



Curriculum Committee MINUTES May 5, 2025

Members Present

Anthony Ferro, Associate Faculty, Kinesiology	Eric Oberle, Mathematics
Tia Germar, Library	Rachel Sicke, Counselor
Irma Gonzalez Cuadros, Academic Senate	Heather Springer, Equity & Inclusion Specialist
Jessica Jackson, Articulation Officer	Melina Torres, Associate Faculty, Psychology
Julie Jenks, SLO Coordinator	Dr. Shannan Troxel, Communication Studies
Craig Kielb, Automotive	Suzanne Wakim, DE & Accessible Learning
Phillip Manning, Drafting/Manufacturing	Dr. Robert White, Dean
Patrick McDougall, Acting Chairperson	

Members Absent

Denise Adams, Dean	Erik Shearer, Asst Superintendent/VP Instruction
Donna Davis, Chairperson	Jared Smith, AS Representative
Felicia Flores, Cosmetology	Dr. Jacob Vazquez, Agriculture

Guests Present

Kenneth Bearden, BCIS/BUS Chair	Mark Scholl, ESL
Lisa Christiansen, BUS	Sara Smallhouse, Visual Arts and Design Chair
Teresa Doyle, Dean	Tom Williams, Industrial Technology Chair
Michelle Kelley, BCIS	

AGENDA

1. **Agenda Adoption - 1 minute**

Motion of unanimous consent to approve Patrick McDougall as the Chairperson in the absence of Donna Davis; M/S/P

Motion to amend agenda to remove C-ID approval status from items 6 A.5 (BCIS 28) and A.14 (BCIS 85); M/S/P

Motion to amend agenda to postpone item 6 D.1 (BUS 25) until next meeting; M/S/P

Motion to amend agenda to add Curriculum Committee membership action item H.1; 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 12; Nays 0; Abstentions 2)

3. **General Announcements - 3 minutes**

Curriculum Committee members are invited to make announcements to the committee

- A. Ferro mentioned HTLH 40 was denied GE; working with Articulation Officer to re-submit course for consideration

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**

1. **Agriculture Science (AGS)**
2. **Environmental Horticulture (EH)**
 - EH is currently going through Program Research and Recommendation (PRR) revitalization process

The committee endorsed

6. **Action Item(s)**

A. **Course Modification(s) – 70 minutes**

1. **BCIS 16 - Project Management Tools**

Catalog Description: This course introduces students to critical project management and personal information management (PIM) tools integral to today's business operations: Microsoft Project and Outlook. Students will gain practical experience in utilizing Microsoft Outlook to manage professional e-mail communication, organize events, and create/manage contact groups. Additionally, the course will cover foundational project management skills using Microsoft Project, including planning, building, and tracking project schedules; creating and assigning tasks; managing resources; building Gantt charts, timelines, and reports; and monitoring project progress. Emphasis will be placed on skills that directly align with industry expectations and standards, including preparation for the Project Management Professional (PMP) certification where relevant.

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

Rationale: Curriculum review

Effective Term: Fall 2025

Michelle Kelley and Kenneth Bearden represented BCIS

- BCIS course changes collectively are minor modifications for curriculum review

Motion to approve; M/S/P

2. **BCIS 18 - Introduction to Business Technology**

Catalog Description: This course is an examination of information and communication technologies used in today's businesses and the impact these technologies are having on today's workplaces. The course will include examination and application of a wide range of information and communication technology tools used to support and enhance business functions and processes. Focus will be placed on solving a variety of business problems, improving organizational productivity, and achieving the goals of business.

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

Rationale: Curriculum review

Effective Term: Fall 2025

- The committee questioned the absence of smart phones content; confirmed the course does not cover the topic explicitly

Motion to approve; M/S/P

3. **BCIS 20 - Beginning Keyboarding**

Catalog Description: This course is designed for the student who has had little or no previous training in the operation of a keyboard. Students learn to type by touch, to use appropriate keyboarding techniques, and to develop speed and accuracy. Students learn to use common proofreader's marks in document editing.

