

**Recommendations:**

- Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.
- Content Review: Change to Writing Level 1.
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C133      Medical Office Procedures**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was in the Detailed Topical Outline, under item #E-6 added *or other technology*.



**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C134      Medical Insurance and Billing**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** There were no recommendations to this course at the first review.

**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C135      Basic ICD and CPT Coding**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** There were no recommendations to this course at the first review.



**Recommendations:**

- ~~• Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~• Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C136      Clinical Medical Assisting I**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to change to Reading Level 1 and change Student Learning Outcome #7 to, “Perform procedures which include...”

**Recommendations:**

- ~~• Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~• Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C137      Clinical Medical Assisting II**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to change Student Learning Outcome #3 to, “Perform medical assisting...”

**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C138 Medication Administration for Medical Assisting**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Second

**Discussion:** The only recommendations at the first review was to change the description to present tense, change the wording in Student Learning Outcome #1 to, “Calculate accurate occupational mathematics...”, and add a question mark to the end of the last sentence in the out of class assignments.

**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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## **HCRS C139      Laboratory Procedures**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to change the description to present tense, and the first sentence should read, “This introductory laboratory course...”

**Recommendations:**

- Description: Still need to correct first sentence to, “This introductory laboratory course...”
- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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## **HCRS C142      Medical Assistant Administrative Externship**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to change the title to externship to relate to the course description, correct Student Learning Outcome #4 to, “Demonstrate OSHA Standard precautions...”, and change the prerequisite from *or* to *and*.

The requisite area in CurricUNET allows us to move the Limitation of Enrollment area to the top of the requisite listing. But there is no option to save and once *finish* is clicked, the listing is changed back to listing the prerequisite first, next the co-requisite and the Limitation of Enrollment last.

The Delivery Methods and Distance Education area does not allow the proposer to check *other* for the volunteer work students would do for this course.

**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.

**Action:** Will return for a final review.

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**HCRS C143      Clinical Externship for the Medical Assistant**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Second

**Discussion:** The only recommendation at the first review was to correct Student Learning Outcome #4 to, “Demonstrate OSHA Standard precautions...”, and indicate face-to-face only on the Distance Delivery form.

The requisite area in CurricUNET allows us to move the Limitation of Enrollment area to the top of the requisite listing. But there is no option to save and once *finish* is clicked, the listing is changed back to listing the prerequisite first, next the co-requisite and the Limitation of Enrollment last.

The Delivery Methods and Distance Education area does not allow the proposer to check *other* for the volunteer work students would do for this course.

**Recommendations:**

- ~~Requisites: Since the out of class assignment area requires a paper and due to the level of this course; it needs to be consistent with other courses. Change to Writing Level 1.~~
- ~~Content Review: Change to Writing Level 1.~~
- General Education/ Transfer Applicability: Validation of 100 level courses for our local CSU Transfer designation is to enter three comparable courses from a CSU or UC in the General Education/ Transfer Applicability area in CurricUNET. Jan Moline will assist in completion of this area.



**Action:** Will return for a final review.

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## **Medical Assisting Associate of Science Degree**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** First

**Discussion:** All of the new course proposals reviewed today will be in this program. We have local Job Skills Certificates that will be replaced with this program that will be submitted for State approval. Once approved by the State we will be able to count completers. Completion of this program allows students to be prepared for the California Certifying Board for Medical Assistants (CCBM) exam. This exam is recommended for all students and these courses are in conjunction with the CCBMA exam.

**Recommendations:**

- Description: The last sentence of the first paragraph should be removed.
- Program Learning Outcomes:
  - PLO-A: Remove "...to become lifelong learner in order..."
  - PLO-B: The student success for program
  - Discuss this area with Suzie for guidance.
- Planning Summary: Need more information regarding resources.

**Action:** Approved for a first review.

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## **Administrative Medical Assisting Certificate of Achievement**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** First

**Discussion:** This 20.5 unit Certificate of Achievement covers the Administrative portion of Medical Assisting.

**Recommendations:**

- Description: The last sentence of the first paragraph should be removed.
- Program Learning Outcomes: Discuss this area with Suzie for guidance.
- Planning Summary: Need more information regarding resources.

**Action:** Approved for a first review.

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## Clinical Medical Assisting Certificate of Achievement

**Presenter:** Annette Hodgins

**Description:** New

**Review:** First

**Discussion:** This 20.5 unit Certificate of Achievement covers the Clinical portion of Medical Assisting.

**Recommendations:**

- Description: The last sentence of the first paragraph should be removed.
- Program Learning Outcomes: Discuss this area with Suzie for guidance.
- Planning Summary: Need more information regarding resources.

