

**PALOMAR COLLEGE  
CURRICULUM COMMITTEE MEETING**

Wednesday, May 2, 2007  
Room SU-203 at 3:00 p.m.

**I. CALL TO ORDER**

**II. MINUTES OF APRIL 4, 2007 - Attachment A**

**III. ANNOUNCEMENTS**

**IV. ACTION ITEMS**

A. Process for Deactivation of Instructional Program - Attachment B

B. Curriculum Timeline for 2007-08 – Attachment C

**V. INFORMATION/DISCUSSION**

A. Status of Course Outline Reviews

The following courses have completed the course outline review process between March 30, 2007 and April 27, 2007 and will be effective Fall 2007:

ACCT 105 Income Tax	COUN 185 Peer Advising
ACCT 106 State Income Tax	COUN 197 Counseling Topics
BIOL 135 Marine Mammals: Biology and Ecology	CSIS 121 Advanced Microcomputer Applications
BUS 115 Business Law	CSIS 179 Access
BUS 116 Business Law	CSIS 245 Systems Analysis and Design
BUS 117 Legal Environment of Business	EME 55 CPR for Health Care Providers
BUS 140 Selling for Business	EME 100/PE 104 Advanced First Aid
BUS 142 Customer Service	ENG 221 Survey of World Literature II
BUS 197 Business Topics	ENGR 197 Engineering Topics
CI 89 Plumbing Codes	ENGR 210 Electrical Network Analysis
CI 90 Mechanical Codes	ENGR 210L Electrical Network Analysis Lab
CI 101 Building Codes II	ENGR 236 Engineering Mechanics - Dynamics
CI 105 Electrical Codes I	ENGR 235 Engineering Mechanics - Statics
CI 106 Electrical Codes II	ESL 3 Beginning ESL III
CI 115 Nonstructural Plan Review	ESL 34 Intermediate ESL I
CI 120 Structural Plan Review	ESL 35 Intermediate ESL II
CINE 102 History of Film to 1945	

ESL 36 Intermediate ESL III  
 FIRE 71 Trench Rescue  
 FIRE 72 Swiftwater Rescue  
 FIRE 145 Fire Fighting Tactics and Strategy  
 HIST 295 Directed Study in History  
 LT 154 Information for Lifelong Learning  
 LS 150/PLS 150 Legal Research  
 LS 190/PLS 190 Clinical Studies  
 LS 245/PLS 245 Civil Litigation I  
 LS 290/PLS 290 Contemporary Legal Issues  
 LS 295 Directed Study in Legal Studies  
 MA 50 Introduction to Medical Assisting  
 MA 61 Medical Insurance Coding  
 MATH 47 Mathematics Topics  
 MATH 100 Exploring Mathematics  
 MICR 200 Fundamentals of Microbiology  
 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  
 PSYC 100 Introduction to Psychology  
 PHOT 201 Elementary Color Negative Printing  
 PHOT 202 Intermediate Color Printing  
 PHOT 203 Color Printing Workshop  
 PHOT 230 Digital Darkroom  
 PHYS 102 Introduction to Physics (Lecture)  
 PHYS 230 Principles of Physics  
 PHYS 231 Principles of Physics  
 PLS 155/LS 155 Legal Writing  
 PLS 295 Directed Study in Paralegal Studies  
 READ 11 Spelling II  
 READ 30 Fundamental Reading Skills  
 READ 47 Reading Topics  
 READ 50 Reading Improvement READ 110 Power Reading  
 READ 197 Reading Topics  
 ZOO 145 Introduction to Anatomy and Physiology  
 ZOO 203 Physiology

B. Technical Corrections

1. Graphic Communications Emphasis in Management A.A. Degree Major or Certificate of Achievement

GC/R GC 140 was inadvertently removed from the program requirements. It has been re-instated as a requirement of this program in Curricunet.

2. Nursing – ADN AA Degree Major

List BIOL 102 pre-requisite in the program requirements; change total units to 81 (not 77-81). This is not a new pre-requisite; however, it was not previously specified in the program requirements. During the last Accreditation visit, the NLNAC (National League for Nursing Accreditation Commission) issued a requirement that the pre-requisite be specified in the program requirements and included in the total units.

