



## Curriculum Committee MINUTES April 7, 2025

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### **Members Present**

Denise Adams, Dean	Phillip Manning, Drafting/Manufacturing
Donna Davis, Chairperson	Patrick McDougall, Physics
Anthony Ferro, Associate Faculty, Kinesiology	Eric Oberle, Mathematics
Felicia Flores, Cosmetology	Rachel Sicke, Counselor
Tia Germar, Library	Heather Springer, Equity & Inclusion Specialist
Irma Gonzalez Cuadros, Academic Senate	Melina Torres, Associate Faculty, Psychology
Jessica Jackson, Articulation Officer	Dr. Jacob Vazquez, Agriculture
Julie Jenks, SLO Coordinator	Suzanne Wakim, DE & Accessible Learning
Craig Kielb, Automotive	

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### **Members Absent**

Erik Shearer, V.P. of Instruction	Dr. Shannan Troxel, Communication Studies
Jared Smith, AS Representative	Dr. Robert White, Dean

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### **Guests Present**

Kenneth Bearden, Chair	Becky Kenshol, Admissions & Records
Patrick Christensen, Business Administration	Deb McCabe, Communication Studies
Julie DeMaggio, Fashion	Carrie Monlux, Dean
Teresa Doyle, Dean	Heather Valle, Psychology
Devin Flesher, Administrative of Justice	

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## AGENDA

### 1. **Agenda Adoption** - 1 minute

Motion to pull item 6 B.9 from agenda; M/S/P  
Motion to approve agenda as amended; M/S/P

### 2. **Minutes Approval** - 1 minute

A. March 24, 2025  
Motion to approve minutes; M/S/P (Ayes 13; Nays 0; Abstentions 3)

### 3. **General Announcements** - 3 minutes

Curriculum Committee members are invited to make announcements to the committee

- A. Ferro apologized for missing the last few meetings due to make-up baseball games

### 4. **Public Comments** - 3 minutes

Members of the public are invited to comment on items not on the agenda

- None

### 5. **Information Item(s)** - 2 minutes

A. 2-Year CE Program Review

- Agriculture Engineering Technology (AET)
- Construction (CNST)

3. **Heating, Ventilation, and Air Conditioning (HVAC)**

4. **Manufacturing (MFG)**

*The committee endorsed*

B. New Subject(s) – Common Course Numbering

1. **ARTH – Art History**

2. **CDEV – Child Development**

3. **SOCI – Sociology**

*The committee endorsed*

6. **Action Item(s)**

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A. New Course(s) – 10 minutes

1. **AJ 12 - Ethical Reasoning (3 Units)**

Catalog Description: *This course provides an introduction to concepts and theories of ethical decision-making, moral conduct, obligation and permission, justice, and responsibility, either generally or within areas of public policy or professional practice. Students will explore how determinism and relativism influence ideas about moral responsibility, and will examine Kohlberg's model of moral development to understand how ethical behavior evolves. The course also introduces influential philosophical traditions, including consequentialism, quantitative hedonism, and Kantian ethics, that guide evaluations of right and wrong and shape principled decision-making. The role of ethics in society is addressed, with attention to how these theories apply to real-world issues, codes of conduct, and policy considerations. Ultimately, the course fosters critical thinking, professional integrity, and just outcomes in the criminal justice system and other public service contexts. Graded only.*

Contact Hours: 51 Lecture

C-ID: LPPS 120

Discipline: Administrative of Justice

Distance Education: Lecture

Grading Method: Graded Only

Ped Cap: 45

Program Status: AS in Modern Policing

Transfer Status: UC

Rationale: *AS in Modern Policing required course for compliance with California Assembly Bill 89*

Effective Term: Fall 2026

[Devin Flesher represented AJ 12](#)

- [Required course for the new Modern Policing degree to meet the requirements of AB 89 for all Law Enforcement agencies](#)

[Motion to approve; M/S/P](#)

2. **PSY 17 - Social Psychology for Modern Policing (3 Units)**

Catalog Description: *This course considers individual human behavior in relation to the social environment in modern policing. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.*

Contact Hours: 51 Lecture

C-ID: PSY 170

Discipline: Masters in Psychology

Distance Education: Lecture

Ped Cap: 38

Program Status: AS in Modern Policing

Transfer Status/General Education: UC

Rationale: *AS in Modern Policing required course for compliance with California Assembly Bill 89*