**Action:** Approved for a first review.

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## Studio Arts Associate of Arts for Transfer Degree

**Presenter:** Loren Sandvik

**Description:** Non-Substantial Change to replace Fine Arts AA

**Review:** Final

**Discussion:** The only item pending was the articulation component. This has been received from Heather Ostash and attached to this proposal.

There has been a recent change to these AA-T and AS-T proposals. They no longer guarantee admission for transfer. This proposal only indicates that it *prepares* students, so it is fine.

**Recommendations:**

- Planning Summary Library Resource:
  - Add the information from the unit plan.
  - Match the faculty needs in the narrative with the catalog description document.
  - A narrative needs to be stated regarding resources for students.

**Action:** Approved for a final review.

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## Art Associate of Arts Degree

**Presenter:** Loren Sandvik

**Description:** Inactivation

**Review:** First

**Discussion:** This program is being replaced with the Studio Arts Associate of Arts for Transfer Degree.

**Recommendations:** None.

**Action:** Approved for a first review.

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## Fine Arts Associate of Arts Degree

**Presenter:** Loren Sandvik

**Description:** Inactivation

**Review:** First

**Discussion:** This program is being replaced with the Studio Arts Associate of Arts for Transfer Degree.

**Recommendations:** None.

**Action:** Approved for a first review.

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## Theatre Associate of Arts Degree

**Presenter:** Loren Sandvik

**Description:** Inactivation

**Review:** First

**Discussion:** This program is currently not offered.

**Recommendations:** None.

**Action:** Approved for a first review.

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**FREN C101      Beginning French I**

**Presenter:** Lucila Gonzales-Cirre

**Description:** Update [Correction to agenda]

**Review:** First

**Discussion:** This course was brought forward last fall, but was never finalized. This is an update to the Student Learning Outcomes and textbook only.

Language courses need five units in order to cover what is necessary. Students only need one semester of a language course when it is five units. This is a UC dictation because it includes the cultural aspect. The unit issue for the other language courses is something that will need discussion. We need to be consistent. Inconsistency in unit values will be discussed in fall.

Updates only require one review, if there are no recommendations, and since updates only allow access to the student learning outcomes and textbook area for update they are not submitted to the Board of Trustees.

**Recommendations:** None.

**Action:** Approved for a final review.

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**SPAN C100      Basic Conversational Spanish**

**Presenter:** Lucila Gonzales-Cirre

**Description:** Revision

**Review:** First

**Discussion:** This course gives students some oral experience. It is not a requirement for SPAN C101. This C100 course is more transitional for students.

This revised course is non-repeatable. The detailed topical outline has been revised, so it does not qualify as an update proposal.

**Recommendations:**

- Remove the advisory listed in the description.

- Requisites. This 100 level course needs to indicate Reading and Writing Level 1 to be consistent with this level of course.
- Content Review: This 100 level course needs to indicate Reading and Writing Level 1 to be consistent with this level of course.

**Action:** Approved for a first review.

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**SPAN C171 Intermediate Conversation**

**Presenter:** Lucila Gonzalez-Cirre

**Description:** Revision

**Review:** First

**Discussion:** Revised the description and textbook area.

**Recommendation:** Change title to Intermediate Conversational Spanish

**Action:** Approved for a first review.

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**Psychology Associate of Arts for Transfer Degree**

**Presenter:** Mary Peoples

**Description:** New

**Review:** First

**Discussion:** This program was developed by following the State’s template online.

**Recommendations:**

- There has been a recent change to these AA-T and AS-T proposals. They are no longer guaranteeing admission for transfer. The description for this proposal needs to be corrected.
  - Remove “because it guarantees admission to the CSU system (but not to a particular campus or major).
  - Also remove from the description: Psychology for Transfer will be required to complete **no more than 60 units...**
- You list PSYC C221. We do not have this course on file.
  - Remove as Core course
  - Remove from Matrix
- Planning Summary: Need supporting statements in this area.
  - Consult with Julie Cornett for Library Resource information.

- EBSCOhost has excellent resources. State this information in the resource area, in a three to four sentence narrative specific to this program. Such as the department recently added EBSCOhost and how it benefits the students.
- Attach AA-T Narrative
- Attach completed TMC Template
- Attach Articulation information from Heather

**Action:** Approved for a first review.

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**PSYC C271      Research Methods in the Social and Behavioral Sciences**

**Presenter:** Mary Peoples

**Description:** Reactivation

**Review:** First

**Discussion:** This is a revision to update the information for this course. The detailed topical outline needed to be updated. The course outline was dated, so the course was inactivated last spring.

