

Minutes of the
MEETING OF THE FACULTY SENATE
November 8, 2010

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Haydn Davis, Marty Furch, Lori Graham, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Pam McDonough, Linda Morrow, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq, Wendy Nelson
- ABSENT:
- GUESTS: Channing Shattuck, Sherry Titus
- CALL TO ORDER: The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Approval of Minutes:
- Motion 1 MSC Morrow, Hartensveld: Faculty Senate approval of the minutes of November 1, 2010, as amended. The motion carried.
- Diane Studinka stated that in the November 1, 2010, minutes under "Workforce and Community Development," there was a reference to AP 4400, Community Services. The wording should have referenced AP 4104, Contract Education.
- Senators also approved the following addition to the wording of the October 18, 2010, minutes, to be included in the permanent record: Monika Brannick reported that members of the PC3H will hold a rally on Thursday, October 21, from 10:00 a.m. – 2:00 p.m. The rally will commemorate those LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning) students who have recently committed suicide following bullying and harassment.
- Public Comments: There were none.
- Announcements: Monika Brannick announced that the Academic Senate is again sponsoring the Hayward Award for "Excellence in Education." Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of \$1,250. All faculty, both inside and outside of the classroom, are eligible for consideration, including previous nominees who did not receive the award. Four recipients, one from each area of the state, will be chosen and honored at the Board of Governors' meeting in Sacramento. Each recipient is also eligible to be forwarded as a nominee for the Council for Advancement and Support of Education (CASE) Professor of the year Award. Additional information, including an application and criteria, can be accessed at the Academic Senate's web page: www.asccc.org.
- Agenda Changes: Noting that the Director of Student Affairs, Sherry Titus, was in attendance, Monika Brannick opened discussion of Information Item VII, Student Activity Fee Money, with no objection.

Student Activity
Fee Money:

Bruce Bishop provided some history of the Student Activity Fee, which was initiated in the 1970's and provided students with a Student ID Card. The ID card was discontinued in the early 1990's when PIC (Palomar Identification Cards) became available.

Bishop described his involvement with the management of the Student Activity Fee as it existed during his time as Director of Student Affairs, noting specifically that students were given the opportunity to opt out by using a "negative check-off" during the registration process. He explained that the funds collected through the Student Activity Fee were originally intended to be widely dispersed with the goal of supporting and enhancing opportunities for students. Faculty were encouraged to seek funding for the design of curricular, co-curricular, and extra-curricular activities aimed at enriching the experience of students at Palomar College.

Bishop explained that he wanted to bring this to the Senate to ask: what criteria are now being used to distribute these funds? Do enough faculty members know about this possibility for funding?

Discussion followed, as Senators asked whether this discussion should take place in the Senate. Some wondered if perhaps it is more appropriately a discussion to be held by the Student Services Planning Council (SSPC). There was overall agreement, however, that because the item was placed on the Agenda under "Information," it could be discussed by the Senate to provide information to the faculty about these funding opportunities which are intended to support their projects and benefit their students.

Noting that Sherry Titus had not been formally invited to provide information at this meeting, the Senate made it clear that she was under no obligation to respond to questions, nor should she feel compelled to present a report. Titus asserted that she wanted to take the opportunity to present the Senate with information. She provided a handout regarding the Student Activity Fee and the projects/activities supported by the Office of Student Affairs during the 2009-10 academic year, including the following document summary:

STUDENT ACTIVITY FEE MONEY – Faculty Senate Request November 8, 2010
Very Brief Summary:

Optional Student Activity Card is \$15.00 per semester per student.
11,429 cards sold in school 2009-10 = \$171,435 (pending actual payment by student).
Student Activity Coordinator salary and benefits are paid from this account.
Many benefits are associated with the Student Activity Card.
Most popular: Flash Drive, free printing in SU-28, \$2.00 monthly sprinter pass discount, free food, free copies, faxes, scantrons, blue book, green book, discount movie tickets (\$7 or \$8), AT&T monthly service discount with card, and more.

Partnership coming for spring: reusable cup for discounted drinks and coffee.