Effective Term: Fall 2026

Heather Valle represented PSY 17

- Required course for the new Modern Policing degree to meet the requirements of AB 89 for all Law Enforcement agencies
  - The committee recommended adding Open Educational Resources (OER)/Zero Textbook Cost (ZTC) options; department will research if there are any available options
- Motion to approve; M/S/P

**B. Course Modification(s) - 35 minutes**

**1. ACCT 2 - Financial Accounting**

Catalog Description: *This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics. (C-ID ACCT 110).*

Minor Modification: Change in unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

Patrick Christensen represented Accounting

- Minor revisions to this C-ID aligned course

Motion to block items 6 B.1-B.4, B.6-B.7 and approve; M/S/P

**2. ACCT 4 - Managerial Accounting**

Catalog Description: *This course provides students an in depth study of how managers use accounting information in decision-making, planning, directing operations and controlling. It focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (C-ID ACCT 120).*

Minor Modification: Change in work based learning (from B to C), unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The committee questioned why the CurrIQunet textbox for low-cost textbook is checked
- The department confirmed students are encouraged to use free online resources; the textbox will be unchecked in CurrIQunet
- It was suggested the department could build a homework platform for accounting spreadsheets; department confirmed they have created a homegrown free version

*See Action Item 6 B.1*

**3. ACCT 20 - Introduction to Accounting**

Catalog Description: *This course is an introductory accounting course designed for students with little or no prior training in accounting. Topics span the accounting cycle including analysis of business transactions, journalizing, posting, and preparation of financial statements using a hands-on approach. The course prepares students for entry level accounting careers, further study of accounting principles, or to help small business owners manage their own accounting records.*

Minor Modification: Change in methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The SLO Coordinator recommended changing SLO #3 to add “appropriately structure or independent preparation”; department feels the current SLO is appropriate for this course

*See Action Item 6 B.1*

#### 4. **ACCT 30 – Accounting Capstone**

*Catalog Description: This course is intended to be taken in one of the final two semesters of the accounting program to consolidate training of students who are entering the accounting workforce. The course involves substantial accounting simulations where students apply the accounting cycle, prepare supporting work-papers, create budgets and variance analysis, and synthesize their accounting skills. This course will assist students in preparing for the American Institute of Professional Bookkeepers' certification exam.*

Minor Modification: Change in methods of instruction, methods of evaluation, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The committee suggested to update the textbooks, and the department indicated they would consider doing so when the textbooks no longer support student’s ability to prepare for exams
- The textbooks review process was explained to the committee; the publisher’s website is used to capture the most recent version

*See Action Item 6 B.1*

#### 5. **ACCT 100 – QuickBooks and Computerized Accounting**

*Catalog Description: This course provides a transition from a manual accounting system to a typical computerized system. The objective is to collect, summarize and communicate information to decision makers and users via QuickBooks accounting software in comparison to other accounting software programs. Microsoft Excel will be utilized for data summation. Typical documents produced consist of purchase orders, checks, invoices, deposit slips, job cost reports, financial statements, bank reconciliations, payroll tax returns and 1099 forms.*

Major Modification: Change in title (from "QuickBooks Pro-Computerized Accounting" to QuickBooks and Computerized Accounting"), catalog description, hours (from 34 lecture/17 lab to 51 lecture), units (from 2 to 3), objectives, unit titles, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2026

- Changing the course hours allows for more instructional content and other accounting software programs
- Several committee members questioned the change in hours to 51 lecture and the ped cap; the ped cap standard for a lecture only course is 35

Motion to change ped cap to 35 and approve as amended; M/S/P

#### 6. **ACCT 105 – Income Tax Preparation**

*Catalog Description: This course is a study of the Federal and California income tax laws that apply to taxpayers, the application of the laws by computation of various practical problems and the completion of forms required by the Internal Revenue Service and the California State Franchise Tax Board. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are reviewed. This course is primarily designed for the vocational student. It will orient the student toward working with tax problems in an accounting office, a financial institution, an enrolled agent's office, the Internal Revenue Service, the California State Franchise Tax Board, a state licensed tax preparers' office or in their own office.*

Minor Modification: Change in examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 B.1](#)

**7. ACCT 110 – Accounting for Payroll**

Catalog Description: *This course introduces students to the payroll function and the necessary record keeping needed to comply with California and federal laws and regulations. Both manual and computer applications are included.*