**Recommendations:**

- TOP Code: Correct to 2003.00- Behavior Science
- Description: The second sentence; could make into two separate sentences or *Overview of research* with colon. Meet with Cliff Davis to revise this area.
- Student Learning Outcome-#2: Clarify. “Identify the research methods appropriate to the hypothesis.”
- Detailed Topical Outline-#2: Correct spelling to *canon*.
- Out of Class Assignments: Questioned narrative.
  - Start example with “The goal of science...”
  - Need to make this area clear for other instructors teaching this course.
  - This is simply an example of students doing an evaluating journal.
  - Delete or indicate this is an example of the self evaluation journal.
- Content Review:
  - “Psychology C101 provides...”
  - “Mathematics C121 provides...”

**Action:** Approved for a first review.

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**Next Meeting:** Date: May 4, 2012  
Location: IWV Administrative Conference Room #212MB

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**Adjournment:** Time: 1:00 P.M.

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**Note taker:** Magi Mauldin

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# CURRICULUM & INSTRUCTION COUNCIL

May 4, 2012  
9:00 A.M.

IWV Administrative Conference Room #212MB

## MINUTES

**Attendees:** Claudia Sellers (Chair), Corey Marvin, (V.P. Academic Affairs), Scott Cameron, Cliff Davis, Annette Hodgins, Bill Locke, Jan Moline, Karen O'Connor, Mary Peoples, Lucila Gonzales-Cirre

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### Review and approval of CIC meeting minutes for the following dates:

**Minutes Dated:** April 20, 2012

**Corrections:**

- BSOT COA: Karen O'Connor requested a change to the section "will return in the fall" to "will return after the updates to the applications courses are completed". Also requested to remove the section that says, "this is better for the students", because whether it's better for students is a subjective opinion. She will be checking into this area further, per Corey's request.
  - Claudia responded the reason she had indicated fall, was to insure the changes would be completed in time for the new catalog. The deadline for the next catalog is this fall.
  - Jan Moline indicated students can also test out of a course for a fee. Corey Marvin indicated these are recommendations from the committee. Claudia indicated that Karen could mull-it-over before she decides what action to take.
- HCRS Course Proposals: These were reviewed so quickly due to the time. Please note that HCRS C130, C131, and C132 are the only courses that needed the Writing Level change.

**Action:** The minutes are approved pending changes.

- ✍ BSOT COA: No changes necessary.
  - ✍ HCRS Course Proposals: Strike recommendation to change the Writing level from all of the proposals except HCRS C130, C131, and C132.
- 

### Art Associate of Arts Degree

**Presenter:** Claudia Sellers for Loren Sandvik

**Description:** Inactivation



**Review:** Final

**Discussion:** This program is being replaced with the Studio Arts Associate of Arts for Transfer Degree.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **Fine Arts Associate of Arts Degree**

**Presenter:** Claudia Sellers for Loren Sandvik

**Description:** Inactivation

**Review:** Final

**Discussion:** This program is being replaced with the Studio Arts Associate of Arts for Transfer Degree.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **Theatre Associate of Arts Degree**

**Presenter:** Claudia Sellers for Loren Sandvik

**Description:** Inactivation

**Review:** Final

**Discussion:** This program is currently not offered.

**Recommendations:** None.

**Action:** Approved for a final review.

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## Business Office Technology Associate of Science Degree

**Presenter:** Karen O'Connor

**Description:** Revision

**Review:** Final

**Discussion:** There is a new product to use for testing out of courses for students completing Beginning Word.

The Program Learning Outcome Assessments do not print on the program description report. The assessments have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **PARA C120 Introduction to Legal Research**

**Presenter:** Claudia Sellers, CIC Chair

**Description:** Deletion

**Review:** Final

**Discussion:** This course was deleted October 10, 2010. This proposal is not necessary.

**Recommendations:** CurricUNET is incorrect in showing this course as active.  
[Corrected course status in CurricUNET - Magi]

**Action:** Tabled.

---

### **CSCI C079 Special Topics in Computer Science CSCI C081 Special Topics in Computer Science CSCI C083 Special Topics in Computer Science**

**Presenter:** Karen O'Connor

**Description:** Deletions

**Review:** Final

**Discussion:** Special Topic courses are no longer offered.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C130      Communication in Healthcare**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Final

**Discussion:** The recommendation at the first review was to list as requisites Reading Level 1, Writing Level 1. Then at the second review the committee recommended it should actually read Reading Level 1, Writing Level 2. Found and made additional corrections needed in the Content Review narratives missed at the last two reviews.

Jan Moline found comparative CSU transfer courses for these proposals, since these are 100 levels. These were presented to the committee for review. This data validates why these courses are written at a 100 transfer level.

**Recommendations:** The intent is for students to have completed ENGL C070, which means a change back to Writing Level 1.

**Action:** Approved for a final review pending change to Writing Level 1. Claudia will make the change to Writing Level 1.

