

**PALOMAR COLLEGE  
CURRICULUM COMMITTEE MEETING**

Wednesday, April 4, 2007  
Room SU-203 at 3:00 p.m.

**I. CALL TO ORDER**

**II. MINUTES OF FEBRUARY 21, 2007 - Attachment A**

**III. ANNOUNCEMENTS**

**IV. ACTION ITEMS**

Details of all program and course proposals can be viewed at:

<http://www.curricunet.com/palomar>

- Select Track, All Proposals.
- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
- Select the Pencil Icon in order to navigate through the various pages of the proposal, or
- Select the "WR" Icon to view the Course Outline of Record or Program Report, or
- Select the "CC" Icon to view a report that displays proposed changes for the course outline of record or program
- Select the "CR" Icon to view a report that displays ALL proposed changes for the course

To view Packages:

- Select Packages under Create/Edit Proposals, then select the Pencil Icon to see the individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the various pages of each proposal.

**A. CONSENT CALENDAR**

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2007:

1. Credit Course/Program Packages

There are no Credit Course/Program Packages for this agenda.

2. New Programs

There are no New Programs for this agenda.

3. Program Changes

- A. Program Title: Radio and Television  
Discipline: Radio and Television (RTV)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 38  
Add new course RTV 245 as an elective  
*Pat Hahn*

4. Program Deactivations

There are no Program Deactivations for this agenda.

5. Credit Courses - New

There are no New Credit Courses for this agenda.

6. Credit Course - Change

- A. Course Number and Title: AS 101 African-American History I  
Discipline: Africana Studies (AS)  
American History & Institutions - Sequence - AS 102  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D3 - Ethnic Studies  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - C. Ethnic Studies  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Telecourse, Online  
Add online  
*John Valdez*
- B. Course Number and Title: AS 102 African-American History II  
Discipline: Africana Studies (AS)  
American History & Institutions - Sequence - AS 101  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D3 - Ethnic Studies  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - C. Ethnic Studies

Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Telecourse, Online  
Add online  
*Ricardo Guthrie*

- C. Course Number and Title: PSYC 145 / SOC 145 Psychology and Sociology of Aging  
Discipline: Psychology (PSYC) / Sociology (SOC)  
Associate Degree General Education - E Integrated Self and Lifelong Learning  
CSU GE Area E: Lifelong Understanding and Self-Development - E Lifelong Understanding and Self-Development  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Telecourse, Online  
Add online  
*Terry Humphrey*

7. Credit Courses - Deactivations

There are no Credit Course Deactivations for this agenda.

8. Noncredit Course - New

There are no New Noncredit Courses for this agenda.

9. Noncredit Course - Change

There are no Noncredit Course Changes for this agenda.

10. Noncredit Course - Deactivation

There are no Noncredit Course Deactivations for this agenda.

11. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55370, 55372, 55374, 55376, 55378 and 55380, effective Fall 2007:

Catalog Subject/Number

AS 101 African-American History I  
AS 102 African-American History II  
PSYC 145 / SOC 145 Psychology and  
Sociology of Aging

Distance Learning Offering(s)

Telecourse, Online  
Telecourse, Online  
Telecourse, Online

<b>B. RESUMPTION OF REGULAR AGENDA</b>
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1. Items Removed From the Consent Calendar

**V. INFORMATION/DISCUSSION**

- A. Status of Course Outline Reviews

The following courses have completed the course outline review process between February 14, 2007 and March 30 and will be effective Fall 2007:

