

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
AGENDA**

Wednesday, December 1, 2010
Room SU-30 at 3:00 pm

- I. CALL TO ORDER**
- II. MINUTES OF NOVEMBER 17, 2010** (Attachment A)
- III. ANNOUNCEMENTS**
- IV. AGENDA CHANGES**
- V. 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 "COR" or "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 individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the pages of each proposal.

VI. 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 2011:

A. Credit Course/Program Packages

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

B. Noncredit Course/Program Packages

1. There are no Noncredit Course/Program Packages for this agenda.

C. **New Programs**

1. There are no New Programs for this agenda.

D. **New Vocational Programs**

1. There are no New Vocational Programs for this agenda.

E. **Program Reactivations**

1. There are no Program Reactivations for this agenda.

F. **Vocational Program Reactivations**

1. Program Title: Medical Office Specialist
Discipline: Office Information Systems (OIS)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 23-24
Reason for Reactivation: The program was deactivated for the 2010-11 catalog in order to update the Administrative Medical Assisting program. The coordinator of the AMA program retired in December 2009. Medical front-office employment is viable so the reinstatement of the MOS (Medical Office Specialist) with edited and new courses will prepare students for gainful employment. Student Learning Outcomes and Assessment information present.
Judith L. Dolan

G. **Program Changes**

1. There are no Program Changes for this agenda.

H. **Vocational Program Changes**

1. Program Title: Accounting
Discipline: Accounting (ACCT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 30
Reflected title and unit value increase for ACCT 104, deleted CSIT 105 and CSIT/R CSIT 120, updated total units, added CSIT 105 and CSIT/R CSIS 120 to recommended electives. Student Learning Outcomes and Assessment information present.
Carol Bruton
2. Program Title: Auto Chassis and Drive Lines
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 27
Added AT 170, reflected change from R AT to AT 50, reflected unit value

decrease for AT 50, updated total units to reflect changes. Student Learning Outcomes and Assessment information present.

Steven L. Bertram

3. Program Title: Auto Collision Repair
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 21.00
Reflected change from R AT to AT for AT 50, 51, 55 and 56, reflected unit value decrease from AT 50, 51, 55 and 56, updated total units to reflect changes. Student Learning Outcomes and Assessment information present.
Steven L. Bertram
4. Program Title: Electronic Tune-Up and Computer Control Systems
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 30.00 - 31.00
Added AT 170 to elective options, Student Learning Outcomes and Assessment information present.
Steven L. Bertram
5. Program Title: Mechanics-General
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 33.00
Added AT 170, reflected unit value decrease for AT 50. Student Learning Outcomes and Assessment information present.
Steven L. Bertram
6. Program Title: Welding Technology
Discipline: Welding (WELD)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 33
Deleted elective block, added WELD 105, 140, 145, 150 and WELD/IT 108 to program requirements, updated total units. Student Learning Outcomes and Assessment information present.
Jay Miller

I. **Program Deactivations**

1. There are no Program Deactivations for this agenda.

J. **Vocational Program Deactivations**

1. There are no Vocational Program Deactivations for this agenda.

K. **Credit Courses – New**

1. Course Number and Title: ESL 45 Reading and Writing Essentials I
Short Title: Reading/Writing Essentials I
Discipline: English as a Second Language (ESL)
Standalone Course
Student Learning Outcomes and Assessment information present.
Tracy Fung
2. Course Number and Title: FIRE 101 Firefighter Safety
Discipline: Fire Technology (FIRE)
Prerequisites: FIRE 100
Student Learning Outcomes and Assessment information present.
Carl Lofthouse
3. Course Number and Title: GCMW 115 Web Page Layout/WordPress
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Course Included in the following programs:
 A. Social Web Development, Certificate of Achievement
Distance Learning Offering(s): Online
Repeatability: May be taken 4 times.
Student Learning Outcomes and Assessment information present.
Lillian S. Payn
4. Course Number and Title: OIS 84 Healthcare Writing Techniques
Discipline: Office Information Systems (OIS)
Prerequisites: OIS 80
Course Included in the following programs:
 A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
Distance Learning Offering(s): Online
Student Learning Outcomes and Assessment information present.
Judith L. Dolan
5. Course Number and Title: OIS 86 Electronic Health Record Applications
Short Title: Electronic Health Record Apps
Discipline: Office Information Systems (OIS)
Prerequisites: OIS 80
Course Included in the following programs:
 A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
Distance Learning Offering(s): Online
Student Learning Outcomes and Assessment information present.
Judith L. Dolan