---

**HCRS C131      Medical Law and Ethics for Medical Assistants**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the first review was to change the requisite to Reading Level 1. Then the second review requested the Writing Level to be Level 2 and to validate this course as transfer level. The CSU/UC comparison validates this course as a 100 transfer level.

**Recommendations:** The intent is for students to have completed ENGL C070, which means a change back to Writing Level 1.

**Action:** Approved for a final review pending change to Writing Level 1. Claudia will make the change to Writing Level 1.

---

## **HCRS C132      Electronic Health Record**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Second

**Discussion:** The only recommendations at the first review were to change the last sentence of the description and to add advisories. Then the second review requested the Writing Level to be Level 2 and to validate this course as transfer level. The CSU/UC comparison validates this course as a 100 transfer level.

**Recommendations:** The intent is for students to have completed ENGL C070, which means a change back to Writing Level 1.

**Action:** Approved for a final review pending change to Writing Level 1. Claudia will make the change to Writing Level 1.

---

## **HCRS C133      Medical Office Procedures**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review

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**HCRS C134      Medical Insurance and Billing**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**HCRS C135      Basic ICD and CPT Coding**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C136      Clinical Medical Assisting I**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C137      Clinical Medical Assisting II**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C138      Medication Administration for Medical Assisting**

**Presenter:** Annette Hodgins for Cheryl Gates

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C139      Laboratory Procedures**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The recommendation from the first and second review was to change the description to present tense, correct the first sentence to read, “This introductory laboratory course...”, and validate this course as a 100 level transfer course and this has all been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C142      Medical Assistant Administrative Externship**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**HCRS C143      Clinical Externship for the Medical Assistant**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The only recommendation at the second review was validate this course as a 100 level transfer course and this has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**Medical Assisting Associate of Science Degree**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** The last sentence of the first paragraph has been removed and Program Learning Outcomes A and B have been revised as recommended at the second review. Suzie Ama assisted on revising the Program Learning Outcomes as recommended. Also added Library Resource information.

**Recommendations:**

- PLO-A: change to, “Research online and ...
- Program Matrix:
  - CSCI C070 link to PLO-A was questioned. Annette explained, “...by researching online...emerging trends...”. The students need the understanding and skills from CSCI C070.
  - Could link CSCI C121 and C123 to SLO-A.
    - Proposers need to be careful showing all of the courses needed, when linking in the Program Matrix. If all of the courses are linked to all of the Program Learning Outcomes, then what is the purpose of the course if the other courses complete the same Program Learning Outcomes?
- Planning Summary: Will correct language under Library Resources.

**Action:** Approved for a final review pending changes.

---

## **Administrative Medical Assisting Certificate of Achievement**

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** All recommendations for the second review have been completed. Worked with Suzie Ama on the Program Learning Outcomes as recommended and added the Library Resource information to the Planning Summary.

**Recommendations:**

- PLO-A: change to, “Research online and ...
- Planning Summary Library Resources: Correct sentence to, “*Opposing Viewpoints Resource Center, also available to all Cerro Coso students, draws on the acclaimed social issues series... The database provides access to viewpoint...*”

**Action:** Approved for a final review pending changes.

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## Clinical Medical Assisting Certificate of Achievement

**Presenter:** Annette Hodgins

**Description:** New

**Review:** Final

**Discussion:** All recommendations have been completed.

**Recommendations:**

- PLO-A: change to, “Research online and ...
- Program Matrix: Remove CSCI C070 link to PLO-C.
- Planning Summary: Will correct language under Library Resources.

**Action:** Approved for a final review pending changes.

---

### **SPAN C100 Basic Conversational Spanish**

**Presenter:** Lucila Gonzales-Cirre

**Description:** Revision

**Review:** Final

**Discussion:** All recommendations have been completed for the first review, which was to correct the requisites to Reading and Writing Level 1.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **SPAN C171 Intermediate Conversation**

**Presenter:** Lucila Gonzalez-Cirre

**Description:** Revision

**Review:** Final

**Discussion:** The only recommendation was to change the title to Intermediate Conversational Spanish.



**Recommendation:** The proposer noticed the last sentence in the description needs to be removed since it references an inactivated course.

**Action:** Approved for a final review pending correction to description.

---

## Psychology Associate of Arts for Transfer Degree

**Presenter:** Mary Peoples

**Description:** New

**Review:** Final

**Discussion:** Mary completed all of the recommendations from the first meeting and added the honor sections to the core courses as an option.

It was questioned when the last time PSYC C102 was offered; it has been awhile. This course matches up with the Transfer Model Curriculum and would love to see it offered. It would be more likely that BIOL C105 would be scheduled. In *List B* PSYC C211 is the one course that can be articulated for this section, so removed PSYC C112.

**Recommendations:**

- The Library Resource section will need the same corrections as in the HCRS AS Degree.
- The conversation with transfer partners from Jan Moline need to be included as attachments in CurricUNET.