AP C 197 Carpentry Topics	AP E 104 Transformers and Code Calculations, Conduit Bending and Blueprints
AP C 201 Orientation I	AP E 197 Electrical Topics
AP C 202 Orientation II	AP SC 101 Introduction to the Sound and Communication Trade Industry
AP C 203 Blueprint I	AP SC 102 Electrical Theory and Practices DC
AP C 204 Blueprint II	AP SC 103 Electrical Theory and Practices AC
AP C 205 Foundations	AP SC 104 Semiconductor Electronics
AP C 206 Flatworks	AP SC 105 Introduction to Digital Electronics and Signaling Devices
AP C 207 Tilt-Up	AP SC 106 Management/Alarms/Codes/Circuit
AP C 208 Wall Forms	AP SC 197 Sound and Communication Systems Installer Topics
AP C 209 Gang Forms	CHEM 110 General Chemistry
AP C 210 Patented Forming Systems	DA 97 Dental Assisting Topics
AP C 211 Architectural Concrete	ECON 110 Comparative Economic Systems
AP C 212 Column Forms	EME 197A Emergency Medical Education Workshop: Emergency Medical Technical- Paramedic
AP C 213 Beam and Deck Forming	EME 197B Emergency Medical Education Workshop: Emergency Medical Technical- Basic
AP C 214 Wall Framing I	EMET 50 Basic Mechanics for Servicing Electro-Mechanical Equipment
AP C 215 Wall Framing II	EMET 51 Mail Processing Equipment Mechanic Exam Preparation
AP C 216 Floor Framing	FIRE 100 Fire Protection Organization
AP C 217 Stair Building I	FIRE 118 Fire Prevention Technology
AP C 218 Stair Building II	
AP C 219 Exterior Details I	
AP C 220 Exterior Details I	
AP C 221 Roof Framing I	
AP C 222 Roof Framing II	
AP C 223 Metal Framing	
AP C 224 Commercial Framing	
AP C 225 Formwork Problems	
AP C 226 Bridge Construction	
AP C 227 Stairs and Ramps	
AP DL 197 Drywall/Lather Topics	
AP DL 213 Acoustical Ceilings	
AP E 101 Introduction to the Electrical Trade and Industry, DC Theory and Conduit Bending	

FIRE 130 Fire Protection Equipment and Systems

LT 120 Information Sources and Services/Reference

MATH 105 Concepts of Elementary Mathematics

N ESL 300 Basic ESL

PSYC 197 Special Topics in Contemporary Psychology

PSYC 225 Psychology of Abnormal Behavior

PSYC 235 Principles of Learning and Behavior Modification

PSYC 296 Special Problems in Psychology

SOC 197 Special Topics in Sociology

SOC 296 Special Problems in Sociology

SPCH 120 Human Communication

WTE/WWT 45 Vocational Math Skills for WWT/WTE

WTE 150 Water Quality Monitoring

B. Technical Corrections

1. New course CSIS 238 was marked as Credit/No Credit grading only when it was approved by the Curriculum Committee on November 1, 2006 and by the Faculty Senate on November 13, 2006. Since that time, the department has confirmed that was in error, and the course should be Graded, with Credit/No Credit option.
2. The prerequisite for FREN 102B is incorrect in the College Catalog. The prerequisite currently states: FREN 101 OR 101B or two years of high school French. The correct prerequisite is: FREN 102A or two years of high school French.

Both the College Catalog and Curricunet have been corrected.

C. Required Writing Field

D. Process for Deactivation of Instructional Program - Attachment B

E. PFF's Proposal for Changing the Course Maximum Enrollment Determination Process

F. Curriculum Writing Workshop

- The Curriculum Writing Workshop planned for Wednesday, April 18, 2007 2:30 – 4:30 pm will be rescheduled.

**VI. REPORTS**

A. Curriculum Planning Subcommittee

B. Information Competency/Computer Literacy

C. Learning Outcomes

- D. Glossary for Course Number Guidelines and Distance Learning Work Group
- E. Process for Deactivation of Instructional Program Work Group
- F. Curriculum Handbook Work Group
- G. Technology Mediated Instruction Work Group
- H. Academic Technology Committee
- I. Options for Alternative Degrees - Nursing
- J. Other

**VII. FUTURE ITEMS FOR DISCUSSION**

- A. Program Review
- B. Requisite Validation

**VIII. NEXT MEETING** – May 2, 2007 – 3:00 p.m., Room SU-203

**IX. ADJOURNMENT**

**PALOMAR COLLEGE  
CURRICULUM COMMITTEE MEETING**

Wednesday, February 21, 2007  
Room AA-140 at 3:00 p.m.

**I. CALL TO ORDER**

Ms. Brannick called the meeting to order at 3:30 p.m.

**MEMBERS PRESENT**

Monika Brannick  
Judy Dolan  
Judy Eckhart  
Matt Estes  
Candice Francis  
Katheryn Garlow  
Kathy Grove??  
Pat Hahn  
Anne Hohman  
Rob Jones  
Teresa Laughlin  
Dennis Lutz

Wilma Owens  
Lillian Payn  
Thomas Sbrega (ASG)  
Gary Sosa  
Pat Schwerdtfeger

**GUESTS PRESENT**

Marty Furch

**SUPPORT STAFF PRESENT**

Diane Veach

**II. MINUTES OF JANUARY 31, 2007**

Kathy Grove is to be added to the list of members present. MSC Eckhart, Dolan to approve the minutes of January 31, 2007 as modified.