Minor Modification: Change in materials of instruction

Rationale: Curriculum review

Effective Term: Fall 2025

- The committee questioned the cost of the keyboarding textbook \$170

- The department acknowledged there are used textbooks available, and most instructors use an online keyboarding platform (\$40)
- The committee recommended adding the online keyboarding platform to the course outline (COR)
- The committee inquired about credit by exam for students' ability to test into BCIS 24, and Credit for Prior Learning (CPL) options
- It was confirmed there is a mechanism to move students to the next level and CPL is an option for students

Motion to block items 6 A.3-A.4; M/S/P

Motion to amend blocked items to add online platform textbook option and approve; M/S/P

4. **BCIS 24 - Advanced Keyboarding**

Catalog Description: *This course builds on basic keyboarding skills by reinforcing both proper keyboarding and effective speed building techniques in order for the student to reach an employable typing speed. Emphasis is placed on developing straight copy and production skills with minimum errors at increased speeds. Keyboarding strengths and weaknesses will be diagnosed, followed by prescriptive drills to address the issues. Topics include review of alphabet keystroke, word level, capital letter, alternate-hand, punctuation, number, symbol, and horizontal/vertical reaches.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

See Action Item 6 A.3

5. **BCIS 28 - Microsoft Word for Windows**

Catalog Description: *This course covers the most recent version of Microsoft Word for Windows (full desktop version) for students who have an understanding of computers and desire comprehensive knowledge of word processing. Course content includes creating, editing, and formatting documents; creating and modifying headers and footers; inserting objects such as images, SmartArt, and WordArt; creating, modifying, and customizing tables; merging documents to create letters, envelopes and labels; creating charts; proofing documents; creating and managing shared documents and online forms; and automating process using macros. ~~(C-ID BSOT 111X, BSOT 121X, BSOT 131X).~~*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

- Remove C-ID BSOT 111X, BSOT 121X, BSOT 131X (*See Action Item 1*)
- The committee questioned accessibility in the COR and recommended adding "alt text" option to out-of-class assignment #2, and language in the course description (similar to BCIS 70)

Motion to amend to add "alt text" option; M/S/P

Motion to postpone until next meeting; M/S/P

6. **BCIS 33 - Skills for the Working Professional**

Catalog Description: *This course provides an exploration of essential soft skills necessary for working professionals, focusing on both external and internal communication, effective conflict management, and cultivating a positive attitude. Students will also learn to develop interpersonal and self-management skills for creating a professional image, preparing them for success in today's workplace.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The committee recommended adding diverse language and skill building activities to course content and assignments to accommodate students on the spectrum, neurodivergent students, and/or students with different abilities

Motion to postpone until next meeting; M/S/P

7. BCIS 46 - Business Math Calculations

Catalog Description: *In this course, students use the features of a business ten-key calculator to solve business math problems including banking, payroll, invoicing, markups/markdowns, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages. Students will develop ten-key speed and accuracy using the touch method.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

- The SLO coordinator recommended COR changes: SLO #6 (Compare and contrast...”), SLO #7 (Explain...”), and varied methods of evaluations
- Textbooks costs were discussed and the Library representative confirmed the process of using only new regular textbook costs; process aligns with Chancellor’s Office requirements

Motion to postpone until next meeting; M/S/P

8. BCIS 51 - Records Management

Catalog Description: *This course introduces students to the increasingly complex field of records management. The class emphasizes the importance of effective records management for all types of documents from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate disposition. Students will investigate the management functions necessary to operate a records management program effectively.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Motion to approve; M/S/P

9. BCIS 59 - Beginning Legal Office Procedures

Catalog Description: *This course introduces legal terminology, use of various legal documents and correspondence, how to navigate the court system and triage clients and their needs. Emphasis is placed on developing legal vocabulary, enhancing legal communication skills, building strong problem-solving techniques, and utilizing technical abilities in a legal office setting.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

- SLO Coordinator recommended changes to SLO #5: add “Analyze scenarios related to the ethical and...”