Doubled our student activities and provide services at the Escondido Center and Fallbrook.
Food bank for students, committed to keeping the pantry stocked, with partnerships.
Bought new textbooks for students that lost their homes in the fires.
Mission 4 Leadership: opportunity for student travel (Tim Wise; Race and Gender Relations).
Bought tables and umbrellas for students to use – maximum capacity.
Advertising and printing costs are enormous.

Just opened the CLUB HUB – free computer use and printing for clubs.
Pre-med club attended a national conference at UC Davis.
Society for Neuroscience conference for students in San Diego is a possibility.
GRAD partnership.

Foundation Grant to compliment the \$460,000 acoustical upgrades (student center fee) in the student union which will allow us to install 6 flat screen TV's for students and campus events. Working to secure funding for solar panels on the student union.

Consider serving as a club advisor – the students need you.

The following attachments were also included with the document (copies are available by contacting the Faculty Senate office):

2009-2010 Division/Department Accomplishments

2010-2011 Student Activity Calendar

Fall 2010 Student Activity Card Benefit brochure

2010-2011 Department Monetary Request Form

Resource list requests for our clubs.

Sherry Titus responded to questions about the Student Activity Fee and the manner of collection, noting that it is an optional fee for students, not required in the registration process. She talked about the criteria used to distribute funds and the process by which requests are reviewed and chosen for funding. She noted that she is the person with primary responsibility, sometimes in consultation with a small committee. She explained that faculty should know about the opportunity for funding, and she mentioned that she would be glad to work on the wording of the application in order to clarify the criteria.

Acknowledging that the funds collected through the Student Activity Fee are generated entirely by our students, the Senate suggested that it may be a good idea to formally establish a committee with student members who can provide input on how funding decisions are made.

After further discussion, Senators agreed that any questions being proposed about the fee should be forwarded to the Director of Student Affairs in writing, and this issue will be brought back to the Senate in two weeks.

Committee
Appointments:

There were no committee appointments.

Patrick O'Brien reported that a Senator is needed to serve on the Human Resources Planning Council.

Curriculum:

The following Curriculum items dated November 3, 2010 were provided:

Curriculum:

The following Curriculum items dated November 3, 2010 were provided:

PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING ACTION ITEMS
Wednesday, November 3, 2010

I. CALL TO ORDER
II. MINUTES OF OCTOBER 6, 2010
III. 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.

IV. 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 Changes

1. There are no Program Changes for this agenda.

F. Vocational Program Changes

1. There are no Vocational Program Changes for this agenda

G. Program Deactivations

1. There are no Program Deactivations for this agenda.

H. Vocational Program Deactivations

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

I. Credit Courses – New

1. Course Number and Title: AP AC 215 Drywall Acoustical Ceilings

Discipline: AP Acoustical Installer (AP AC)

Course Included in the following programs:

- A. Apprenticeship-Acoustical Installer, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times.

Student Learning Outcomes and Assessment information present.

Mollie R. Smith

2. Course Number and Title: AP DL 229 Advanced Metal Framing

Discipline: AP Drywall/Lather (AP DL)

Course Included in the following programs:

- A. Apprenticeship-Drywall/Lather, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times.

Student Learning Outcomes and Assessment information present.

Mollie R. Smith

3. Course Number and Title: AP PL 217 Plastering Equipment Application

Short Title: Plastering Equipment Appl

Discipline: AP Plasterer (AP PL) (AP PL)

Course Included in the following programs:

- A. Apprenticeship-Plasterer, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times.

Student Learning Outcomes and Assessment information present.

Mollie R. Smith

4. Course Number and Title: AP SM 112 HVAC II

Discipline: AP Sheet Metal (AP SM)

Prerequisites: AP SM 111

Course Included in the following programs:

- A. Apprenticeship-Sheet Metal, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times.
Student Learning Outcomes and Assessment information present.
Mollie R. Smith

5. Course Number and Title: ARTI 248 Digital 3D Design and Sculpture
Short Title: Digital 3D Design/Sculpture
Discipline: Art-Illustration (ARTI)
Course Included in the following programs:
A. Interactive Media Design- Emphasis in 3D Modeling and Animation, A.A. Degree Major
B. Graphic Design, A.A. Degree Major
C. Illustration, A.A. Degree Major
Repeatability: May be taken 2 times.
Student Learning Outcomes and Assessment information present.
Jay T. Schultz

