Curriculum Committee
MINUTES
March 4, 2013

Members Present
Boyd Trolinger, Chairperson
Morgan Brynan, Library
Dr. Jo Anne Cripe, Life Management
Dr. Leslie Henson, English
Dr. Robert White, Physics
Tina Day, Associate Faculty, Language Education
Susan Carey, Articulation Officer
Kam Bull, Dean

Mark Latham, Music
Steve Hammond, Counseling
Dr. Sandy Sloan, Business Computer Info Systems
Dave Welton, Associate Faculty, Radio-TV-Film
Jennifer White, Associate Faculty, English
John Dahlgren, Drafting
Elaine Hegeman, Student
Tamsen Herrick, Mathematics

Members Absent
David Danielson, Dean
Stacey Bartlett, Academic Senate
Mark Latham, Music
Steve Hammond, Counseling
Dr. Samia Yaqub, VP Student Learning

Craig Rigsbee, Dean
Dr. Samia Yaqub, VP Student Learning

Guests Present
Mike Findlay, Anthropology
Andy Radler, Economics
Patrick Christensen, Accounting
Connie Petlack, Business Computer Info Systems
Steve Price, Economics
Donna Weaver, Business
Laurel Hartley, Sociology
Jennifer Bellamy, English
Lisa Kekaha, Language Education

AGENDA

1. Agenda Approval
Motion to approve agenda with addition of “DLC Instructor Presence” item under Miscellaneous Agenda Items; R. White, Second: J. Dahlgren, Approval: Unanimous

2. Approval of Minutes
A. February 25, 2013
Motion to approve minutes; R. White, Second: S. Sloan, Approval: Unanimous

3. Consent Agenda
A. New Courses (Effective Term: Fall 2013)
   1. ART 5 - Survey of Modern Art (C-ID: ARTH 150) (3 Units)
      UC Transfer Status requested
      IGETC 3A, CSU C1, Butte C
   2. BCIS 18 – Introduction to Business Technology (3 Units)
   3. DRAM 10 – Rehearsal and Performance for Musical Theatre (3 Units)
   4. KIN 1 – Introduction to Kinesiology (C-ID: KIN 100) (3 Units)
   5. KIN 27 – Core Crossfit Training (1.5 Units)
      UC Transfer Status requested
   6. KIN 28 – Plyometric Training (1.5 Units)
      UC Transfer Status requested
   7. KIN 31 – Quickfits (1.5 Units)
      UC Transfer Status requested
   8. KIN 33 – Aerobic Mix (1.5 Units)
      UC Transfer Status requested
   9. KIN 35 – Aerobic Dance (1.5 Units)
UC Transfer Status requested
10. **KIN 42** – Yoga I (1.5 Units)
    UC Transfer Status requested
11. **KIN 45** – Pilates (1.5 Units)
    UC Transfer Status requested
12. **KIN 49** – Fit Mix (1.5 Units)
    UC Transfer Status requested
13. **PHO 30** – Introduction to Digital Art (C-ID: ARTS 250)
14. **SIGN 1** – American Sign Language 1 (3 Units)
    UC Transfer Status requested
15. **SIGN 2** – American Sign Language 2 (3 Units)
    UC Transfer Status requested
16. IGETC 3B, CSU C2, Butte C
17. IGETC 3B and 6A, CSU C2, Butte C