Motion to amend SLO #5 and approve; M/S/P

10. BCIS 60 - Advanced Legal Office Procedures

Catalog Description: *This course prepares the student for employment as an administrative assistant in a law office. Students are given specialized training to assist lawyers in litigation involving family, criminal, probate, and corporate law.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Motion to approve; M/S/P

11. BCIS 70 - Adobe Acrobat Professional

Catalog Description: *This course introduces students to the current version of Acrobat Pro DC software's major features. Coverage includes interacting with PDFs using multiple devices, creating, scanning, converting, editing, sharing, signing, protecting, & standardizing PDFs. Additionally, ensuring accessibility, applying Bates numbering, redacting sensitive information, and preparing fillable forms will also be covered. (C-ID BSOT 125X).*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Motion to approve; M/S/P

12. BCIS 81 - Microsoft Excel for Business

Catalog Description: *This course is designed for those who want to learn Microsoft Excel for Windows from the perspective of owning or running a business. Course content includes designing and analyzing worksheets and using formulas and functions with an emphasis on accounting principles.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Motion to approve; M/S/P

13. BCIS 84 - Basics of Computers

Catalog Description: *This course provides students who have limited personal computer experience with the basic technology skills needed to send business-appropriate emails; manage files and folders; and use basic search features of internet browsers to locate information and create and manage personal logins following established security practices. The focus of this course is on preparing those students who are pursuing careers in business environments.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Motion to approve; M/S/P

14. BCIS 85 - Microsoft Excel for Windows

Catalog Description: *This course covers a recent version of Microsoft Excel (full desktop version) for students who have an understanding of computers and desire comprehensive knowledge of spreadsheets. Course content includes creating, formatting, and maintaining worksheets; using logical and financial formulas and functions; creating and modifying charts; using visual enhancements; working with tables and data tools; creating xlookup reference functions; and creating pivot tables. ~~(C-ID BSOT 112X, BSOT 122X, BSOT 132X).~~*

Minor Modification: Change in catalog description, units titles, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- Remove C-ID BSOT 112X, BSOT 122X, and BSOT 132X (See Action Item 1)

Motion to approve as amended; M/S/P

15. BUS 8 - Introduction to Business Law

Catalog Description: *Fundamental legal principles pertaining to business transactions. Introduction to the legal process. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes. (C-ID BUS 125).*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Lisa Christensen and Kenneth Bearden represented BUS

- Department made minor changes for curriculum review
- The committee questioned inclusion of free, non-travel field trip options in the COR examples of assignments
- Department indicated there is always an alternate assignment and these are examples of assignments only
- It was clarified the committee may make suggestions, and faculty authors ultimately decide to implement or not
- The committee discussed developing a required COR elements/DEIA checklist for reference in tech review and curriculum meetings; this action requires bylaws changes

Motion to block items 6 A.15 and A.18-A.25 and approve; M/S/P

16. BUS 20 - Introduction to Business

Catalog Description: *This course is survey of business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Students will learn about how this business context (including issues such as ethics and sustainability) influences the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. (C-ID BUS 110).*

Minor Modification: Change in Work Based Learning (from B to C), unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

- Clarification was requested on the change of Work Based Learning code change from B to C
- The department indicated the change best reflects the update to the COR (B=Career Representation; C=Career Awareness)

Motion to approve; M/S/P

17. BUS 25 - Introduction to Entrepreneurship

Catalog Description: *This course covers the practical considerations, challenges and rewards associated with starting and operating a small business. The course explores how to identify small business opportunities; the factors influencing entrepreneurial success; and financing, marketing, managing, record-keeping and computer applications to support small business operations. Each student will identify a business opportunity, then create a detailed business plan.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

- SLO Coordinator recommended changes to SLO #2: "his or her" to "their"

Motion to amend SLO #2 and approve; M/S/P

18. BUS 35 - Leading and Supervising Teams

Catalog Description: *This course invites current and future managers to build foundational skills for leading teams of employees in a diverse, multicultural work environment. The focus is on self-assessment, analyzing to understand work situations, as well as developing leadership skills and strategies. This course emphasizes individual factors impacting success including communication skills, conflict resolution, motivation, decision making, leadership style, and business ethics.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

19. BUS 40 - Introduction to Management

Catalog Description: *This course examines managerial concepts, approaches and tools relevant for organizations operating in today's dynamic, technology-infused and globally-competitive business environment. Focus will be placed on three fundamental management functions: planning, organizing and controlling within an ethics and contingency management framework. Students will explore established perspectives and guidelines as they develop competencies to assist managers in understanding and addressing organizational problems.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