6. Course Number and Title: AT 170 Auto Repair Shop Experience
Discipline: Automotive Technology (AT)
Course Included in the following programs:
A. Auto Chassis and Drive Lines, A.A. Degree Major or Certificate of Achievement
B. Auto Collision Repair- A.A. Degree Major or Certificate of Achievement
C. Electronic Tune-Up and Computer Control Systems, A.A. Degree Major or Certificate of Achievement
D. Mechanics-General, A.A. Degree Major or Certificate of Achievement
Repeatability: May be taken 4 times.
Student Learning Outcomes and Assessment information present.
Steven L. Bertram

J. Credit Courses – Changes

1. Course Number and Title: ANTH 210 Archaeological Surveying
Discipline: Anthropology (ANTH)
Recommended Prep: ANTH 120
Transfer Acceptability: CSU

Increased lecture hours from 2.0 to 2.5, added lab hours and component, deleted L/L component and hours, updated methods of instruction, outline, and textbooks. Student Learning Outcomes and Assessment information present.
Philip L. DeBarros

2. Course Number and Title: ANTH 215 Archaeological Laboratory Analysis
Short Title: Archaeological Lab Analysis
Discipline: Anthropology (ANTH)
Transfer Acceptability: CSU
Increased lecture hours from 2.0 to 2.5, added lab hours and component, deleted L/L component and hours, updated methods of instruction, and textbooks. Student Learning Outcomes and Assessment information present.
Philip L. DeBarros

3. Course Number and Title: ANTH 220 Advanced Archaeological Surveying
Short Title: Adv Archaeological Surveying
Discipline: Anthropology (ANTH)
Recommended Prep: ANTH 210
Transfer Acceptability: CSU
Increased lecture hours from 2.0 to 2.5, added lab hours and component, deleted L/L component and hours, and updated methods of instruction. Student Learning Outcomes and Assessment information present.
Philip L. DeBarros

4. Course Number and Title: ANTH 225 Historical Archaeology
Discipline: Anthropology (ANTH)
Recommended Prep: ANTH 120
Transfer Acceptability: CSU
Grading Basis: Grade Only
Increased lecture hours from 2.0 to 2.5, added lab hours and component, deleted L/L component and hours, and updated methods of instruction. Student Learning Outcomes and Assessment information present.
Philip L. DeBarros

5. Course Number and Title: AP SM 109 Foreman and Project Management Training

Short Title: Foreman/Project Mgmt Training

Discipline: AP Sheet Metal (AP SM)

Prerequisites: AP SM 112

Course Included in the following programs:

A. Apprenticeship-Sheet Metal, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times.

Changed prerequisite from AP SM 108 to AP SM 112, Student Learning

Outcomes and Assessment information present.

Mollie R. Smith

6. Course Number and Title: ART 261 Sculpture II

Discipline: Art (ART)

Prerequisites: ART 260

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, added methods of instruction, added textbook, added required reading, added critical thinking, updated methods of assessment, updated repeatability and title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ingram Ober

7. Course Number and Title: AT 125 Automotive Machining

Discipline: Automotive Technology (AT)

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

Steven L. Bertram

8. Course Number and Title: BIOL 195A Field Studies in Natural History

Short Title: Field Studies/Natural History

Discipline: Biology (BIOL)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

9. Course Number and Title: BIOL 195B Field Studies in Ecology

Discipline: Biology (BIOL)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction and methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

10. Course Number and Title: BIOL 195C Field Studies in Marine Biology

Short Title: Field Studies/Marine Biology

Discipline: Biology (BIOL)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction and methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

11. Course Number and Title: BIOL 195D Field Studies in Island Ecology

Short Title: Field Studies/Island Ecology

Discipline: Biology (BIOL)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction and methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

12. Course Number and Title: BIOL 195E Field Studies in Tropical Biology

Short Title: Field Studies/Tropical Biology

Discipline: Biology (BIOL)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction and methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

13. Course Number and Title: BOT 195 Field Study of Native Plants

Discipline: Botany (BOT)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction and methods of assessment. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

14. Course Number and Title: CSCI 197 Topics in Computer Science

Discipline: Computer Science and Information Systems - Computer Science (CSCI)

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Repeatability: May be taken 4 times.