L. **Credit Courses – Changes**

1. Course Number and Title: ARCH 129 Basic Architectural Drafting with AutoCAD

Short Title: Bsic Arch Drafting w/AutoCAD

Discipline: Architecture (ARCH)

Transfer Acceptability: UC, CSU

Reflected discipline change from DT to ARCH, deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbook, and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Kenneth E. Swift

2. Course Number and Title: AT 220 Advanced Automotive Transmissions
Short Title: Adv Automotive Transmissions
Discipline: Automotive Technology (AT)
Prerequisites: AT 120
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, methods of instruction, required writing and methods of assessment. Student Learning Outcomes and Assessment information present.
Mark Coppedge
3. Course Number and Title: BIOL 45A Field Studies in Natural History
Short Title: Field Studies/Natural History
Discipline: Biology (BIOL)
Repeatability: May be taken 4 times.
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjusted variable units, updated methods of instruction, required reading, critical thinking, required writing, outside assignments, methods of assessment, and title 5 repeatability language. Student Learning Outcomes and Assessment information present.
Daniel B. Sourbeer
4. Course Number and Title: BUS 165 Keyboarding
Discipline: Business Education (BUS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks, required reading, outside assignments and methods of assessment. Added online distance learning. Student Learning Outcomes and Assessment information present.
Judith L. Dolan
5. Course Number and Title: GEOG 134 GIS Applications and Programming
Short Title: GIS Applications
Discipline: Geography (GEOG)
Prerequisites: GEOG 120
Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, methods of instruction, and textbooks. Student Learning Outcomes and Assessment information present.

Wing H. Cheung

6. Course Number and Title: GEOG 136 Intermediate ArcGIS: GIS Analysis
Short Title: Intermediate GIS Analysis

Discipline: Geography (GEOG)

Prerequisites: GEOG 120

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, and textbooks. Student Learning Outcomes and Assessment information present.

Wing H. Cheung

7. Course Number and Title: ID 198 Skills in Quick Sketch

Discipline: Interior Design (ID)

Repeatability: May be taken 2 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, increased unit value to reflect changes, updated required writing, added repeatability and title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Sandra Andre

8. Course Number and Title: KINE 47 Physical Education/Kinesiology Topics

Short Title: PE/Kinesiology Topics

Discipline: Kinesiology (KINE)

Repeatability: May be taken 4 times.

Changed discipline from PE to KINE, changed title, deleted L/L component and hours, updated catalog description, methods of instruction, and methods of assessment, added content description, required reading and critical thinking, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Robert C. Vetter

9. Course Number and Title: OIS 80 Medical Terminology and Anatomy
Short Title: Medical Terminology/Anatomy

Discipline: Office Information Systems (OIS)

Course Included in the following programs:

- A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
- B. Medical Language Specialist A.A. Degree Major or Certificate of Achievement

Distance Learning Offering(s): Online

Changed discipline from MA to OIS, changed course number, updated objectives, methods of instruction, outline, textbooks, suggested reading, and methods of assessment, added required reading and critical thinking. Added online distance learning. Student Learning Outcomes and Assessment information present.

Judith L. Dolan

10. Course Number and Title: OIS 82 Medical Insurance Billing and Coding

Short Title: Medical Insurance Bill/Coding

Discipline: Office Information Systems (OIS)

Recommended Prep: OIS 80

Course Included in the following programs:

- A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement

Distance Learning Offering(s): Online

Changed discipline from MA to OIS, changed course number and title, changed recommended preparation course and discipline, updated description, objectives, methods of instruction, textbooks, required writing and methods of assessment, added required reading and critical thinking. Added online distance learning. Student Learning Outcomes and Assessment information present.

Judith L. Dolan

11. Course Number and Title: RTV 110 Broadcast Writing and Producing

Short Title: Broadcast Writing/Producing

Discipline: Radio and Television (RTV)

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

12. Course Number and Title: RTV 140 Radio News

Discipline: Radio and Television (RTV)

Transfer Acceptability: CSU

Grading Basis: Grade Only

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, changed grading basis to graded only, updated methods of instruction, and critical thinking. Student Learning Outcomes and Assessment information present.