20. BUS 44 - Human Resource Management

Catalog Description: *This course highlights complex and important issues in current human resources practice, and demonstrates how managers can effectively manage human resources. The course explores Human Resource Management (HRM) issues for today's companies: changing government and legal requirements; new information systems; downsizing; demands for a more skilled workforce; increasing attention to and appreciation for diversity; the global workforce and intensifying global competition; and changing cultural and economic factors.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

21. BUS 50 - Sales Strategies

Catalog Description: *This course introduces personal selling concepts, processes and tools. It emphasizes the importance of ethical, professional conduct; an understanding of consumer behavior; needs-satisfaction selling; and effective two-way communication. Students learn how to find and qualify prospects; establish rapport; ask questions to determine customers' needs; present pertinent product/service features, advantages and benefits; overcome buyers' objections; and close the sale. Students will participate (as buyers, sellers and critical observers) in interactive sales presentations.*

Minor Modification: Change in ped cap (from 35 to 40), examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

22. BUS 60 - Advertising and Promotion

Catalog Description: *This course introduces students to the function of promotion in relation to business and society. It looks at promotion as a social and economic institution. Emphasis is placed on integrating marketing communications across multiple platforms including social media and other online spaces to achieve the organizations objective.*

Minor Modification: Change in ped cap (from 34 to 40), methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

23. BUS 62 - Money & Happiness: Cultural, Psychological and Economic Factors

Catalog Description: *This course integrates practical financial decision making with the social, psychological, and physiological contexts in which decisions are made. Students will examine the role of money in their lives, set personal goals, and develop plans to meet those goals. Topics include cultural attitudes and beliefs about money, money and relationships, money personalities, consumerism, debt, healthcare, investing, retirement, long-term care, disability, death, and taxes.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

24. BUS 64 - Principles of Marketing

Catalog Description: *This course explores the nature, function and importance of marketing. It focuses on conducting opportunity analysis, assessing consumer behavior, engaging in marketing research, and target marketing as the basis for devising marketing objectives and plans. Students will develop and assess marketing strategies to meet the needs of consumer and Business-to-Business (B2B) target markets using the "4 P's": product, promotion, price and place. The emphasis is on ethics, needs-satisfaction, and relationship marketing in today's global, technology-infused, competitive environment.*

Minor Modification: Change in ped cap (from 35 to 40), catalog description, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

25. BUS 68 - Web Marketing

Catalog Description: *This course introduces students to web marketing tools, strategies, application and measurement. It examines benefits and challenges associated with web marketing technologies including web site development, search engine optimization, online advertising, social media, email campaigns, blog marketing, digital public relations, multimedia and mobile marketing. Students will learn how to create a web marketing strategy and then apply web marketing technologies in a measurable way to achieve business objectives.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.15](#)

26. PHO 1 - History of Photography

Catalog Description: *This course focuses on the history of photography from its origins to current day. Students will learn about the primary artistic and stylistic movements and historical trends in*

photography as well as gain an understanding of key photographic technical terms. Students will also learn about the unique visual language of photographs and how to evaluate the aesthetics of photographic images.

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

Sara Smallhouse represented Photography

- General changes were made and prerequisites added to steer students into the appropriate course for safety
- The committee questioned the prerequisite challenge process, timing of responses, courses offering schedule, and the layering/scheduling of prerequisite courses
- The department indicated they developed a transparent student policy without requiring intervention of faculty; beginning courses are offered every semester

Motion to block items 6 A.26-A.33 and approve; M/S/P

27. **PHO 2 - Introduction to Photography**

Catalog Description: *This course is an introduction to the processes, principles, and tools of photography. Topics include the development of technical and aesthetic skills, elements of design and composition, camera technology, materials and equipment, black and white film, darkroom skills, and contemporary trends in photography.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.26](#)

28. **PHO 4 - Beginning Digital Photography**

Catalog Description: *An introductory digital course presenting the origins and history of photography, camera and lens use, exposure, metering, printing procedures, print presentations, composition and standards of quality. Emphasis is placed on print quality along with content, composition and personal expression.*