3. Nursing – LVN-RN AA Degree Major

List BIOL 102 pre-requisite in the program requirements; change total units to 63 (not 59-63). This is not a new pre-requisite; however, it was not previously specified in the

program requirements. During the last Accreditation visit, the NLNAC (National League for Nursing Accreditation Commission) issued a requirement that the pre-requisite be specified in the program requirements and included in the total units.

**VI. REPORTS**

- A. Curriculum Planning Subcommittee
- B. Information Competency/Computer Literacy
- C. Learning Outcomes/Basic Skills
- 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** – September 19, 2007 – 3:00 p.m.

**IX. ADJOURNMENT**

**PALOMAR COLLEGE  
CURRICULUM COMMITTEE MINUTES**

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

**I. CALL TO ORDER**

Ms. Monika Brannick called the meeting to order at 3:10 p.m.

**MEMBRERS PRESENT**

Monica Brannick  
Judy Cater  
Berta Cuaron  
Judy Dolan  
Judy Eckhart  
Candi Francis  
Kathleen Grove  
Gloria Kerkhoff  
Robert Jones  
Pat Hahn  
Anne Hohman  
Dennis Lutz

Teresa Laughlin  
Jackie Martin-Klement  
Patrick Mills  
Wilma Owens  
Lillian Payn  
Pat Schwerdtfeger  
Gary Sosa  
Carla Thompson  
Mark Vernoy

**SUPPORT STAFF PRESENT**

Diane Veach

**II. MINUTES OF FEBRUARY 21, 2007**

MSC Cater, Eckhart to approve the minutes of February 21, 2007 as submitted.

**III. ANNOUNCEMENTS**

Ms. Brannick reported that the Curriculum Writing Workshop held on March 29 went very well.

**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

MSC Hohman, Mills to approve the following curricular changes, pending appropriate approvals, 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:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering(s)</u>
AS 101 African-American History I	Telecourse, <u>Online</u>
AS 102 African-American History II	Telecourse, <u>Online</u>
PSYC 145 / SOC 145 Psychology and Sociology of Aging	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 February 14, 2007 and March 30, 2007 and will be effective Fall 2007:

AP C 197 Carpentry Topics	AP C 219 Exterior Details I
AP C 201 Orientation I	AP C 220 Exterior Details I
AP C 202 Orientation II	AP C 221 Roof Framing I
AP C 203 Blueprint I	AP C 222 Roof Framing II
AP C 204 Blueprint II	AP C 223 Metal Framing
AP C 205 Foundations	AP C 224 Commercial Framing
AP C 206 Flatworks	AP C 225 Formwork Problems
AP C 207 Tilt-Up	AP C 226 Bridge Construction
AP C 208 Wall Forms	AP C 227 Stairs and Ramps
AP C 209 Gang Forms	AP DL 197 Drywall/Lather Topics
AP C 210 Patented Forming Systems	AP DL 213 Acoustical Ceilings
AP C 211 Architectural Concrete	AP E 101 Introduction to the Electrical Trade and Industry, DC Theory and Conduit Bending
AP C 212 Column Forms	AP E 104 Transformers and Code Calculations, Conduit Bending and Blueprints
AP C 213 Beam and Deck Forming	AP E 197 Electrical Topics
AP C 214 Wall Framing I	
AP C 215 Wall Framing II	
AP C 216 Floor Framing	
AP C 217 Stair Building I	
AP C 218 Stair Building II	