Patrick J. Hahn

13. Course Number and Title: RTV 150 Performance and Acting for Broadcast and Film

Short Title: Performance/Acting Brdcast/Film

Discipline: Radio and Television (RTV)

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

14. Course Number and Title: RTV 170 Introduction to Video Editing

Discipline: Radio and Television (RTV)

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, outline, textbooks, suggested reading, required writing and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

15. Course Number and Title: RTV 220 Television Production and Direction

Short Title: TV Production and Direction

Discipline: Radio and Television (RTV)

Prerequisites: RTV 120 / ENTT 120, and RTV 110

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks, suggested reading, outside assignments and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

16. Course Number and Title: RTV 230 Digital Audio with Pro Tools

Discipline: Radio and Television (RTV)

Prerequisites: RTV 130 / ENTT 130

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction and methods of assessment, added textbook, required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

17. Course Number and Title: RTV 275 Avid Editing for Television and Film

Short Title: Avid Editing for TV and Film

Discipline: Radio and Television (RTV)

Prerequisites: and RTV 270

Transfer Acceptability: CSU

Grading Basis: Grade Only

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, changed grading basis, updated prerequisite, methods of instruction, textbook, required reading and methods of assessment. Student Learning Outcomes and Assessment information present.

Patrick J. Hahn

M. Credit Courses - Reactivations

1. There are no Credit Course Reactivations for this agenda.

N. Credit Courses – Deactivations

1. Course Number and Title: ESL 1 Beginning ESL I
Discipline: English as a Second Language (ESL)
Prerequisites: Eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
2. Course Number and Title: ESL 2 Beginning ESL II
Discipline: English as a Second Language (ESL)
Prerequisites: A minimum grade of C in ESL 1, or eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
3. Course Number and Title: ESL 3 Beginning ESL III
Discipline: English as a Second Language (ESL)
Prerequisites: A minimum grade of C in ESL 2, or eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
4. Course Number and Title: ESL 98.3 Vocational ESL III
Discipline: English as a Second Language (ESL)
Prerequisites: ESL 98.2
Reason for Deactivation: Students have not enrolled in the course for more than 4 semesters.
Marty Furch
5. Course Number and Title: WELD 10L Shielded Metal Arc Welding Laboratory
Short Title: SHIELDED METAL ARC WELDING LAB
Discipline: Welding (WELD)
Repeatability: May be taken 4 times.

Reason for Deactivation: Course no longer being offered.

Jay Miller

6. Course Number and Title: WELD 15L Gas Tungsten Arc Welding Laboratory
 Short Title: GAS TUNGSTEN ARC WELDING LAB
 Discipline: Welding (WELD)
 Repeatability: May be taken 4 times.
Reason for Deactivation: Course no longer being offered.
Jay Miller

7. Course Number and Title: WELD 20L Semiautomatic Arc Welding Laboratory
 Short Title: SEMIAUTOMATIC ARC WELDING LAB
 Discipline: Welding (WELD)
 Repeatability: May be taken 4 times.
Reason for Deactivation: Course no longer being offered.
Jay Miller

O. **Noncredit Course - New**

1. There are no New Noncredit Courses for this agenda.

P. **Noncredit Course - Change**

1. There are no Noncredit Course Changes for this agenda.

Q. **Noncredit Course - Deactivation**

1. Course Number and Title:

R. **Distance Learning***

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2011:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering (s)</u>
GCMW 115	<u>Online</u>
OIS 84	<u>Online</u>
OIS 86	<u>Online</u>
BUS 165	Online
OIS 80	<u>Online</u>
OIS 82	<u>Online</u>

**underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change*

S. **Requisites and Advisories***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2011:

<u>CatalogNumber</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
FIRE 101	Prerequisite	<u>FIRE 100</u>	Credit Course New
OIS 84	Prerequisite	<u>OIS 80</u>	Credit Course New
OIS 86	Prerequisite	<u>OIS 80</u>	Credit Course New
AT 220	Prerequisite	AT 220	Credit Course Change
GEOG 134	Prerequisite	GEOG 120	Credit Course Change
GEOG 136	Prerequisite	GEOG 120	Credit Course Change
RTV 220	Prerequisite	RTV/ENTT 120 & RTV 110	Credit Course Change
RTV 230	Prerequisite	RTV/ENTT 130	Credit Course Change
RTV 275	Prerequisite	RTV 470 , 270	Credit Course Change

**underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change*

VII. RESUMPTION OF REGULAR AGENDA
--

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. TECHNICAL CORRECTIONS

1. Registered Dental Assisting was approved at the November 17, 2010 Curriculum Committee meeting. This program should have a note, *“All Dental Assisting courses have a recency requirement of 2 years”* in order to comply with training guidelines.