Deleted L/L component and hours, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Anthony W. Smith

15. Course Number and Title: CSCI 275 iPhone/iPad SDK Programming

Discipline: Computer Science and Information Systems – Computer Science (CSC)

Prerequisites: CSCI 172

Course Included in the following programs:

A. Computer Science, A.A. Degree Major or Certificate of Achievement

B. Mac Programming, Certificate of Proficiency

Distance Learning Offering(s): Online

Updated title, description, objectives, outline, textbooks, required reading, and open entry/open exit status. Student Learning Outcomes and Assessment information present.

Richard L. Stegman

16. Course Number and Title: DA 57 Dental Sciences and Anatomy

Discipline: Dental Assisting (DA)

Prerequisites: Admission to the Registered Dental Assisting Program

Course Included in the following programs:

A. Registered Dental Assisting A.A. Degree Major or Certificate of Achievement

Grading Basis: Grade Only

Decreased lecture hours from 4 to 3, decreased unit value from 4 to 3, updated suggested reading, required writing, and outside assignments. Student Learning Outcomes and Assessment information present.

Denise E. Rudy

17. Course Number and Title: DA 70 Dental Radiography I

Discipline: Dental Assisting (DA)

Prerequisites: Admission to the Registered Dental Assisting Program

Grading Basis: Grade Only

Increased lab hours from 1.5 to 2 hours, updated catalog description, objectives, methods of instruction, outline, and methods of assessment. Student Learning Outcomes and Assessment information present.

Adelina Acevedo

18. Course Number and Title: DA 82 Preventive Dentistry I

Discipline: Dental Assisting (DA)

Prerequisites: Admission to the Dental Assisting Program

Grading Basis: Grade Only

Increased lab hours from 1 to 1.5, updated objectives, outline, textbook, required reading, required writing, methods of assessment and added suggested reading.

Denise E. Rudy

19. Course Number and Title: ENG 203 Critical Thinking and Composition Through Literature
Short Title: Critical Thinkng/Comp Thru Lit
Discipline: English (ENG)
Prerequisites: A minimum grade of C in ENG 100
Associate Degree General Education - A2 Language and Rationality - Analytical Thinking & Oral Communication
CSU GE Area A: Communication in the English Language and Critical Thinking - A3 - Critical Thinking
IGETC Area 1: English Communication - B: Critical Thinking-English Composition
Transfer Acceptability: UC, CSU
Grading Basis: Grade Only
Updated textbooks and required writing. Student Learning Outcomes and Assessment information present.
Removed Distance Learning.
Susan B. Zolliker

20. Course Number and Title: GCIP 105 Design for Print Production
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course included in the following programs:
A. Electronic Publisher Certificate of Proficiency
B. Graphic Communications Emphasis in Electronic Publishing A.A. Degree Major or Certificate of Achievement
C. Graphic Communications Emphasis in Management A.A. Degree Major or Certificate of Achievement
D. Graphic Communications Emphasis in Production A.A. Degree Major or Certificate of Achievement
E. Screen Printing A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Repeatability: May be taken 4 times.
Updated title, catalog description, objectives, methods of instruction, outline, textbook, required writing, and methods of assessment. Student Learning Outcomes and Assessment information present.
Kenneth Dodson

21. Course Number and Title: GCIP 152 Digital Publishing/Illustrator I
Short Title: Digital Pub/Illustrator I
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course included in the following programs:
A. Digital Publishing Certificate of Proficiency
B. Electronic Publisher Certificate of Proficiency
C. Graphic Communications Emphasis in Electronic Publishing A.A. Degree Major or Certificate of Achievement
D. Graphic Communications Emphasis in Production A.A. Degree Major or Certificate of Achievement
E. Screen Printing A.A. Degree Major or Certificate of Achievement
F. Digital Video A.A. Degree Major or Certificate of Achievement
G. Interactive Media Design-Emphasis in Multimedia Design A.A. Degree Major or Certificate of Achievement
H. New Media Compositing/Authoring Distribution A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Repeatability: May be taken 4 times.
Removed ROP cross-listing, updated title and catalog description. Student Learning Outcomes and Assessment information present.
Lillian S. Payn