**B. Course Modifications**
1. **ANTH 2** – Physical Anthropology (C-ID: ANTH 110)
2. **ANTH 4** – Cultural Anthropology (C-ID: ANTH 120)
3. **ART 1** – Art Appreciation (C-ID: ARTH 100)
4. **BCIS 20** – Beginning Keyboarding
5. **BCIS 24** – Keyboarding Speed/Accuracy Development
6. **BCIS 50** – Office Administration
7. **EDUC 10** – Critical Skills for College Success
8. **EDUC 110** – Critical Skills for College Success
9. **EDUC 210** – Critical Skills for College Success
10. **GEOG 2** – Physical Geography (C-ID: GEOG 110)
11. **GEOG 3** – Physical Geography Lab (C-ID: GEOG 111)
12. **GEOG 4** – Cultural Geography (C-ID: GEOG 120)
13. **GEOG 8** – World Regional Geography (C-ID: GEOG 125)
14. **GEOG 10** – Geography of California (C-ID: GEOG 140)
15. **KIN 38** – Ballroom Dance I
16. **KIN 39** – Ballroom Dance II
17. **KIN 80** – Varsity Baseball
18. **KIN 81** – Varsity Basketball
19. **KIN 82** – Varsity Cross Country
20. **KIN 83** – Varsity Football
21. **KIN 84** – Varsity Golf
22. **KIN 85** – Varsity Soccer
23. **KIN 86** – Varsity Softball
24. **KIN 87** – Varsity Track and Field
25. **KIN 88** – Varsity Volleyball
26. **MUS 53** – Introduction to Recording Software Applications
27. **NR 55** – Wildlife Management (C-ID: AG-FNR 116L)
28. **NR 65** – Recreational Land Management (C-ID: AG-FNR 120L)

**C. New Programs**
1. **AA-T Degree in Art History** (18 Units)
2. **AA-T Degree in Studio Arts** (24 Units)
3. **AA-T Degree in Anthropology** (18 Units)
4. **AA-T Degree in Geography** (19 Units)

**D. Program Modification**
1. **AA Degree in Ceramics**
2. Certificate of Achievement in Ceramics
3. Certificate in Theatre Arts

E. Program Deletions
1. AS Degree in Radio-TV-Film: Agriculture Communications
2. AS Degree in Radio-TV-Film: Media Sales
3. Certificate of Achievement in Radio-TV-Film: Agriculture Communications

Motion to approve Consent Agenda; R. White, Second: J. Dahlgren, Approval: Unanimous

4. Pending Business

A. Pedagogical Cap Change (Effective Term: Fall 2013)
1. BCIS/BUS 13 – Business Communication (from 40 to 30) -10
   Connie Petlack filled out the ped cap rubric
   • There are 6 sections per year, many of which are offered in a small room, so this change will have an impact on 2 sections
   • This is a heavy writing course, warranting the change
   • Committee recommend a smaller change of 35 and considered a smaller increment change for future ped cap changes of no more than 10%
   • Donna Weaver supported the change to 30 as a cross-listed department
   • R. White: There are 3 types of caps:
     ◦ Faculty should decide the pedagogical cap
     ◦ Administration should decide the administration cap
     ◦ Room cap is room cap
     ◦ As a faculty member, faculty can speak only to pedagogy, not administrative concerns or budgetary issues
   • Motion to approve the ped cap of 30; S. Carey, Second: M. Brynnan, Approval: Unanimous, with one No vote

5. New Business

A. Major Course Modification
1. BUS 60 – Introduction to Advertising
   Change in title (was “Advertising and Copywriting”); changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013 (one meeting approval requested)

B. Minor Course Modifications
1. ACCT 2 – Financial Accounting (C-ID: ACCT 110)
   Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; Effective Term: Fall 2013

2. ACCT 4 – Managerial Accounting (C-ID: ACCT 120)
   Removal of recommended prep; changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

   Donna Weaver and Patrick Christensen represented ACCT 2 and ACCT 4
   • ACCT 2
     ◦ Align description with C-ID description word for word
     ◦ Switch Reading Assignment 2 and Writing Assignment 1
     ◦ Reading Assignment 2: Add follow up piece “Be prepared to share with the class” and add new intro statement: “Read the instructions and transactions in the accounting simulation…”
• ACCT 4
  - Reading Assignment 1: Add space before (CVP)
  - Writing Assignment 1: Add “8-10 page” and upper case “Cookie Project”
• Motion to vote on ACCT 2 and ACCT 4 as a block; R. White, Second: S. Sloan, Approval: Unanimous
• Motion to waive the two meeting approval process and approve pending changes, S. Carey, Second: J. Cripe, Approval: Unanimous

3. ACCT 20 – Introduction to Accounting
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; deletion of disciplines “Banking and Finance,” “Business,” “Management” and “Office Technologies;” Effective Term: Fall 2013

4. ACCT 100 – QuickBooks Pro-Computerized Accounting
   Changes in recommended prep, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Deletion of discipline “Banking and Finance;” Effective Term: Fall 2013