Minor Modification: Change in unit titles, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 B.1](#)

**8. ACCT 128 – Small Business Accounting**

Catalog Description: *This course is an overview of basic bookkeeping methods from a small business perspective. Topics discussed will include business entity types, accounts receivable, accounts payable, bank reconciliations, sales tax, electronic spreadsheets, trial balance, income statement, and the balance sheet for a small business. Students will also be introduced to the basic functions of computerized accounting systems. Emphasis will be on providing answers to questions commonly asked by small business owners.*

Major Modification: Change in hours (from 25.5 lecture/25.5 lab to 68 activity), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2026

- [Course updated to remove debits/credits and to include more applicable information](#)
- [The committee questioned OER materials to limit student costs; department explained minimizing exposure costs with limited access](#)
- [It was mentioned that changing the course hours to 68 activity would limit online instruction to synchronous](#)
- [The department indicated they would like to do more research on changing the course hours to activity](#)

[Motion to postpone item 6 B.8 for additional research on changing the course hours to 68 activity; M/S/P](#)

**9. AGS 50 – General Soils**

Catalog Description: *The study of soil physical, chemical and biological properties. Soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil. (C-ID AG-PS 128L).*

Minor Modification: Change in ped cap (from 56 to 24), objectives, examples of assignments, and materials of instruction

Rationale: *Ped cap reduction and C-ID realignment*

Effective Term: Fall 2025

[Item pulled from agenda](#)

**10. CMST 14 – Argumentation and Debate**

Catalog Description: *This course emphasizes critical thinking for purposes of constructing, evaluating and revising written essays in preparation for debate, grounded in the rhetorical foundations of argumentation. Students will employ argumentation theory and critical reasoning to draft and revise a sequence of argumentative essays based on inquiry-driven research, methods of analysis, evidence use, and ethical advocacy (minimum 5,000 words). This writing instruction will enable students to prepare persuasive cases that advance, defend and refute reasoned positions, which will also be delivered through debate and public address. (C-ID COMM 120).*

Minor Modification: Change in catalog description, objectives, unit titles, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *UC-E re-submission*

Effective Term: Fall 2025

Deb McCabe represented CMST 14

- Course revised for C-ID alignment and re-submission of UC-E

Motion to approve; M/S/P

#### 11. COS 14 – Hair Removal

Catalog Description: *In this course, students will develop and demonstrate various temporary hair removal methods. Emphasis is placed on client consultation for hair removal service, creating a plan for the client's hair removal needs, client comfort and safety, and following health and safety guidelines. Practical and technical instruction will be applied towards the curriculum minimum requirements to qualify for a Board examination.*

Minor Modification: Change in prerequisite (add "Permission of Instructor"), corequisite (delete COS 10, COS 11), catalog description, ped cap (from 35 to 28), objectives, unit titles, examples of assignments, and materials of instruction

Rationale: *Program update*

Effective Term: Fall 2025

Felicia Flores represented Cosmetology

- Courses updated to align with State Boards, and to allow for flexible scheduling by restructuring the prerequisites/corequisites
- The first term of the program is "open enrollment" and subsequent terms are managed by the department
- The committee questioned the ped cap change and if the new Cosmetology building would accommodate the cap; new building room cap is 28

Motion to block items 6 B.11-B.13, C.1-C.11 and approve; M/S/P

#### 12. COS 20 – Chemical Hair Services Theory

Catalog Description: *In this course, students learn and develop an understanding and knowledge of the basic theoretical concepts that govern and guide salon-industry related chemistry, chemical texture services, and the fundamentals of haircoloring. Topics such as Chemistry, Safety, Haircolor and Chemical Texture applications will be covered. Students will work towards the California State Board of Barbering and Cosmetology minimum hours and practical operations in subjects learned. Theoretical instruction will be applied towards the curriculum minimum requirements to qualify for a Board examination.*

Minor Modification: Change in prerequisite (add "Permission of Instructor"), corequisite (delete COS 21), ped cap (from 35 to 28), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Program update*