AP SC 101 Introduction to the Sound and Communication Trade Industry  
 AP SC 102 Electrical Theory and Practices DC  
 AP SC 103 Electrical Theory and Practices AC  
 AP SC 104 Semiconductor Electronics  
 AP SC 105 Introduction to Digital Electronics and Signaling Devices  
 AP SC 106 Management/Alarms/Codes/Circuit  
 AP SC 197 Sound and Communication Systems Installer Topics  
 CHEM 110 General Chemistry  
 DA 97 Dental Assisting Topics  
 ECON 110 Comparative Economic Systems  
 EME 197A Emergency Medical Education Workshop: Emergency Medical Technical- Paramedic  
 EME 197B Emergency Medical Education Workshop: Emergency Medical Technical- Basic  
 EMET 50 Basic Mechanics for Servicing Electro-Mechanical Equipment  
 EMET 51 Mail Processing Equipment  
 Mechanic Exam Preparation

FIRE 100 Fire Protection Organization  
 FIRE 118 Fire Prevention Technology  
 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

Monika Brannick reported that the Ed. Code does require that information about required writing be included in course outlines of record. She suggested that some examples of what to place in the Required Writing field be developed and made available for faculty to use as a model.

D. Process for Deactivation of Instructional Program

A draft process for deactivation of instructional programs was presented for information. It is essentially a reversal of the process for developing a new instructional program. It will be brought back to the next Curriculum Committee meeting for action.

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

Ms. Brannick distributed an excerpt from the minutes of the March 27, 2007 Faculty Senate meeting. The PFF has suggested that course maximum enrollments might be recommended by departments, discussed next by the Curriculum Committee and then the Faculty Senate, and then go to negotiations with the district.

Ms. Brannick presented this idea to the Curriculum Committee for information. Brief discussion was held. It was pointed out that course maximum enrollments are currently addressed in the faculty contract and it may be inappropriate to discuss the issue at a shared governance committee.

F. Curriculum Writing Workshop

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

Ms. Brannick reported that the first curriculum writing workshop was held March 29. There was good discussion among the attendees and review of Title 5 requirements. Due to a conflict with the Statewide Academic Senate meeting, the April 18 Curriculum Writing Workshop must be rescheduled. It was agreed that Fall Plenary would be an ideal time to offer the workshop again.

## **VI. REPORTS**

Lillian Payn volunteered to be the Curriculum Committee representative on the Academic Technology Committee.

MSC Laughlin, Schwerdtfeger to move this to an action item.

MSC Dolan, Laughlin to appoint Lillian Payn as the Curriculum Committee representative on the Academic Technology Committee.

A. Curriculum Planning Subcommittee

As Chair, Ms. Payn submitted the following three requests on behalf of the Curriculum Planning Subcommittee.

- 1) Currently there are only three members on the Curriculum Planning Subcommittee. Additional members, providing broader representation, are recommended. Volunteers for this Subcommittee are needed.
- 2) The criteria for a course to qualify as meeting the Multicultural Course Requirement for the AA degree should be readily accessible in CurricUNET. Currently, the criteria are not visible until the user indicates intent to request approval as a multicultural course. It would be better if the user can easily access the criteria and evaluate the course with respect to the criteria before determining whether to pursue approval to meet the multicultural course requirement.
- 3) The current members of the Curriculum Planning Subcommittee recommend that the criteria for meeting the Multicultural Course Requirement for the AA degree be revisited. Currently, the only subcultures that qualify are American subcultures. Many courses which address only non-American subcultures do not qualify to meet the requirement.

It was reported that when the criteria was originally established, it was clearly intended to include only American subcultures. However, it also was intended that many departments would be able to develop courses that qualify, so it is somewhat restrictive.

Berta Cuaron indicated that there may be something in Title 5 that will assist in re-evaluating this situation.

B. Information Competency/Computer Literacy

Jackie Martin-Klement stated that they will present a comprehensive plan at the next meeting.

C. Learning Outcomes

Berta Cuaron reported that the Learning Outcomes Council will be discussing the last segment of Mathematics student data.

Also, the Basic Skills group is a spin off from the Learning Outcomes Council. The Basic Skills group has been going to other colleges gathering information and ideas about

basic skills centers. Funds are available though the basic skills initiative and the group would like to put the resources to the best possible use toward basic skills development for students.

There will be two forums on campus during the week of April 9 for the Basic Skills group to share what they have been doing and discuss a possible basic skills center at Palomar.

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

There was no report.