C. DEACTIVATION OF ROP COURSES AND PROGRAMS (Attachments B.1-5)

D. STUDENT LEARNING OUTCOMES IN CURRICUNET

E. GUIDELINES FOR CERTIFICATES OF ACHIEVEMENT AND CERTIFICATES OF PROFICIENCY (Attachment C)

F. DISCUSSION OF SB 1440

G. INFORMATION/DISCUSSION

1. Dissemination of Student Learning Outcomes
2. Status of Course Outline Reviews

The following courses have completed the course outline review process between November 9, 2010 and November 23, 2010 and are effective Fall 2011.

BMGT	101	Introduction to Management
BMGT	105	Small Business Management
BMGT	130	Management/Leadership Issues
ENG	280	Women and Literature
INS	100	Introduction to Insurance
INS	110	Principles of Property and Liability Insurance
RE	115	Real Estate Practice
RE	120	Legal Aspects of Real Estate

RE	130	Real Estate Economics
RE	135	Real Estate Investments
RE	140	Introduction to Property Management

3. 2010-2011 Curriculum Activity Summary

	Current Agenda	2010-11 Cumulative
New Courses	5	17
Course Revisions	17	244
Course Deactivations	7	103
Course Reviews (11/9/2010 – 11/23/2010)	11	144
New Programs	0	3
Program Revisions	7	44
Program Deactivations	0	1
Total Activity	47	556

4. Other

H. REPORTS

1. Articulation – Gloria Kerkhoff
2. Prerequisite Subcommittee – Monika Brannick
3. Learning Outcomes/Basic Skills – Furch/Sosa
4. Multicultural Subcommittee – Locklear/Thomson
5. Distance Learning Subcommittee – Gene Gushansky
6. Academic Technology – Erin Hiro

VIII. FUTURE ITEMS FOR DISCUSSION

IX. NEXT MEETING

Wednesday, February 2, 2011, 3:00 pm, Room SU-30

X. ADJOURNMENT

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING
MINUTES**

Wednesday, December 1, 2010
Room SU-30 at 3:00 pm

I. CALL TO ORDER

Ms. Brannick determined a quorum and called the meeting to order at 3:07 p.m.

MEMBERS PRESENT

Monika Brannick
Carol Bruton
Judy Cater
Berta Cuaron
Candi Francis
Marty Furch
Brent Gowen
N. Rand Green
Terry Humphrey
Gloria Kerkhoff
Greg Larson
Linda Locklear
Donna Marques
Patrick Mills
Norma Miyamoto
Cynthia Perry
Gary Sosa
Carla Thomson
Seena Trigas

ASG

Rocky Brady

GUESTS

Barbara Kelber

SUPPORT STAFF PRESENT

Cheryl DeLoatch
Diane Veach

MEMBERS ABSENT

Sam Abbas
P.J. DeMaris
Judy Eckhart
Jim Eighmey
Marlene Forney
Gene Gushansky
Erin Hiro
Consuelo Lopez
Steve McDonald
Wilma Owens
Leila Safaralian

II. MINUTES OF NOVEMBER 17, 2010

MSC, Gowen, Larson with minor modifications.

III. ANNOUNCEMENTS

Ms. Brannick announced 3 SB 1440 webinars; December 1 from 3-4 pm, December 9 from 4-5 pm and December 13 from 12-1 pm. Ms. Locklear suggested group locations for the December 9 and 13 webinars. Ms. Brannick agreed to forward webinar meeting locations once reserved.

IV. AGENDA CHANGES

There were none.

V. 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 "COR" or "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 individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the pages of each proposal.

VI. 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.

MSC, Humphrey, Cater to approve the December 1, 2010 Curriculum Committee Consent Calendar.

A. Credit Course/Program Packages

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

B. Noncredit Course/Program Packages

1. There are no Noncredit Course/Program Packages for this agenda.

C. New Programs

1. There are no New Programs for this agenda.

D. New Vocational Programs

1. There are no New Vocational Programs for this agenda.

E. Program Reactivations

1. There are no Program Reactivations for this agenda.

F. Vocational Program Reactivations

1. Program Title: Medical Office Specialist
Discipline: Office Information Systems (OIS)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 23-24
Reason for Reactivation: The program was deactivated for the 2010-11 catalog in order to update the Administrative Medical Assisting program. The coordinator of the AMA program retired in December 2009. Medical front-office employment is viable so the reinstatement of the MOS (Medical Office Specialist) with edited and new courses will prepare students for gainful employment. Student Learning Outcomes and Assessment information present.