**III. ANNOUNCEMENTS**

Ms. Brannick stated that the Curriculum Committee has several groups working on special projects and asked if these groups' members would be interested in scheduling an off-campus retreat for the purpose of furthering work on the projects. There was apparent interest in doing so. She suggested they think about a date before the end of the semester.

**IV. ACTION ITEMS**

<b>A. CONSENT CALENDAR</b>
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MSC Eckhart, Laughlin to approve the following curricular changes, pending appropriate approvals, to be effective FALL 2007:

1. Credit Course/Program Packages

- A. **Package Title: Public Works Management Program & Courses**  
Discipline: Public Works Management (PWM)  
Description: Program change, deactivation PWM 54 & WWT/PWM 220,  
new course PWM 57, course changes PWM 51, 52, 53.  
*Mollie Smith*
1. Credit Course New
    - a. Course Number and Title: PWM 57 Plan Interpretation and Cost Estimating  
Short Title: Plan Interpretation/Cost Est  
Discipline: Public Works Management (PWM)  
Recommended Prep: A minimum grade of 'C' in MATH 15  
Course included in the following programs:
      1. Public Works Management - Level II A.A. Degree Major or Certificate of Achievement
  2. Credit Course Changes
    - a. Course Number and Title: PWM 51 Street Construction and Maintenance  
Short Title: Street Construction & Maint  
Discipline: Public Works Management (PWM)  
Recommended Prep: MATH 15  
Course included in the following programs:
      1. Public Works Management - Level I A.A. Degree Major or Certificate of Achievement
      2. Public Works Management - Level II A.A. Degree Major or Certificate of Achievement**Change title, change short title**
    - b. Course Number and Title: PWM 52 Asphalt and Portland Cement  
Discipline: Public Works Management (PWM)  
Recommended Prep: MATH 15  
Course included in the following programs:
      1. Public Works Management - Level I, A.A. Degree Major or Certificate of Achievement
      2. Public Works Management - Level II, A.A. Degree Major or Certificate of AchievementDistance Learning Offering(s): Online  
**Add online**
    - c. Course Number and Title: PWM 53 Public Works Inspection  
Discipline: Public Works Management (PWM)  
Recommended Prep: MATH 15

Course included in the following programs:

1. Public Works Management - Level I, A.A. Degree Major or Certificate of Achievement
2. Public Works Management - Level II, A.A. Degree Major or Certificate of Achievement

Distance Learning Offering(s): Online

Add online

3. Credit Course Deactivation

a. Course Number and Title: PWM 54 Public Works Inspection II

Discipline: Public Works Management (PWM)

Recommended Prep: MATH 15

Course included in the following programs:

1. Public Works Management A.A. Degree Major or Certificate of Achievement

Reason for deactivation: course is no longer needed

4. Program Change

a. Program Title: Public Works Management - Level I

Discipline: Public Works Management (PWM)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 18.00

Change title; change program description; add and remove courses; reduce units

2. New Programs

A. Program Title: Public Works Management - Level II

Discipline: Public Works Management (PWM)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 33

*Mollie Smith*

3. Program Changes

A. Program Title: Journalism

Discipline: Journalism (JOUR)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 35 – 36

Add new courses JOUR 120 and COMM 104, update disciplines from GC to GCIP and from R GC to R GCIP.

*Wendy Nelson*

4. Program Deactivations

There are no program deactivations for this agenda.

## 5. Credit Courses - New

See Packages.

## 6. Credit Course - Change

- A. Course Number and Title: SPAN 102 Spanish II  
Discipline: Spanish (SPAN)  
Prerequisites: SPAN 101, or SPAN 101B, or two years of high school Spanish  
Associate Degree General Education - C Humanities  
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2  
- Humanities  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Telecourse, Online  
Add online  
*Kathleen Sheahan*

- B. Course Number and Title: SPAN 201 Spanish III  
Discipline: Spanish (SPAN)  
Prerequisites: SPAN 102, or SPAN 102B, or three years of high school Spanish  
Associate Degree General Education - C Humanities  
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2  
- Humanities  
IGETC Area 3: Arts and Humanities - B. Humanities  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Computer Assisted, Video Two Way,  
Video One Way, Telecourse, Online  
Add online  
*Kathleen Sheahan*

## 7. Credit Courses - Deactivations

See Packages.