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

Rationale: *Curriculum review*

Effective Term: Fall 2025

[See Action Item 6 A.26](#)

29. **PHO 6 - Intermediate Black and White Darkroom Photography**

Catalog Description: *This course introduces students to the formation, construction, and presentation of gallery-ready black and white photographs. Students will make professional quality prints while they perfect their own personal style and expression. Students will use film to learn the Zone System, basic sensitometry, advanced printing techniques, and archival preservation techniques. Students will also develop advanced proficiency in the use of digital cameras, scanners and inkjet printers to produce black and white prints. Students will also study historical and contemporary photographic trends.*

Major Modification: Change in prerequisite (add PHO 2), and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2026

[See Action Item 6 A.26](#)

30. **PHO 8 - Commercial and Studio Photography**

Catalog Description: *This course introduces students to the basic aspects of commercial photography, including planning, production, and editing of images for a variety of applications including industrial, medical, technical, product display, architectural, portrait, food and fashion modeling. Students will also learn to use digital cameras and studio lighting systems to produce commercial quality*

photographs. Students will learn the basics of creating and editing images using studio lighting equipment, outdoor photography techniques and digital editing software to produce commercially ready photographs. Students will work with models, props and locations in the production of images.
Major Modification: Change in prerequisite (add PHO 4), and materials of instruction
Rationale: *Curriculum review*
Effective Term: Fall 2026
[See Action Item 6 A.26](#)

31. PHO 11 - Alternative Photographic Processes

Catalog Description: This course introduces students to the fundamentals of non-silver alternative photographic processes with emphasis on technical skills, aesthetic values, and critique of photographic work. Students will learn skills related to safe chemistry usage, scanning, Photoshop manipulation of digital negatives, paper coating and contact printing techniques. Historical and contemporary trends in non-silver alternative photography will also be discussed.
Major Modification: Change in prerequisite (add PHO 2), examples of assignments, and materials of instruction
Rationale: *Curriculum review*
Effective Term: Fall 2026
[See Action Item 6 A.26](#)

32. PHO 14 - Introduction to Photographic Portfolios and Books

Catalog Description: This course introduces students to the production of professional portfolios, hand bound books and digital online publications. A broad practical and contextual introduction to book design will be covered as well as advanced digital imaging techniques. Students will also learn to plan, develop and implement photographic projects with particular emphasis on conceptual thinking and the development of individual style.
Major Modification: Change in prerequisite (add PHO 6), unit titles, examples of assignments, and materials of instruction
Rationale: *Curriculum review*
Effective Term: Fall 2026
[See Action Item 6 A.26](#)

33. PHO 15 - Intermediate Digital Photography

Catalog Description: This course provides continued exploration in the advanced theories, vocabularies and techniques of digital photography. Emphasis will be on current issues in photography, portfolio development and advanced image editing and manipulation. Students will learn the basic theories of illumination and the utilization of a variety of light sources. Students will learn to manipulate color and black-and-white images, layers, special effects, photo restoration/colorizing, and filters to prepare images for print and web distribution.
Major Modification: Change in prerequisite (add PHO 4), examples of assignments, and materials of instruction
Rationale: *Curriculum review*
Effective Term: Fall 2026
[See Action Item 6 A.26](#)

B. Course Deletion(s) – 2 minutes

1. BCIS 47 - Desktop Publishing

Program Status: AS Degree in Marketing
Rationale: *Course no longer offered*
Effective Term: Fall 2025

- [The committee questioned the timing and removal of courses when students are in progress and how this will be communicated to students](#)
- [The course deletion process and timing will be discussed in Tech Review](#)

Motion to block items 6 B.1-B.2 and approve; M/S/P

2. **BUS 18 - Database Design**

Program Status: AS Degree in Computer Programming, and CA in Computer Programming

Rationale: *Course no longer offered*

Effective Term: Fall 2025

See Action Item 6 B.1

3. **PHO 20 - Photoshop for Photographers**

Program Status: Standalone

Rationale: *Course last offered in Fall 2018*

Effective Term: Fall 2025

Motion to approve; M/S/P

C. Discipline Change(s) - 4 minutes

1. **ESL 300 - American Citizenship**

Discipline: Add English as a Second Language (ESL)