Judith L. Dolan

G. Program Changes

1. There are no Program Changes for this agenda.

H. Vocational Program Changes

1. Program Title: Accounting
Discipline: Accounting (ACCT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 30
Reflected title and unit value increase for ACCT 104, deleted CSIT 105 and CSIT/R CSIT 120, updated total units, added CSIT 105 and CSIT/R CSIS 120 to recommended electives. Student Learning Outcomes and Assessment information present.
- Carol Bruton*
2. Program Title: Auto Chassis and Drive Lines
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 27
Added AT 170, reflected change from R AT to AT 50, reflected unit value decrease for AT 50, updated total units to reflect changes. Student Learning Outcomes and Assessment information present.
- Steven L. Bertram*
3. Program Title: Auto Collision Repair
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 21.00
Reflected change from R AT to AT for AT 50, 51, 55 and 56, reflected unit value decrease from AT 50, 51, 55 and 56, updated total units to reflect changes. Student Learning Outcomes and Assessment information present.

Steven L. Bertram

4. Program Title: Electronic Tune-Up and Computer Control Systems
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 30.00 - 31.00
Added AT 170 to elective options, Student Learning Outcomes and Assessment information present.
Steven L. Bertram
5. Program Title: Mechanics-General
Discipline: Automotive Technology (AT)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 33.00
Added AT 170, reflected unit value decrease for AT 50. Student Learning Outcomes and Assessment information present.
Steven L. Bertram
6. Program Title: Welding Technology
Discipline: Welding (WELD)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 33
Deleted elective block, added WELD 105, 140, 145, 150 and WELD/IT 108 to program requirements, updated total units. Student Learning Outcomes and Assessment information present.
Jay Miller

I. **Program Deactivations**

1. There are no Program Deactivations for this agenda.

J. **Vocational Program Deactivations**

1. There are no Vocational Program Deactivations for this agenda.

K. **Credit Courses – New**

1. Course Number and Title: ESL 45 Reading and Writing Essentials I
Short Title: Reading/Writing Essentials I
Discipline: English as a Second Language (ESL)
Standalone Course
Student Learning Outcomes and Assessment information present.
Tracy Fung
2. Course Number and Title: FIRE 101 Firefighter Safety
Discipline: Fire Technology (FIRE)
Prerequisites: FIRE 100
Student Learning Outcomes and Assessment information present.
Carl Lofthouse

3. Course Number and Title: GCMW 115 Web Page Layout/WordPress
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Course Included in the following programs:
 A. Social Web Development, Certificate of Achievement
Distance Learning Offering(s): Online
Repeatability: May be taken 4 times.
Student Learning Outcomes and Assessment information present.
Lillian S. Payn

4. Course Number and Title: OIS 84 Healthcare Writing Techniques
Discipline: Office Information Systems (OIS)
Prerequisites: OIS 80
Course Included in the following programs:
 A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
Distance Learning Offering(s): Online
Student Learning Outcomes and Assessment information present.
Judith L. Dolan

5. Course Number and Title: OIS 86 Electronic Health Record Applications
Short Title: Electronic Health Record Apps
Discipline: Office Information Systems (OIS)
Prerequisites: OIS 80
Course Included in the following programs:
 A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
Distance Learning Offering(s): Online
Student Learning Outcomes and Assessment information present.
Judith L. Dolan

L. Credit Courses – Changes

1. Course Number and Title: ARCH 129 Basic Architectural Drafting with AutoCAD
Short Title: Bsic Arch Drafting w/AutoCAD
Discipline: Architecture (ARCH)
Transfer Acceptability: UC, CSU
Reflected discipline change from DT to ARCH, deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbook, and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.
Kenneth E. Swift

2. Course Number and Title: AT 220 Advanced Automotive Transmissions
Short Title: Adv Automotive Transmissions
Discipline: Automotive Technology (AT)

Prerequisites: AT 120

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, methods of instruction, required writing and methods of assessment. Student Learning Outcomes and Assessment information present.

Mark Coppedge

3. Course Number and Title: BIOL 45A Field Studies in Natural History
Short Title: Field Studies/Natural History
Discipline: Biology (BIOL)
Repeatability: May be taken 4 times.
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjusted variable units, updated methods of instruction, required reading, critical thinking, required writing, outside assignments, methods of assessment, and title 5 repeatability language. Student Learning Outcomes and Assessment information present.
Daniel B. Sourbeer
4. Course Number and Title: BUS 165 Keyboarding
Discipline: Business Education (BUS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks, required reading, outside assignments and methods of assessment. Added online distance learning. Student Learning Outcomes and Assessment information present.
Judith L. Dolan
5. Course Number and Title: GEOG 134 GIS Applications and Programming
Short Title: GIS Applications
Discipline: Geography (GEOG)
Prerequisites: GEOG 120
Transfer Acceptability: CSU
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, methods of instruction, and textbooks. Student Learning Outcomes and Assessment information present.
Wing H. Cheung
6. Course Number and Title: GEOG 136 Intermediate ArcGIS: GIS Analysis
Short Title: Intermediate GIS Analysis
Discipline: Geography (GEOG)
Prerequisites: GEOG 120
Transfer Acceptability: CSU
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated catalog description, and

textbooks. Student Learning Outcomes and Assessment information present.