**Action:** Approved for a final review pending changes.

---

## PSYC C271 Research Methods in the Social and Behavioral Sciences

**Presenter:** Mary Peoples

**Description:** Reactivation

**Review:** Final

**Discussion:** Recommendation to the TOP Code has been completed. Worked with Cliff Davis on the description and used the word hypothesis to clarify Student Learning Outcome #2. Corrections are also completed in the Detailed Topical Outline, Out of Class Assignments, and simplified the Content Review.

**Recommendations:** None.

**Action:** Approved for a final review.

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## CIC BUSINESS

### ❖ Requisite Standard Levels

Corey Marvin indicated the Writing Levels have always been confusing. When we see Writing Level 1, what does it mean? Previous charts used by counseling have been just as confusing in giving a clear definition; so created a new document.

Psychology C101 brought this to our attention. The intent for this course is the student must be *ready for* college level courses. So the course should read Writing Level 2, because they are now prepared for Writing Level 1. Writing Level 2 indicates students have completed ENGL C070 and now have the skills to enter *transfer* level courses.

Mary wants students entering into PSYC C101 to know are APA style, paragraph transition, formatting, punctuation, and the body needs to flow with the content. This is a perfect example and needs to be indicated in the content review narrative.

Cliff felt students need ENGL C101, which is considered Reading *and* Writing Level 1, for most transfer level courses. It would be better for students to have English C101 in order to be prepared to complete a comprehensive term paper. Claudia agreed, for Biology they would want students at Reading and Writing Level 1 in order to be successful their courses.

This area needs to be clear for student success. It would be great if students have ENGL C101 because they would be more likely to succeed. For online courses this would be very important. This group needs to decide what is necessary for the level of the course presented and put it in writing, so CIC can question the intent of the course. There was an earlier discussion in having a check list for CIC members to reference. Claudia will create a template and will present it in fall 2012 to review prior to approval.

The tests score levels are separate from the required course listing. The catalog would be less complicated and more understanding for students if we listed the actual course instead of the Levels required or recommended. As courses come through in fall could start requiring the course to be listed as the requisite instead of the levels. The definition would be successful completion of ENGL C070 the student is ready for transfer level courses. ENGL C101 for higher or 200 level courses.

Some of these are advisories on courses, because listing them as a prerequisite would block some students. Rather than having a blanket statement, we need to change as course is revised; even if minimum needs to be listed as either an advisory or prerequisite. It was felt listing courses as a prerequisite would be a problem for some students to complete Certificates of Achievement. We need to ease into prerequisites versus advisories. This needs to be case-by-case. If the proposer has the data showing the outcomes desired it would be fine to remain listed as an advisory. Also the Content Review narrative is an important document to rationalize why the requisite is listed as an advisory versus a prerequisite and ENGL C070 versus ENGL C101.

There was further discussion regarding the listing of advisories and prerequisites.

- ❖ **100 Level Courses:** If proposals at the 100 level are requiring CSU/UC comparables this is going to be a major clean-up in the CTE area. Our catalog indicates the following:

***Course Code Index:***

***Course Numbers***

*Courses are divided into the following major categories:*

*100-199 Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level (Course-by-course designations of transferability are noted in course descriptions according to the key listed below.)*

CIC needs to clarify this area and make any necessary changes.

- ❖ **Program Learning Outcomes linked to courses in the Program Matrix**

There are less Program Learning Outcomes (five versus twenty in the past) so the information is now condensed, which is difficult in not having courses linked in several areas. If a single course is linked to *all* of the Program Learning Outcomes, then what is the purpose of *all* of those required courses? There needs to be a driving rationale as to why the student would need the course listed. There is a department to department variation. There needs to be communication with Faculty Senate's Student Learning Outcome committee to clarify this area.

- ❖ **Pending Proposals Remaining in Queue**

The committee was presented with a list of courses that did not return for a final review. These courses will be tabled by the CIC Chair. If proposers wish to return with these courses and programs; they will come forward as first reviews.

- ❖ **2012-2013 CIC Chair Vote**

There were no nominations. All were in favor of Claudia Sellers remaining CIC chair for another year.

- ❖ **Members at Large**

Its official, Vivian Baker and Sarah King are the new Members at Large for next year.

- ❖ **Mathematics and Science CIC Member Replacement**

The departments are searching for a new CIC member to represent Mathematics and Science. Dean Bernsten recommended an instructor from one of the other campus sites.

❖ **2012-2013 Meeting dates**

Normally meetings are set on non-flex Fridays according to the schedule on Base. The Board of Trustees has an approved calendar for next year, with specific deadline dates for submissions to Educational Services. These dates are 3-4 weeks prior to the Board Meetings. The first CIC meeting in fall was suggested as Friday, September 7<sup>th</sup>. The committee was in agreement. The remaining meeting dates will be voted on at the first meeting in September.