Rationale: *Staffing flexibility*

Effective Term: Fall 2025

Mark Scholl represented ESL 300

- Department neglected to add ESL discipline during recent modification

Motion to approve; M/S/P

2. **MUS 360 - Orchestra**

Discipline: Add Commercial Music

Rationale: *Add discipline to mirror MUS 60*

Effective Term: Fall 2025

Office of Instruction represented MUS

- Technical edits to mirror credit course

Motion to block items 6 C.2-C.6 and approved; M/S/P

3. **MUS 362 - Concert Band**

Discipline: Add Commercial Music

Rationale: *Add discipline to mirror MUS 62*

Effective Term: Fall 2025

See Action Item 6 C.2

4. **MUS 363 - Symphonic Band**

Discipline: Add Commercial Music

Rationale: *Add discipline to mirror MUS 63*

Effective Term: Fall 2025

See Action Item 6 C.2

5. **MUS 364 - Jazz Ensemble**

Discipline: Add Commercial Music

Rationale: *Add discipline to mirror MUS 64*

Effective Term: Fall 2025

See Action Item 6 C.2

6. **MUS 370 - Choir**

Discipline: Add Commercial Music

Rationale: *Add discipline to mirror MUS 70*

Effective Term: Fall 2025

[See Action Item 6 C.2](#)

D. Pedagogical Cap Change(s) – 2 minutes

1. **BUS 25 - Introduction to Entrepreneurship**

From 40 to 25

Rationale: *Online course requires extensive discussions that are graded to aid in the mastery of the student's individual work*

Effective Term: Spring 2026

- [Item postponed until next meeting](#)

[See Action Item 1](#)

E. New Program(s) – 6 minutes

1. **AS Degree in Concrete Industry Technician (44-47 Units)**

Catalog Description: *The Associate of Science in Concrete Industry Technician (CIT) program is a business-intensive program which develops solid management skills that can be used in any industry, but it has been developed specifically for the concrete industry. The program gives students entering the concrete work force an advantage since they gain valuable industry experience early in their careers. The program includes a series of required business courses such as finance, marketing, management and business law. The concrete-specific courses teach the fundamentals of concrete, properties and testing, concrete construction, and more. All program courses emphasize problem solving, quality assurance and customer satisfaction. This program also aligns with CSU, Chico's Concrete Industry Management major.*

Required Core: ACCT 2, ACCT 4, BUS 8, CHEM 51, CNST 1, CNST 5, CNST 20, ECON 4, GEOL 32, and STAT C1000 or STAT C1000E, and PHYS 21 or PHYS 41

Required Core Precalculus Option (Choose One): MATH 20 and MATH 26, or MATH 20 and MATH 26s, or MATH 28 or MATH 28s

Rationale: *Program created for local industry employers and for alignment with CSU, Chico's Concrete Industry Management program.*

Effective Term: Fall 2026

[Tom Williams represented Concrete Industry Technician programs](#)

- [Program designed to articulate to CSU, Chico's Concrete Management program](#)

[Motion to block items 6 E.1-E.2 and approve; M/S/P](#)

2. **Certificate of Achievement in Concrete Industry Technician (24 Units)**

Catalog Description: *The Certificate of Achievement in Concrete Industry Technician (CIT) program is a business-intensive program which develops solid management skills that can be used in any industry, but it has been developed specifically for the concrete industry. The program gives students entering the concrete work force an advantage since they gain valuable industry experience early in their careers. The program includes a series of required business courses such as finance, marketing, management and business law. The concrete-specific courses teach the fundamentals of concrete, properties and testing, concrete construction, and more. All program courses emphasize problem solving, quality assurance and customer satisfaction.*

Required Core: ACCT 2, ACCT 4, BUS 8, CNST 1, CNST 5, CNST 10, and CNST 20

Rationale: *Program created for local industry employers*

Effective Term: Fall 2026

- [Program similar to AS in Concrete Industry Technician minus the GE and one course](#)

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

F. Program Modification(s) – 6 minutes

1. **AS Degree in Computer Programming (20 Units)**

Catalog Description: *The Computer Programming program prepares students for entry-level positions as computer programmers and web developers. The core curriculum covers the software development life-*

cycle, algorithms, fundamental data structures, database design, and the design, implementation, and testing of computer programs and dynamic websites. No prerequisite skills are required for students to enroll in the program. The program offers courses that prepare students for entry-level positions as computer programmers and web developers.