Wing H. Cheung

7. Course Number and Title: ID 198 Skills in Quick Sketch
Discipline: Interior Design (ID)
Repeatability: May be taken 2 times.
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, increased unit value to reflect changes, updated required writing, added repeatability and title 5 repeatability language. Student Learning Outcomes and Assessment information present.
Sandra Andre
8. Course Number and Title: KINE 47 Physical Education/Kinesiology Topics
Short Title: PE/Kinesiology Topics
Discipline: Kinesiology (KINE)
Repeatability: May be taken 4 times.
Changed discipline from PE to KINE, changed title, deleted L/L component and hours, updated catalog description, methods of instruction, and methods of assessment, added content description, required reading and critical thinking, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.
Robert C. Vetter
9. Course Number and Title: OIS 80 Medical Terminology and Anatomy
Short Title: Medical Terminology/Anatomy
Discipline: Office Information Systems (OIS)
Course Included in the following programs:
 - A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement
 - B. Medical Language Specialist A.A. Degree Major or Certificate of AchievementDistance Learning Offering(s): Online
Changed discipline from MA to OIS, changed course number, updated objectives, methods of instruction, outline, textbooks, suggested reading, and methods of assessment, added required reading and critical thinking. Added online distance learning. Student Learning Outcomes and Assessment information present.
Judith L. Dolan
10. Course Number and Title: OIS 82 Medical Insurance Billing and Coding
Short Title: Medical Insurance Bill/Coding
Discipline: Office Information Systems (OIS)
Recommended Prep: OIS 80
Course Included in the following programs:

A. Medical Office Specialist, A.A. Degree Major or Certificate of Achievement

Distance Learning Offering(s): Online

Changed discipline from MA to OIS, changed course number and title, changed recommended preparation course and discipline, updated description, objectives, methods of instruction, textbooks, required writing and methods of assessment, added required reading and critical thinking. Added online distance learning. Student Learning Outcomes and Assessment information present.

Judith L. Dolan

11. Course Number and Title: RTV 110 Broadcast Writing and Producing
Short Title: Broadcast Writing/Producing
Discipline: Radio and Television (RTV)
Transfer Acceptability: CSU
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.
Lisa Faas
12. Course Number and Title: RTV 140 Radio News
Discipline: Radio and Television (RTV)
Transfer Acceptability: CSU
Grading Basis: Grade Only
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, changed grading basis to graded only, updated methods of instruction, and critical thinking. Student Learning Outcomes and Assessment information present.
Patrick J. Hahn
13. Course Number and Title: RTV 150 Performance and Acting for Broadcast and Film
Short Title: Performance/Acting Brdcst/Film
Discipline: Radio and Television (RTV)
Transfer Acceptability: CSU
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.
Lisa Faas
14. Course Number and Title: RTV 170 Introduction to Video Editing
Discipline: Radio and Television (RTV)
Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, outline, textbooks, suggested reading, required writing and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

15. Course Number and Title: RTV 220 Television Production and Direction
Short Title: TV Production and Direction

Discipline: Radio and Television (RTV)

Prerequisites: RTV 120 / ENTT 120, and RTV 110

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbooks, suggested reading, outside assignments and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

16. Course Number and Title: RTV 230 Digital Audio with Pro Tools

Discipline: Radio and Television (RTV)

Prerequisites: RTV 130 / ENTT 130

Transfer Acceptability: CSU

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, updated methods of instruction and methods of assessment, added textbook, required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Lisa Faas

17. Course Number and Title: RTV 275 Avid Editing for Television and Film

Short Title: Avid Editing for TV and Film

Discipline: Radio and Television (RTV)

Prerequisites: and RTV 270

Transfer Acceptability: CSU

Grading Basis: Grade Only

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, changed grading basis, updated prerequisite, methods of instruction, textbook, required reading and methods of assessment. Student Learning Outcomes and Assessment information present.