22. Course Number and Title: GCIP 152A Digital Publishing/Illustrator IA
Short Title: Digital Pub/Illustrator IA
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Recommended Prep: Basic computer skills
Transfer Acceptability: CSU
Distance Learning Offering(s): Telecourse, Online
Repeatability: May be taken 4 times.
Updated title. Student Learning Outcomes and Assessment information present.
Lillian S. Payn

23. Course Number and Title: GCIP 190 / GCMW 190 Copyright for Graphic Designers & Web Developers
Short Title: Copyright Grphc Dsgnr/Web Dev

Discipline: Graphic Communications - Imaging and Publishing (GCIP) /
Graphic Communications - Multimedia and Web (GCMW)

Course Included in the following programs:

- A. Foundations of Graphic Communications, Certificate of Achievement
- B. Social Web Development, Certificate of Achievement
- C. Web Data Base Design Certificate of Proficiency
- D. E-Business Certificate of Proficiency
- E. E-Business Certificate of Proficiency

Distance Learning Offering(s): Computer Assisted, Video One Way,
Online

Changed course number from 290 to 190, removed R GCIP/GCIP 149 prerequisite, removed repeatability.
Student Learning Outcomes and Assessment information present.

Lillian S. Payn

24. Course Number and Title: GCIP 191 / GCMW 191 Contracts for Graphic
Designers & Web Developers

Short Title: Contracts Grph Dsgnr/Web Dev

Discipline: Graphic Communications - Imaging and Publishing (GCIP) / Graphic Communications -
Multimedia and Web (GCMW)

Course Included in the following programs:

- A. E-Business Certificate of Proficiency
- B. E-Commerce Design Certificate of Proficiency

Distance Learning Offering(s): Online

Repeatability: May be taken 4 times.

Changed course number from 291 to 191, removed R GCIP/GCIP 149 prerequisite, removed repeatability,
updated textbook. Student Learning Outcomes and Assessment information present.

Lillian S. Payn

25. Course Number and Title: GCIP 197C Topics in Digital Publishing

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Updated title, description, and title 5 repeatability language.

Lillian S. Payn

26. Course Number and Title: GCIP 252 Digital Publishing/Illustrator II

Short Title: Digital Pub/Illustrator II

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Prerequisites: GC 101, and GCIP 152 / R GCIP 152

Course Included in the following programs:

- A. Graphic Communications Emphasis in Electronic Publishing A.A. Degree Major or Certificate of Achievement
- B. Screen Printing A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Repeatability: May be taken 4 times.

Updated title, reflected ROP cross-listing removal from GCIP/R GCIP 152 prerequisite. Student Learning
Outcomes and Assessment information present.

Lillian S. Payn

27. Course Number and Title: GCMW 192 / GCIP 192 Legal Issues for

Graphic Designers & Web Developers

Short Title: Legal Issues Grph Dsgn/Web Dev

Discipline: Graphic Communications - Multimedia and Web (GCMW) /

Graphic Communications - Imaging and Publishing (GCIP)

Course Included in the following programs:

- A. Foundations of Graphic Communications, Certificate of Achievement

Distance Learning Offering(s): Online

Changed course number from 292 to 192, removed prerequisite, updated textbook. Student Learning Outcomes
and Assessment information present.

Lillian S. Payn

28. Course Number and Title: LS 110 Computer Skills for the Legal Profession

Short Title: Computer Skills/Legal

Discipline: Legal Studies (LS)

Course included in the following programs:

A. Legal Support Assistant Certificate of Proficiency

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Changed from PLS to LS, added LEC component and hours, added LAB component and hours, deleted L/L component and hours, updated methods of instruction and textbook. Student Learning Outcomes and Assessment information present.