Effective Term: Fall 2025

*See Action Item 6 B.11*

#### 13. COS 300 – Cosmetology Practicum

Catalog Description: *This course is designed to prepare students and former students to sit for and successfully take California State Board Licensure Exams for Barbering, Cosmetology, Manicuring and Esthetics. This course reviews and reinforces the skills, knowledge and requirements demanded by the State Board of Barbering and Cosmetology for licensure. This course also offers additional guidance and tutoring in Barbering, Cosmetology, Manicuring and Esthetics concepts in preparation for State Board Exams. Practical and technical instruction will be applied towards the minimum 1,000-hour requirement to qualify for the board examinations. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in prerequisite (delete "Current Enrollment in a Cosmetology Program"), ped cap (from 35 to 28), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction  
Rationale: *Program update*  
Effective Term: Fall 2025  
[See Action Item 6 B.1](#)

#### 14. **FASH 13 - Fashion Drawing and Illustration**

Catalog Description: *This course will introduce students to the techniques and applications of fashion drawing and illustration: developing the fashion figure with proportion and balance, drawing a variety of garment silhouettes and rendering fabrics and textures. Techniques using a variety of color and black/white media will also be explored.*

Minor Modification: Change in unit titles, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[Julie DeMaggio represented Fashion](#)

- [Several committee members suggested adding content that focuses on a global perspective using more inclusive language to differentiate client needs, and a variety of human figures/body types to consider diversity of bodies in the fashion industry](#)
- [It was recommended to refine the SLOs and assignments to include “variety of human figures, genders, and ages to client specifications using differently-proportioned fashion figures](#)

[Motion to postpone to another meeting; M](#)

[Motion to block items 6 B.14-B.17 and postpone to another meeting; M/S/P](#)

#### 15. **FASH 74 - Historic Costume**

Catalog Description: *This course introduces students to the history of clothing and costume including the influence of historic attire on current fashion apparel. The course examines the impacts of social class, religion and political conditions on expression through dress.*

Minor Modification: Change in unit titles, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- [The committee questioned the overlapping dates and time periods in the lecture content, and it was suggested to use a global perspective like the ART survey courses](#)
- [The department indicated it uses time blocks from different global regions for which fashion was key; this course is a historic costume course not eastern vs. western](#)
- [Several committee members suggested generalizing this course will allow for more refinement](#)
- [This course is only CSU-transferable](#)

[See Action Item 6 B.14](#)

#### 16. **FASH 80 - Fashion Retailing**

Catalog Description: *Introduces students to the process of buying and selling fashion merchandise for ultimate purchase by consumers. Topics include trend forecasting, assortment planning, the roles of fashion buyer and merchandise manager, and an exploration of international and domestic fashion markets.*

Major Modification: Change in title (from "Retail Fashion Buying" to "Fashion Retailing", catalog description, DE (Lecture), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2026

- [Course title changed to align with fashion industry; added expanded modern content](#)

- Several committee members suggested using a global perspective with more diverse language in the course content
- It was questioned if the student experience is the same with the title/content changes; the department confirmed it is comparable

*See Action Item 6 B.14*

#### 17. **FASH 90 - Fashion Promotions**

*Catalog Description: This course introduces students to contemporary fashion productions including fashion shows, fashion videos, and retail promotions. Students will learn how to plan and produce various aspects of fashion promotions including event marketing, show staging, lighting, music, models, modeling, writing commentary, and directing rehearsals.*

Minor Modification: Change in unit titles, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The committee suggested adding OER/ZTC textbook options if available, and to include body diversity language in the assignments

*See Action Item 6 B.14*

#### C. Requisite Validation(s) – 5 minutes

##### 1. **COS 11 – Health, Safety and Sanitation Practicum**

Change in prerequisite (add COS 10 or concurrent enrollment)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

##### 2. **COS 12 – Manicuring and Pedicuring I**

Change in prerequisite (add "Permission of Instructor")

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

##### 3. **COS 14 – Hair Removal**

Change in prerequisite (add "Permission of Instructor"), corequisite (delete COS 10, COS 11)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

##### 4. **COS 17 – Trimming and Shaving I**

Change in prerequisite (add "Permission of Instructor"; delete COS 10, COS 11)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

##### 5. **COS 19 – Hair Styling Services I**

Change in corequisite (delete COS 10, COS 11)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

##### 6. **COS 21 – Chemical Hair Services Practicum**

Change in prerequisite (add COS 20 or concurrent enrollment), corequisite (delete COS 20)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

**7. COS 23 – Skin Care**

Change in prerequisite (delete COS 10, COS 11)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