Patrick J. Hahn

M. Credit Courses - Reactivations

1. There are no Credit Course Reactivations for this agenda.

N. Credit Courses – Deactivations

1. Course Number and Title: ESL 1 Beginning ESL I
Discipline: English as a Second Language (ESL)
Prerequisites: Eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
2. Course Number and Title: ESL 2 Beginning ESL II
Discipline: English as a Second Language (ESL)
Prerequisites: A minimum grade of C in ESL 1, or eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
3. Course Number and Title: ESL 3 Beginning ESL III
Discipline: English as a Second Language (ESL)
Prerequisites: A minimum grade of C in ESL 2, or eligibility established through the English as a Second Language placement process.
Reason for Deactivation: Course replaced with a non-credit only option.
Marty Furch
4. Course Number and Title: ESL 98.3 Vocational ESL III
Discipline: English as a Second Language (ESL)
Prerequisites: ESL 98.2
Reason for Deactivation: Students have not enrolled in the course for more than 4 semesters.
Marty Furch
5. Course Number and Title: WELD 10L Shielded Metal Arc Welding Laboratory
Short Title: SHIELDED METAL ARC WELDING LAB
Discipline: Welding (WELD)
Repeatability: May be taken 4 times.
Reason for Deactivation: Course no longer being offered.
Jay Miller
6. Course Number and Title: WELD 15L Gas Tungsten Arc Welding Laboratory
Short Title: GAS TUNGSTEN ARC WELDING LAB
Discipline: Welding (WELD)
Repeatability: May be taken 4 times.
Reason for Deactivation: Course no longer being offered.
Jay Miller
7. Course Number and Title: WELD 20L Semiautomatic Arc Welding Laboratory
Short Title: SEMIAUTOMATIC ARC WELDING LAB

Discipline: Welding (WELD)

Repeatability: May be taken 4 times.

Reason for Deactivation: Course no longer being offered.

Jay Miller

O. **Noncredit Course - New**

1. There are no New Noncredit Courses for this agenda.

P. **Noncredit Course - Change**

1. There are no Noncredit Course Changes for this agenda.

Q. **Noncredit Course - Deactivation**

1. Course Number and Title:

R. **Distance Learning***

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2011:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering (s)</u>
GCMW 115	<u>Online</u>
OIS 84	<u>Online</u>
OIS 86	<u>Online</u>
BUS 165	Online
OIS 80	<u>Online</u>
OIS 82	<u>Online</u>

**underline indicates new, ~~striketrough~~ indicates deletion, plain text indicates no change*

S. **Requisites and Advisories***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2011:

<u>CatalogNumber</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
FIRE 101	Prerequisite	<u>FIRE 100</u>	Credit Course New
OIS 84	Prerequisite	<u>OIS 80</u>	Credit Course New
OIS 86	Prerequisite	<u>OIS 80</u>	Credit Course New
AT 220	Prerequisite	AT 220	Credit Course Change
GEOG 134	Prerequisite	GEOG 120	Credit Course Change
GEOG 136	Prerequisite	GEOG 120	Credit Course Change
RTV 220	Prerequisite	RTV/ENTT 120 & RTV 110	Credit Course Change
RTV 230	Prerequisite	RTV/ENTT 130	Credit Course Change
RTV 275	Prerequisite	RTV 470 , 270	Credit Course Change

**underline indicates new, ~~striketrough~~ indicates deletion, plain text indicates no change*

VII. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

There were none.

B. TECHNICAL CORRECTIONS

1. Registered Dental Assisting was approved at the November 17, 2010 Curriculum Committee meeting. This program should have a note, "*All Dental Assisting courses have a recency requirement of 2 years*" in order to comply with training guidelines.

This item was pulled and will be brought back to a future meeting.

C. DEACTIVATION OF ROP COURSES AND PROGRAMS (Attachments B.1-5)

MSC Francis, Mills to approve the deactivation of ROP courses and programs.

D. STUDENT LEARNING OUTCOMES IN CURRICUNET

After much discussion, the committee agreed that while Student Learning Outcomes (SLOs) should be maintained only in TracDat, a reminder should remain in Curricunet. The following statement was proposed to replace the current contents of the SLO page in Curricunet:

The reviewer acknowledges that changes to the Course Outline of Record may require changes to the Student Learning Outcomes.

The committee agreed that this statement should be accompanied by a checkbox which will need to be checked by the Curriculum Proposal Originator in order for the page to be finished and the proposal audited and pre-launched.

MSC Furch, Locklear to approve the statement and checkbox in Curricunet.