❖ **CurricUNET**

CurricUNET does not function correctly when there are multiple people set at the same level in the approval queue. If one of the reviews is completed, then the process moves forward and the others do not have access and the queue is considered broken. Having each individual at a separate level; the process will take longer. At our first meeting in fall we need to look at the timeline. Proposals need final CIC approval completed in November in order to be ready for the Board of Trustees in December and the new catalog in January. Proposals can take up to 6-8 weeks to complete the review queue prior to a first review.

This is a big culture shift where it can take up to a year before a course or program can be offered. Also proposals that need to be submitted for CSU-GE, UC, and IGETC approval, those timelines for State submissions and receipt of those approvals need to be considered. Corey will write the language and Claudia will remind faculty to work in a Word document this summer until CurricUNET is fixed.

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**Next Meeting:** Friday, September 7, 2012  
9:00 A.M. – 12:00 P.M.  
Location: IWV Administrative Conference Room 212MB

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**Adjournment:** Time: 11:00 P.M.

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**Note taker:** Magi Mauldin

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## CURRICULUM & INSTRUCTION COUNCIL

November 15, 2013  
8:45 – 11:00 A.M.  
IWV LRC Room 631

### MINUTES

#### **Committee Members in Attendance:**

Bill Locke (Chair), Corey Marvin (V.P. Academic Affairs)  
Vivian Baker, April Browne, Julie Cornett, Cliff Davis,  
Annette Hodgins, Jan Moline, Mary Peoples,  
Joe Slovacek

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#### **Approval of Minutes**

**Minutes Dated:** November 15, 2013

**Recommendations:** None.

**Action:** Approved.

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#### **Associate in Science in Computer Science for Transfer**

**Presenter:** April Browne

**Description:** New

**Review:** First

**Discussion:** The proposer has requested this program be deferred to the next meeting to change from a revision to a new proposal.

**Action:** First review deferred as requested.

---

#### **Computer Information Systems Associate of Science Degree**

**Presenter:** April Browne

**Description:** Revision

**Review:** First



**Discussion:** This proposal has been deferred, pending preliminary review of the Certificate of Achievement.

**Action:** First review deferred as requested.

---

## Information Items

### ❖ Topic: Course Fees

**Discussion:** The chair shared documents with the committee regarding detailing of fees in CurricUNET and the process and listing of costs.

Currently proposals must justify why the course has a fee. In the future we will need to also list a breakdown of how the fees are used for audit reporting.

**Recommendations:** The course and fee justifications need to show on the course outline of record by CurricUNET.

**Action:** Will notify the District CurricUNET representative.

### ❖ Topic: Conditions of Enrollment

**Discussion:** We were not notified of a recent change to CurricUNET. The justification for Conditions of Enrollment must now be attached by uploading a separate document into CurricUNET.

**Recommendations:** This is an extra step in the proposal and review process.

**Action:** Will notify the District CurricUNET representative.

### ❖ Topic: Proposal Preliminary Reviews

**Discussion:** Members of this committee are recommending changes that should be taken care of during the preliminary launch. The department chairs need to review proposals thoroughly prior to approving in CurricUNET.

**Recommendations:** If necessary changes are not made prior to the first review then the proposals will not go forward onto the agenda or be deferred.

❖ **Topic: Program Planning Summary**

**Discussion:** The Planning Summary needs to be consistent for all proposals. This area need to show there has been a conversation with the Learning Resource Chair and facilities. Those areas need to indicate why the recourses are adequate. The department needs to show there has been a discussion with the Librarian, Vice President, and all peoples involved in their areas.

**Recommendations:** May need to design a check-off list or print a copy of the Planning Summary to insure this area is completed properly. Prior approved proposals in the Psychology and Allied Heath are available in G Drive or on the CIC web site and can be used as a reference for this area.

❖ **Topic: Prerequisites**

**Discussion:** Prerequisites need to be revisited every two years. Departments need to be validating justifications. There are models around the State for both in and out of discipline prerequisites for courses.

**Action:** Corey will relook at validation requirements.

❖ **Topic: Inactive Courses**

**Discussion:** All inactive courses on file that have been inactive for two or more years will be deleted. The departments have had two years since inactivation to take further action on these courses.

Each of these courses will need to be launched in CurricUNET to go through the CIC process for deletion.

**Action:** The CIC chair will prepare a list of all courses that have been inactive for two years or more. This will be presented to CIC as a bulk review of deletions in January.

---

**MATH C121      Elementary Probability and Statistics**

**Presenter:** Steve Rogers

**Description:** Revision

**Review:** Second

**Discussion:** This course has an Honors section that will need to be submitted in order this this course to receive a final review.