## 8. Noncredit Course - New

- A. Course Number and Title: N ABED 202 Literacy/Adult Basic Education II  
Discipline: Adult Basic Education (N ABED)  
*Marty Furch*

## 9. Noncredit Course - Change

- A. Course Number and Title: N ABED 201 Literacy/Adult Basic Education I  
Discipline: Adult Basic Education (N ABED)  
Change title, scope, number of lecture hours  
*Marty Furch*

## 10. Noncredit Course - Deactivation

There are no noncredit course deactivations for this agenda.

## 11. New Noncredit Certificates of Completion

*Marty Furch/Katheryn Garlow*

## A. Title: English as a Second Language Noncredit Certificate of Completion

Noncredit Certificate of Completion

This sequence of seven courses is designed to equip non-native speakers of English with the listening, speaking, reading and writing skills at the high intermediate level in English needed for employment or to successfully complete college level courses for a career or for associate or transfer degree programs. An assessment process determines appropriate initial placement in the sequence. In order to earn a certificate, students must successfully complete N ESL 306. The sequence is articulated with credit vocational English as a second language courses that prepare students to enter six recognized career fields and with degree applicable credit reading and composition courses.

Certificate Requirements

N ESL 300	Basic ESL
N ESL 301	Beginning ESL I
N ESL 302	Beginning ESL II
N ESL 303	Beginning ESL III
N ESL 304	Intermediate ESL I
N ESL 305	Intermediate ESL II
N ESL 306	Intermediate ESL III

## B. Title: Adult Basic Education Noncredit Certificate of Completion

Noncredit Certificate of Completion

This two-course sequence is designed to equip students with the basic reading and writing skills, basic computational skills and critical thinking skills needed for employment or to prepare for GED preparation courses, job training and college level courses for a career or for associate or transfer degree programs. In order to earn a certificate, students must successfully complete N ABED 202.

Certificate Requirements

N ABED 201	Literacy/Adult Basic Education I
N ABED 202	Literacy/Adult Basic Education II

12. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55370, 55372, 55374, 55376, 55378 and 55380, effective Fall 2007:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering(s)</u>
PWM 52 Asphalt and Portland Cement	<u>Online</u>
PWM 53 Public Works Inspection	<u>Online</u>
SPAN 102 Spanish II	Telecourse, <u>Online</u>
SPAN 201 Spanish III	Computer Assisted, Video Two Way, Video One Way, Telecourse, <u>Online</u>

<b>B. RESUMPTION OF REGULAR AGENDA</b>
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1. Items Removed From the Consent Calendar

There were no items removed from the Consent Calendar.

**V. INFORMATION/DISCUSSION**

A. Status of Course Outline Reviews

The following courses have completed the course outline review process between November 7, 2007 and February 14, 2007 and will be effective Fall 2007:

CHEM 10 Chemistry Calculations	GCMW 102B Web Page Layout IB
CHEM 100 Fundamentals of Chemistry	GCMW 108 Web Motion Graphics I
CHEM 102 Chemistry and Society	GCMW 140 Web Graphics
GCIP 290 Copyright for Graphic Designers & Web Developers	GCMW 202 Web Page Layout II
GCIP 291 Contracts for Graphic Designers & Web Developers	GCMW 203 Web Multimedia
GCMW 102 Web Page Layout I	GCMW 217 Online Store Design I
GCMW 102A Web Page Layout IA	GCMW 232 Web Accessibility Design
	GEOG 100 Physical Geography
	SOC 100 Introduction to Sociology

B. Boxing Class and/or Club – Thomas Sbrega

Thomas Sbrega reported that there has been interest in creating a Boxing course or club. He has discussed this with Bruce Bishop and concluded that it would not be appropriate to create a course at this time. However, the ASG will be starting a co-ed Boxing Club.

## C. Technical Corrections

1. New course COMM 104 Principles of Public Relations was approved by the Curriculum Committee on November 15, 2006 and by the Faculty Senate on November 27, 2006. Since that time the lecture hours have been corrected from “1 to 3” to “3.”
2. New course JOUR 120 Magazine Journalism was approved by the Curriculum Committee on November 15, 2006 and by the Faculty Senate on November 27, 2006. Since that time the lecture hours have been corrected from “1 to 3” to “3.”
3. Reactivated course PE 103 Evaluative Fitness was approved by the Curriculum Committee on November 27, 2007 and by the Faculty Senate on December 4, 2006. It was approved as a 3 unit course, requiring 2 hours lecture-3 hours laboratory. It has been corrected to:  
2 ½ units, 2 hours lecture-1½ hours laboratory

## D. Technical Corrections – Procedures

Ms. Brannick inquired whether the current method of reporting technical corrections to the Curriculum Committee is acceptable to the members. These are typically errors that need to be corrected, and they are only made under the direction of the originator, the chair/director and the dean, and they are subject to review by the Curriculum Committee Co-Chairs prior to being reported to the Committee. Handling them as technical corrections eliminates the need to send them back through the complete approval process.