E. Process for Deactivation of Instructional Program Work Group

There was no report. However, a proposal will be presented to the Curriculum Committee at the next meeting.

F. Curriculum Handbook Work Group

The Curriculum Handbook Work Group has not met. However, Berta Cuaron reported that there are some proposed changes to Title 5 that have been distributed around the State and are in a review period. The statewide Program and Course Approval Handbook will be updated by the System Office once the Title 5 changes have been determined. These changes should then be incorporated in to Palomar's curriculum handbook.

G. Technology Mediated Instruction Work Group

Rob Jones reported that the work group has acquired interesting statistics from our Research Office regarding distance learning classes. Title 5 indicates that there must be a separate and specific review of the distance learning aspect of courses. At Palomar, the distance learning review has become less stringent as it was formerly. The TMI work group will continue to meet and will develop recommendations to ensure we are in compliance with the regulations.

H. Academic Technology Committee

Earlier in the meeting, Lillian Payn was elected to serve as the Curriculum Committee representative on the Academic Technology Committee.

I. Options for Alternative Degrees - Nursing

Judy Eckhart reported that the Chancellor's Office is changing the requirements for colleges to be eligible for grant funds. Beginning Spring 2008, students must pass a basic skills test in order to be admitted into the Nursing program. Colleges that don't adhere to this requirement may not be eligible for certain grant funds.

J. Other

**VII. FUTURE ITEMS FOR DISCUSSION**

A. Program Review

Berta Cuaron reported that it is necessary to address our program review process. She recommends that review of programs be brought into the five-year review cycle, with the exception of occupational programs which must be reviewed every two years.

B. Requisite Validation

Berta Cuaron stated that it is necessary to incorporate a process for validation of requisites to ensure we are meeting State guidelines.

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

**IX. ADJOURNMENT**

The meeting was adjourned at 3:50 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

## ***Proposed -- 2007-08 CURRICULUM COMMITTEE TIMELINE***

### **Curriculum Writing/Curricunet Training**

- September 5, 2007** Curricunet Training for Faculty, Chairs/Directors, Deans, Curriculum Committee members - 3:00-5:00 p.m., in Room B-8.
- September 13, 2007** Curricunet Training for Faculty, Chairs/Directors, Deans, Curriculum Committee members - 3:00-5:00 p.m., in Room B-8.

### **Proposal Deadlines**

- September 26, 2007** Recommended last date to pre-launch curriculum proposals to be effective FALL 2008. (New courses/programs and changes/deletions to existing courses/programs)
- October 14, 2007** **DEADLINE** to launch curriculum proposals to be effective FALL 2008. (New courses/programs and changes/deletions to existing courses/programs)

### **Course Outline of Record Reviews**

- Ongoing** Course outline reviews should be pre-launched in Curricunet as early as possible, and ideally no later than March 31, 2008.

### **Curriculum Committee Meetings**

- September 19, 2007** Curriculum Committee Meeting at 3:00 p.m. in Room TBA
- October 17, 2007** Curriculum Committee Meeting at 3:00 p.m. in Room TBA
- October 31, 2007** Curriculum Committee Meeting at 3:00 p.m. in Room TBA
- November 21, 2007** Curriculum Committee Meeting at 3:00 p.m. in Room TBA added this date
- December 5, 2007** Curriculum Committee meeting at 3:00 p.m. in Room TBA.  
**LAST** opportunity for Curriculum Committee to approve ALL curriculum proposals to be effective FALL 2008.
- January 30, 2008** Curriculum Committee meeting at 3:00 p.m. in Room TBA  
(Other curriculum activity – no course/program actions)
- February 20, 2008** Curriculum Committee meeting at 3:00 p.m. in Room TBA  
(Other curriculum activity – no course/program actions)
- April 2, 2008** Curriculum Committee meeting at 3:00 p.m. in Room TBA.  
(Other curriculum activity – no course/program actions)
- April 30, 2008** Curriculum Committee meeting at 3:00 p.m. in Room TBA.  
(Last meeting for Academic Year 2007-08, no curriculum action, wrap-up only)