E. GUIDELINES FOR CERTIFICATES OF ACHIEVEMENT AND CERTIFICATES OF PROFICIENCY (Attachment C)

Ms. Cuaron recapped the reasons for establishing the guidelines which will assist departments with planning certificates and degrees. The guidelines reflect recent Title 5 changes as well as recommendations from the Chancellor's Office. Certificates of 18 or more units must be approved by the Chancellor's Office, are counted as a part of completion data and are reflected on student transcripts. Certificates of 12-17 units may be submitted for approval by the Chancellor's Office which would allow them also to be counted as a part of completion data and reflected on student transcripts. Any certificates of 12-17 units with local approval only will not be included in completion data and will not be reflected on student transcripts. These certificates should serve as a foundation and move students toward completion of an Associate's Degree.

MSC Mills, Cater to approve Guidelines for Certificates of Achievement and Certificates of Proficiency

F. DISCUSSION OF SB 1440

Ms. Kerkhoff addressed the committee with developing information about this legislation. She confirmed that the required transfer degrees can contain no more or no less than 60 units. This would mean that these degrees cannot contain local requirements. In an initial assessment of Palomar's degree programs, Ms. Kerkhoff observed that Palomar has higher unit values for many of its courses than other colleges. In order to meet the requirement that at least two of these transfer degrees be in place by Fall 2011, Ms. Kerkhoff recommended submitting some of the easier programs for approval. Palomar already meets the suggested models in the areas of Sociology, Psychology, Communications and Criminal Justice. The Transfer Model Curriculums (TMCs) have not yet been finalized. Ms. Brannick reported that Palomar does not have to use the models but choosing to use them will make attaining approval easier.

G. DISSEMINATION OF STUDENT LEARNING OUTCOMES

In compliance with this standard, faculty must include Student Learning Outcomes on syllabi beginning in fall semester, 2011. The Faculty Senate encourages departments to develop guidelines for the publication of Student Learning Outcomes (SLOs) on course syllabi. Departments should complete these guidelines by the end of spring semester, 2011.

MSC, Humphrey, Locklear to approve revised Curriculum Committee statement regarding dissemination of SLOs.

H. INFORMATION/DISCUSSION

1. Dissemination of Student Learning Outcomes

Ms. Brannick reported that the statement approved by the Curriculum Committee was tabled by the Faculty Senate. The Senate felt that the statement was not clear enough. Also, the Senate takes all faculty into consideration and some are still not as open to distribution as others.

Ms. Kelber was present with a statement she authored which she thought better stated the expectation of disseminating SLOs. There was discussion among the group regarding finalizing the statement.

MSC Humphrey, Cater to move to action the revised Curriculum Committee statement. (see item VII.G.)

2. Status of Course Outline Reviews

The following courses have completed the course outline review process between November 9, 2010 and November 23, 2010 and are effective Fall 2011.

BMGT 101 Introduction to Management

BMGT	105	Small Business Management
BMGT	130	Management/Leadership Issues
ENG	280	Women and Literature
INS	100	Introduction to Insurance
INS	110	Principles of Property and Liability Insurance
RE	115	Real Estate Practice
RE	120	Legal Aspects of Real Estate
RE	130	Real Estate Economics
RE	135	Real Estate Investments
RE	140	Introduction to Property Management

3. 2010-2011 Curriculum Activity Summary

	Current Agenda	2010-11 Cumulative
New Courses	5	17
Course Revisions	17	244
Course Deactivations	7	103
Course Reviews (11/9/2010 – 11/23/2010)	11	144
New Programs	0	3
Program Revisions	7	44
Program Deactivations	0	1
Total Activity	47	556

4. Other

I. REPORTS

1. Articulation – Gloria Kerkhoff – *There was none.*

2. Prerequisite Subcommittee – Monika Brannick

Ms. Brannick reported that this workgroup will meet again in early spring.

3. Learning Outcomes/Basic Skills – Furch/Sosa

Mr. Sosa reported that Basic Skills is looking at their budget in order to offer the same level of service while scaling up.

Ms. Furch reported that the funding request for Learning Outcomes was approved by the Strategic Planning Council. With this funding, the LOC is looking to develop 5 teams of 2-5 members to help with writing, entering

and assisting departments with Student Learning Outcomes and Assessment Cycles. Teams are currently being formed in order to begin work next semester. Ms. Furch announced herself as the contact for any interested faculty wishing to take part in this endeavor. Faculty will be paid for their time.

4. Multicultural Subcommittee – Locklear/Thomson - *There was none.*
5. Distance Learning Subcommittee – Gene Gushansky - *There was none.*
6. Academic Technology – Erin Hiro - *There was none.*

VIII. FUTURE ITEMS FOR DISCUSSION

IX. NEXT MEETING

Wednesday, February 2, 2011
3:00 pm, Room SU-30

X. ADJOURNMENT