**Recommendations:**

- Return for a final review with Honors course.
- Joe will check with Steve Rogers regarding the Honors meeting held recently.

**Action:** The second review is deferred pending the Honors course proposal.

---

**LATN C001 Latin for Lifelong Learners**

**Presenter:** Cliff Davis

**Description:** Deletion

**Review:** First

**Discussion:** This course was developed for personal enrichment. This course is no longer offered.

**Recommendations:** None.

**Action:** Approved for a first review.

---

**LATN C101 Elementary Latin I**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** First

**Discussion:** This is a cyclic review according to Title 5. Second levels have been added to the Detailed Topical Outline. The dated text has the justification included.

**Recommendations:** None.

**Action:** Approved for a first review.

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**LATN C102      Elementary Latin II**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** First

**Discussion:** This is a cyclic review according to Title 5. This course was less work in updating. This is the for transfer course to UC's unlike the first level in Spanish.

**Recommendations:**

- Detailed Topical Outline: Correct format in items A and B.
- Textbooks: Remove duplicate information under *Other*.
- Out of Class Assignments: Add more detail.

**Action:** Approved for a first review.

---

**SOCI C131      Sociology of Gender**

**Presenter:** Sarah King

**Description:** Revision

**Review:** Second

**Discussion:** There were no recommendations at the first review.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ENGL C221      World Literature II**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ENGL C222      World Literature III**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** Recommendations to change the advisory to a prerequisites and clarify the text area has been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ENGL C231      Survey British Literature I: Beginning-1785**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review to the Methods of Instruction and requisite area have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**Paralegal Associate of Science Degree**

**Presenter:** Suzanne Ama

**Description:** Revision

**Review:** Second

**Discussion:** The only change to this degree is the addition of PARA C122. The cyclic review for PARA C230 is on the agenda today for review.

**Recommendations:** None.

**Action:** Approved for a final review.

---

## **Paralegal Certificate of Achievement**

**Presenter:** Suzanne Ama

**Description:** Revision

**Review:** Second

**Discussion:** The only change to this degree is the addition of PARA C122. The cyclic review for PARA C230 is on the agenda today for review.

**Recommendations:** None.

**Action:** Approved for a final review.

---

## **PARA C230 Probate Law**

**Presenter:** Suzanne Ama

**Description:** Revision

**Review:** First

**Discussion:** It was questioned if the program and certificate needs to be held for the Board of Trustees. These are course and program revisions and it is not necessary for this Associate of Science Degree and Certificate of Achievement to be held for complete review of this course.

This is a cyclical review of this course according to Title 5. The only change necessary was to update the textbook.

**Recommendations:**

- Out of Class Assignments: Add examples.
- Methods of Evaluation: Add examples.
- Conditions of Enrollment: Indicate what skills the student needs from PARA C112 to be successful in this course.

**Action:** Approved for a first review.

---

**ECON C101 Introduction to Economics**

**Presenter:** Norm Stephens

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ECON C103 Microeconomics**

**Presenter:** Norm Stephens

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations are completed from the first review.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ENGL C232 Survey British Literature I: 1785-Present**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** Under Programs add the *English for Transfer* degree.

**Action:** Recommendation confirmed as completed. Approved for a final review.

---

**ENGL C241      Survey American Literature I: Beginning-1865**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** Under Programs add the *English for Transfer* degree.

**Action:** Recommendation confirmed as completed. Approved for a final review.

---

**CSCI C101      Introduction to Computer Information Systems**

**Presenter:** Matthew Hightower

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ECON C102      Macroeconomics**

**Presenter:** Matt Hightower

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **Associate in Science in Business Administration for Transfer Degree**

**Presenter:** Matt Hightower

**Description:** New

**Review:** Second

**Discussion:** Correction to the Program Learning Outcomes was the only recommendation at the first review and has been completed.

**Recommendations:** Add MATH C121H Honors course to all documents.

**Action:** Recommendation confirmed as completed. Approved for a final review. Matt Hightower is to send a copy of the TMC to Heather for articulation documents for the State.

---

### **ENGL C030 Basic Writing Skills**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

### **MATH C130 Finite Mathematics**

**Presenter:** Steve Rogers

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**MATH C131      Basic Functions and Calculus for Business**

**Presenter:** Steve Rogers

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** None.

**Action:** Approved for a final review.

---

**ENGL C245      Women's Literature**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed. Added diversity to the Theme section of the Detailed Topical Outline.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C040      Improving Basic Writing Skills**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review are completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ART C165**            **Photography I**  
**ART C198I**        **Black and White Photography**  
**ART C265**         **Photography II**  
**ART C298A**        **Sculpture**

**Presenter:** Loren Sandvik

**Description:** Deletions

**Review:** First

**Discussion:** We do not have the equipment to offer ART C165 and ART C265. ART C198I and C298A were Independent Study courses for specific students. These courses will not be offered.