**8. COS 32 – Advanced Manicuring and Pedicuring**

Change in prerequisite (delete COS 10, COS 11)

Catalog Year: 2025-2026

Effective Term: Fall 2025

*See Action Item 6 B.1*

D. Program Modification(s) – 15 minutes

**1. AS in Accounting (40 Units)**

Catalog Description: *Students planning an accounting career should be detail-oriented, be able to analyze and interpret facts and figures quickly and accurately, and make sound decisions. They must also be able to communicate the results. Patience, persistence, self-discipline, and concentration are essential. High school students considering an accounting career are encouraged to take English, mathematics, computer, accounting, and related business courses.*

Modification: Change in PLOs, and units (from 39 to 40)

Rationale: *Program update*

Effective Term: Fall 2026

- The department reduced the elective totals for the overall program map; options in the certificates are building blocks for other degrees
- BUS 81 placement in the program map was questioned, and if students should take prior to ACCT 2

Motion to block items 6 D.1, D.3-D.6 and approve; M/S/P

**2. AS in Cosmetology (26 Units)**

Catalog Description: *The AS degree in Cosmetology is a minimum 1,000-hour course of study designed to meet the State of California Cosmetology Act. Butte College offers two different pathways to the degree: a two-semester traditional day program ~~(offered in fall and spring)~~ and an evening-only program. ~~(offered in fall, winter, spring, and summer)~~. Students who enroll in the evening program should be committed to the entirety of the program for 12 consecutive months. ~~beginning each fall.~~ All programs begin in the fall. Both program pathways meet the curricular requirement mandated by the State Board of Barbering & Cosmetology that enable a successful student to also earn a Certificate of Achievement, a Hair Styling Certificate, meet state licensing requirements for curricular training, and prepare for ~~to pass~~ the written state examination for licensure to practice cosmetology in the State of California. ~~No additional general education or district requirements need to be completed for the Certificate of Achievement or the Hair Styling Certificate, although students may also complete additional general education requirements to receive an Associate's Degree.~~*

Modification: Change in About the Program, and program map

Rationale: *Program update*

Effective Term: Fall 2025

- The timing of the traditional cosmetology program was questioned and if the second cohort begins in Spring; department confirmed all programs begin in Fall
- The program description was amended by and approved by the department (see description above)

Motion to approve as amended; M/S/P

3. **Certificate of Achievement in Accounting (29 Units)**

Catalog Description: *See AS Degree in Accounting.*

Modification: Change in PLOs, and units (from 28 to 29)

Rationale: *Program update*

Effective Term: Fall 2026

[See Action Item 6 D.1](#)

4. **Certificate of Achievement in Professional Accountant (18 Units)**

Catalog Description: *The Certificate of Achievement in Professional Accountant offers a selection of courses including first year college accounting as well as more advanced and specialized courses in Accounting software. Courses in this certificate provide skills which lead to a number of goals, including skills to assist in career development, advancement for those who are already employed, and skills needed by CPA's today.*

Modification: Change in PLOs, and units (from 17 to 18)

Rationale: *Program update*

Effective Term: Fall 2026

[See Action Item 6 D.1](#)

5. **Certificate in Account Clerk (12-13 Units)**

Catalog Description: *(Not Eligible for Financial Aid) See AS Degree in Accounting.*

Modification: Change in units (from 14-15 to 12-13); Select one option (delete BCIS 18, BUS 62, and ECON 4)

Rationale: *Program update*

Effective Term: Fall 2026

[See Action Item 6 D.1](#)

6. **Certificate in Tax Preparer (13 Units)**

Catalog Description: *(Not Eligible for Financial Aid) The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are reviewed. Students planning an accounting career should be detail-oriented, be able to analyze and interpret facts and figures quickly and accurately, and make sound decisions. They must also be able to communicate the results. Patience, persistence, self-discipline, and concentration are essential.*

Modification: Change in units (from 15 to 13); Select one option (delete BCIS 13, BCIS 18, BUS 62, and ECON 4)

Rationale: *Program update*

Effective Term: Fall 2026

[See Action Item 6 D.1](#)

7. **Discussion Item(s)**

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A. Future Meetings

- April 21, 2025
- May 5, 2025
- May 19, 2025

8. **Adjournment**

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[Motion to adjourn; M/S/P](#)