The Committee members were generally in agreement with the current procedures for correcting errors.

## E. Required Writing Field on Course Outlines of Record

Monika Brannick reported that she has been asked whether it is a requirement that information be entered in the Required Writing field on Course Outlines of Record. Discussion was held. It may have been required in the past, however, there may be some disciplines where required writing assignments are not as critical. Ms. Brannick will check the requirements in Title 5.

## F. Options for Alternative Degrees - Judy Eckhart

Ms. Eckhart reported that the Nursing program currently requires 81 units for the AA Degree. The NLN requires a maximum of 71 units, and this organization will be looking at our degree program again in Fall. With the help of the Curriculum Committee, progress was made in the past to reduce the total units required from 85 to 81, but further work is necessary. She suggests researching the possibility of adding an alternate degree option, such as AS degree in Nursing. Judy Dolan and Teresa Laughlin volunteered to work with Ms. Eckhart to explore options. Staff member Cathy Hawkins will also assist.

G. Curriculum Writing Workshop

- Wednesday, March 7, 2007, 2:30 – 4:30 pm, SU-203
- Thursday, March 29, 2007, 12:30 – 2:30 pm, SU-18

H. Curricunet Training for Course Reviews

- Thursday, February 22, 2007, 2:30 – 3:30 pm, B-8
- Wednesday, March 14, 2007, 2:30 – 3:30 pm, B-8

**VI. REPORTS**

A. Curriculum Planning Subcommittee

There was no report.

B. Information Competency/Computer Literacy

Ms. Martin-Klement reported that she will be preparing a grant application for funding to assist with progress toward the goal of a standard measurement of computer literacy and information competency for our students.

C. Learning Outcomes

Ms. Teresa Laughlin reported that the Learning Outcomes Council members have been attending many workshops. She has learned that the definition of Student Learning Outcomes may vary in different forums. She did learn, however, that the objectives on our course outlines of record are what WASC is looking for Student Learning Outcomes.

Ms. Laughlin indicated that we might consider changing the terminology on our course outlines from “Objectives” to “Student Learning Outcomes.” Ms. Brannick, however, reported that the Statewide Academic Senate is not in favor of doing so.

Ms. Laughlin also reported there will be more discussion among the faculty regarding the Honors Program. If there is sufficient interest they will continue to investigate. In addition, the Basic Skills group continues to look into developing a student success center.

D. Glossary for Course Number Guidelines and Distance Learning Work Group

There was no report.

E. Process for Deactivation of Instructional Program Work Group

The group had developed a draft proposal. This will be placed on the next Curriculum Committee agenda.

F. Curriculum Handbook Work Group

There was no report.

G. Technology Mediated Instruction Work Group

The group will be meeting next week.

H. Academic Technology Committee

Ms. Brannick reported that the Curriculum Committee still needs a representative on this work group. Judy Dolan indicated that she is on the committee, and she would be glad to report back to the Curriculum Committee.

I. Other

**VII. FUTURE ITEMS FOR DISCUSSION**

- A. Program Review
- B. Requisite Validation

**VIII. NEXT MEETING** – April 4, 2007 – 3:00 p.m., Room SU-203

**IX. ADJOURNMENT**

The meeting was adjourned at 4:00 p.m.

**DRAFT-**  
**Process for Deactivation of an Instructional Program**

**Attachment B**

**Faculty Member**

Writes justification/reasons for Deactivation and consults with the department  
Justification must include a Plan to phase out the program s  
Adversely affect students.

The faculty member will initiate the intention to deactivate a program. This document will include, but not be limited to:

- Title and Short description
- Courses included in the program
- Justification or Reasons for Deactivation (Obsolete technology, enrollment, etc)
- Faculty impact
- Supplies, Equipment Disposal Plan
- Classified Staff Impact



**Department Members and Chair**

Analyze, Modify, Concur  
Need for sign off of department members



**Division Dean**

Analyzes, Modifies, Concur  
With Department Recommendation



**Curriculum Committee**

Approves Deactivation Request



**Faculty Senate**

Approves Action of Curriculum Committee



**Governing Board**

Approves Action of Curriculum Committee

Final Submittal to Board