Modification: Change in units (from 24 to 20), and required core (delete BUS 18)

Rationale: *Course deletion*

Effective Term: Fall 2025

Office of Instruction represented Computer Programming programs

- BUS 18 deleted; department will add course to replace it

Motion to block items 6 F.1-F.2 and approve; M/S/P

2. **Certificate of Achievement in Computer Programming (20 Units)**

Catalog Description: *See AS Degree in Computer Programming.*

Modification: Change in units (from 24 to 20), and required core (delete BUS 18)

Rationale: *Course deletion*

Effective Term: Fall 2025

See Action Item 6 F.1

3. **AS Degree in Marketing (41 Units)**

Catalog Description: *The Marketing program is designed to provide students with a well-rounded education in business operations, management techniques, human relations, accounting, and economics with an emphasis in marketing principles, sales, and advertising. To be successful students need basic competence in reading, written and oral communication, and mathematics. Students in this field should possess an interest in working with others, developing business strategies, and responding to today's competitive business environment.*

Modification: Change in select six units (delete BCIS 47); no change in units

Rationale: *Course deletion*

Effective Term: Fall 2025

Motion to approve; M/S/P

G. Local Graduation Requirement Program Exemption(s) – 4 minutes

1. **AS Degree in Respiratory Care (54 Units)**

Graduation Exemption Area: Self-Integration

Rationale: *RT 125 is the introductory clinical course for the Respiratory Care program It is a 5-unit (255 hours) course in which students provide basic respiratory therapy procedures to patients in the medical-surgical floor areas. During these rotations, students learn how to interact appropriately with patients of all ages, ethnicities, and cultural backgrounds, along with learning how to anticipate the needs of their patients. Students are equipped with the time necessary to reflect on their growth as fledgling respiratory therapists and are consistently provided with formative feedback from their clinical instructors on ways to improve not only their interactions with patients, but also their patient assessment and therapeutic skills with every interaction. Students are encouraged to reflect after each patient encounter on their own self-awareness, addressing their thoughts and feelings on their communication style and how they can potentially improve them with their subsequent patient interactions.*

Effective Term: Fall 2025

- The process for approving program exemptions was confirmed; applies to programs previously exempt from Self-Integration or Physical Education Activity requirements
- Programs that need exemption effective Fall 2025: Emergency Medical Services, Fire Fighter I and II Academy, Law Enforcement Academy, Nursing, and Respiratory Care

Motion to postpone until next meeting; M/S/P

H. Curriculum Committee Membership

1. Associate Faculty, At Large Membership Term

- Academic Senate Vice President, Irma Gonzalez Cuadros, discussed options to fill the Curriculum Committee's Associate Faculty, At Large membership position which was vacant after Academic Senate's election process
- This position was held by Associate Faculty, Anthony Ferro, who was recently hired as a full-time faculty member effective Fall 2025
- As outlined in the Academic Senate bylaws, the Curriculum Committee may make a recommendation to Academic Senate about resolving this vacancy:
 1. Current member completes remainder of the term which expires in Spring 2027, and position will be filled at the next regular Academic Senate election cycle; or
 2. Request Academic Senate to hold a special election to fill vacancy effective Fall 2025.
- The current Associate Faculty member requested to finish out the term, and has the historical background knowledge to adequately fulfill the position
- The committee questioned the timing of Academic Senate's replacement cycle, and the current Associate Faculty vacancies available
- It was suggested committee vacancies should be considered on a case-by-case basis; membership terms are staggered so historical committee knowledge is retained

Motion to recommend to Academic Senate that A. Ferro completes term as Associate Faculty, At Large position through Spring 2027; M/S/P (Ayes 11; Nays 2; Abstention 1)

7. Discussion Item(s)

A. Future Meetings

- May 19, 2025

8. Adjournment

Motion to adjourn; M/S/P