5. ACCT 105 – Income Tax Preparation
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; change in SAM code (from D-Possibly Occupational to C-Occupational); Deletion of disciplines “Banking and Finance” and “Office Technologies;” Effective Term: Fall 2013

6. ACCT 110 – Accounting for Payroll
   Changes in recommended prep, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; deletion of disciplines “Banking and Finance” and “Office Technologies;” Effective Term: Fall 2013

7. ACCT 128 – Bookkeeping
   Changes in objectives, unit titles, methods of instruction, methods of evaluation and examples of assignments; Effective Term: Fall 2013

8. BUS 8 – Legal Environment of Business (C-ID: BUS 120)
   Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

9. BUS 20 – Introduction to Business (C-ID: BUS 110)
   Changes to catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013

   Donna Weaver represented BUS 8 and BUS 20
   - BUS 20
     - Delete last sentence of description “Students will assess…” statement
     - Writing Assignment 2: Add “using APA citation style”
   - Motion to vote on BUS 8 and BUS 20 as a block; R. White, Second: M. Brynnan, Approval: Unanimous
   - Motion to waive the two meeting approval process and approve pending changes; J. Cripe, Second: E. Hageman, Approval: Unanimous

10. BUS 25 – Small Business Management
    Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; Effective Term: Fall 2013

11. BUS 35 – Management and Human Relations
    Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; Effective Term: Fall 2013
12. **BUS 40 – Organization Management**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

13. **BUS 44 – Human Resource Management**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

14. **BUS 50 – Sales in Today’s World**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

15. **BUS 62 – Personal Finance**
Addition of recommended prep; Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

16. **BUS 64 – Principles of Marketing**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

17. **BUS 66 – Retail Management**
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

18. **BUS 68 – Business on the Internet**
Changes in catalog description, objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

19. **ECON 2 – Principles of Macroeconomics (C-ID: ECON 202)**
Changes in prerequisites, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

20. **ECON 4 – Principles of Microeconomics (C-ID: ECON 201)**
Changes in prerequisites, catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

Donna Weaver represented ECON 2 and ECON 4

- **ECON 2**
  - Writing Assignment 1 and 2: Add “5-6 page college essay”

- **ECON 4**
  - Writing Assignment 1: Spelling error “degrees” and add “5-6 page”
  - Writing Assignment 2: Spelling error “costs” and add “5-6 page”
  - Out of Class 1 and 2: Change “Blackboard” to “Online”

- Motion to vote on ECON 2 and ECON 4 as a block; R. White, Second: M. Brynnan, Approval: Unanimous

- Motion to waive the two meeting approval process and approve pending changes; R. White, Second: D. Welton, Approval: Unanimous

21. **ECON 20 – Economic History of the U.S.**
Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

22. **ECON 25 – Introduction to Economics**
Changes in recommended prep, catalog description, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

23. **ECON 35 – Introduction to Environmental Economics**
Changes in unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

24. **ENGL 118 – Accelerated Composition Workshop, I and II**
Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

25. **ENGL 119 – Composition workshop II**
Changes in examples of assignments and materials of instruction; **Effective Term: Fall 2013**

26. **ENGL 217 – Basic Writing Skills**
Addition of recommended prep; **Effective Term: Fall 2013**

27. **ENGL 219 – Composition Workshop I**
Addition of recommended prep; **Effective Term: Fall 2013**

- Lisa Kekaha represented English and Lead
  - ENGL 118
  - The two course outlines (ENGL 219, ENGL 119) that combine into ENGL 118 have changed since this course was created
  - This outline has now been updated to the current ENGL 119 and ENGL 219 descriptions, objectives and examples of assignments
  - Students who take this accelerated class are doing twice as well as those that take the two courses independently
  - The need remains for the separate courses for a choice of fast track or slow track
  - ENGL 217 and 219 have an additional Reading prep
- Motion to vote on all ENGL courses as a block; S. Carey, Second: R. White, Approval: Unanimous
- Motion to place on consent; J. Cripe, Second: R. White, Approval: Unanimous

28. **POS 2 – United States Government (C-ID: POLS 110)**
Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