**Recommendations:** None.

**Action:** Approved for a first review.

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**ENGL C070**        **Introductory Composition**

**Presenter:** Gary Enns

**Description:** Revision

**Review:** Second

**Discussion:** The only change was to the advisory area. It was questioned since IC C075 lists advises this course as a co-requisite, if this course should do the same.

**Recommendations:** In Conditions of Enrollment advise that IC C075 should be a co-requisite, since IC C075 could be taken before taking this course or at the same time with this course.

**Action:** Confirmed recommendation completed. Approved for a final review.

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**ENGL C141      Introduction to Creative Writing**

**Presenter:** Gary Enns

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C249      Multi-Ethnic Literature**

**Presenter:** Gary Enns

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C151      Technical Communication**

**Presenter:** Cliff Davis

**Description:** Deletion

**Review:** Second

**Discussion:** This course is no longer needed by students.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C242 Survey American Literature I: 1865-Present**

**Presenter:** Cliff Davis

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C101 Freshman Composition**

**Presenter:** Christine Swiridoff

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed. The word requirement has been placed back into the course description, since this is the best place for this requirement to be indicated. The Methods of Evaluation have been clarified.

**Recommendations:** None.

**Action:** Approved for a final review.

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**ENGL C101H Freshman Composition: Honors**

**Presenter:** Christine Swiridoff

**Description:** Deletion

**Review:** First

**Discussion:** This is not a successful course. ENGL C102H is more appropriate as an honors section.

**Recommendations:** None.

**Action:** Approved for a first review.

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**ENGL C102      Critical Thinking through Literature**

**Presenter:** Christine Swiridoff

**Description:** Revision

**Review:** Second

**Discussion:** All recommendations from the first review have been completed. Added the word count requirement into the course description.

**Recommendations:** Add the English for Transfer degree into the program applicability area.

**Action:** Confirmed recommendation completed. Approved for a final review.

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**ENGL C102H      Critical Thinking through Literature: Honors**

**Presenter:** Christine Swiridoff

**Description:** Revision

**Review:** First

**Discussion:** This course is now five units. The word count is not necessary to be indicated into the course description since it is part of ENGL C102.

**Recommendations:**

- Program Applicability; Add the English for Transfer degree.
- Delivery Methods: Add iTV.

**Action:** Approved for a first review.

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**Associate in Arts in English for Transfer Degree**

**Presenter:** Cliff Davis

**Description:** New

**Review:** Second

**Discussion:** Recommendations from the first review are completed. The students may take courses for this program in the meantime, while the transfer degree is going through the approval process.

**Recommendations:** Add ENGL C235H to all documents

**Action:** Confirmed recommendation completed. Approved for a final review.

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**FIRE C101**      **Fire Protection Organization**  
**FIRE C105**      **Fire Prevention Technology**  
**FIRE C107**      **Fire and Emergency Services Safety and Survival**  
**FIRE C111**      **Fire Protection Equipment and Systems**  
**FIRE C115**      **Building Construction for Fire Protection**  
**FIRE C121**      **Fire Behavior and Combustion**  
**FIRE C131**      **Wildland Fire Control**

**Presenter:** Annette Hodgins for Jarrod Bowen

**Description:** Deletions

**Review:** Second

**Discussion:** These courses are no longer feasible for students since they still would need to go through the State program to be certified. We do not have an approved state regulated program.

**Recommendations:** None.

**Action:** Approved for a final review.

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**Fire Technology Associate of Science Degree**  
**Fire Technology Certificate of Achievement**

**Presenter:** Annette Hodgins for Jarrod Bowen

**Description:** Deletions

**Review:** Second

**Discussion:** These courses are no longer feasible for students since they still would need to go through the State program to be certified. We do not have an approved state regulated program.

**Recommendations:** None.

**Action:** Approved for a final review.

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**Next Meeting:** Friday, December 6, 2013, in IWV LRC 631

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**Adjournment:** Time: 11:00 A.M.

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**Note taker:** Magi Mauldin

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The activities and function of this Curriculum Committee are associated with the following 2012-15 Cerro Coso Community College Strategic Goals:

Cerro Coso Community College Strategic Goal One:

Foster student success through sustained continual quality improvement of instruction and student services.

Cerro Coso Community College Strategic Goal Three:

Improve our response to community needs through transfer programs, area workforce development, quality student services, and provision of customized educational opportunities.

Cerro Coso Community College Strategic Goal Four:

Operate at the level of continual quality improvement for strengthening institutional effectiveness.