Mike Findlay represented all POS courses

- This course is fully aligned with C-ID
- Committee Suggestions:
  - Writing Assignment 1 and Out of Class 1 have spacing issues
  - Wilson book: Delete this book
- Motion to waive the two meeting approval process and approve pending changes; R. White, Second: J. Dahlgren, Approval: Unanimous

29. **POS 3 – Comparative Politics (C-ID: POLS 130)**
Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

- Committee Suggestions:
- Motion to waive the two meeting approval process and approve pending changes; J. Dahlgren, Second: M. Brynnan, Approval: Unanimous

30. **POS 18 – International Relations (C-ID: POLS 140)**
Changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; **Effective Term: Fall 2013**

- Committee Suggestions:
  - Taking Sides book: Update to 2013
  - Update description – wrong course aligned with C-ID
  - Writing Assignment 1: Fix spacing
- Motion to waive the two meeting approval process and approve pending changes; J. Cripe, Second: R. White, Approval: Unanimous
31. **READ 126 – College Study Skills**  
Changes in objectives, unit titles, methods of instruction, examples of assignments and materials of instruction; *Effective Term: Fall 2013*  
- Lisa Kekaha represented Reading  
  - Added FYE common core curriculum to align with the other FYE courses  
  - It is now a study skills class plus  
- Motion to place on consent; R. White, Second, D. Welton, Approval: Unanimous

32. **RLS 20 – Real Estate Principles**  
Addition of recommended prep; changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

33. **RLS 25 – Real Estate Practices**  
Addition of prerequisite; deletion of recommended prep; change in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

34. **RLS 35 – Real Estate Appraisal**  
Addition of recommended prep; changes in catalog description, objectives, unit titles, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

35. **RLS 40 – Real Estate Finance**  
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

36. **RLS 45 – Real Estate Economics**  
Changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

37. **RLS 50 – Escrow Procedures**  
Addition of prerequisite; changes in catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

38. **RLS 55 – Property Management**  
Changes in catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

39. **RLS 60 – Real Estate Mortgage Brokerage**  
Addition of prerequisite; deletion of recommended prep; changes in catalog description, objectives, unit titles, examples of assignments and materials of instruction; *Effective Term: Fall 2013*

40. **SOC 4 – Modern Social Problems (C-ID: SOCI 115)**  
Changes in catalog description, objectives, unit titles and materials of instruction; *Effective Term: Fall 2013*  
Laurel Hartley represented Sociology  
- SOC 4 was denied by C-ID approvers and has now been fully aligned  
- C-ID asked to see more theory  
- Committee Suggestions:  
  - Writing Assignment 1: Add “Write a 3-5 page paper...”  
  - Writing Assignment 2: Add “Write a 5 page essay...”  
- Motion to waive two meeting approval process and approve pending changes; R. White, Second: D. Welton; Approval: Unanimous

C. **Distance Education**
1. **ENGL 219 – Composition Workshop I**  
Hybrid modality (50/50)
Jennifer Bellamy represented ENGL 219
  • Hybrid modality will help those students pass the course who cannot attend the entire face to face section
Motion to waive the two meeting approval process and approve; S. Sloan, Second: L. Henson; Approval: Unanimous

D. New Programs
1. **AS-T Degree in Business Administration** (24-26 Units)
   • Committee Suggestions:
     ◦ Intersegmental and breadth spelling errors
     ◦ Consider changing C-ID title of CSCI 2 to "Business and Computer Information Systems"
   • Motion to waive the two meeting approval process and approve pending changes; S. Carey, Second: T. Day, Approval: Unanimous

2. **AA-T Degree in Political Science** (18 Units)
   • Committee Suggestions:
     ◦ Course List B: change to “6 units selected from…”
     ◦ Intersegmental and breadth spelling errors
   • Motion to waive two meeting approval process and approve pending changes; R. White, Second; J. Dahlgren, Approval: Unanimous

6. **Miscellaneous Agenda Items**
   A. Next Meeting – March 25, 2013
   B. DLC Instructor Presence
   C. Motion to adjourn; J. White, Second: J. Cripe, Approval: Unanimous