Angelo J. Corpora

29. Course Number and Title: LS 121 Introduction to Law

Discipline: Legal Studies (LS)

Course Included in the following programs:

A. Legal Secretary, A.A. Degree Major or Certificate of Achievement

B. Legal Support Assistant, Certificate of Proficiency

C. Legal Studies, A.A Degree Major

D. General Studies-Emphasis in Social and Behavioral Sciences, A.A. Degree Major

Associate Degree General Education - D Social and Behavioral Sciences

Transfer Acceptability: CSU

Removed PLS cross-listing, updated textbook, added required reading, critical thinking and outside assignments. Student Learning Outcomes and Assessment information present.

Angelo J. Corpora

30. Course Number and Title: LS 145 Legal Ethics

Discipline: Legal Studies (LS)

Transfer Acceptability: CSU

Updated methods of instruction and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present. Deleted Distance Education.

Angelo J. Corpora

31. Course Number and Title: LS 170 Alternative Dispute Resolution

Discipline: Legal Studies (LS)

Course Included in the following programs:

A. Legal Studies, A.A Degree Major

Removed PLS cross-listing, removed prerequisite, updated textbooks and methods of assessment, added critical thinking, required writing and outside assignments. Student Learning Outcomes and Assessment information present. Deleted Distance Education.

Angelo J. Corpora

32. Course Number and Title: LS 261 Torts and Personal Injury

Discipline: Legal Studies (LS)

Prerequisites: LS 121

Transfer Acceptability: CSU

Standalone Course

Changed from PLS to LS, removed PLS cross-listing from prerequisite, removed recommended prep, updated methods of instruction and textbook. Added required reading and critical thinking. Student Learning Outcomes and Assessment information present. Deleted Distance Education.

Angelo J. Corpora

33. Course Number and Title: MUS 187 Computer Music Composition

Discipline: Music (MUS)

Prerequisites: MUS 103, or MUS 115, and MUS 180, and MUS 181

Course included in the following programs:

A. Music, A.A. Degree Major

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, updated methods of instruction, outline, required reading, methods of assessment and title 5 repeatability language, added textbook and outside assignments. Student Learning Outcomes and Assessment information present.

Madelyn R. Byrne

34. Course Number and Title: PHOT 197A Photography Topics: Field Studies

Short Title: Photo Topics: Field Studies

Discipline: Photography (PHOT)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, updated methods of instruction, added critical thinking, updated methods of assessment, and updated title 5 repeatability language.

Robert M. Barry

35. Course Number and Title: PHOT 197C Photography Topics: General
Discipline: Photography (PHOT)
Transfer Acceptability: CSU
Repeatability: May be taken 3 times.
Deleted L/L component and hours, updated methods of instruction, added critical thinking, updated methods of assessment, decreased repeatability and updated title 5 repeatability language.
Robert M. Barry

36. Course Number and Title: PHOT 216 Alternative Photographic Processes
Short Title: Alternative Photo Processes
Discipline: Photography (PHOT)
Transfer Acceptability: CSU
Deleted L/L component and hours, added LEC component and hours, added LAB components and hours, removed PHOT 105 as prerequisite, added PHOT 105 as completion of or concurrent enrollment in prerequisite, updated methods of instruction, updated textbooks, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.
Robert M. Barry

37. Course Number and Title: PHOT 220 Commercial Photography
Discipline: Photography (PHOT)
Prerequisites: PHOT 105
Course included in the following programs:
 A. Commercial Photography Certificate of Proficiency
 B. Photography A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Decreased units from 3.5 to 3, deleted L/L component and hours, added LEC component and hours, added LAB components and hours, updated methods of instruction, updated textbooks, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.
Robert M. Barry

38. Course Number and Title: RTV 270 Digital Video Editing
Discipline: Radio and Television (RTV)
Prerequisites: RTV 170
Associate Degree General Education - C Humanities
Transfer Acceptability: CSU
Grading Basis: Grade Only
Deleted L/L component and hours, added LEC component and hours, added LAB components and hours, updated methods of instruction. Student Learning Outcomes and Assessment information present.
Patrick J. Hahn

39. Course Number and Title: RE 157 Escrow Problems
Discipline: Real Estate (RE)
Recommended Prep: RE 156
Transfer Acceptability: CSU
Updated objectives, required writing, and methods of assessment. Student Learning Outcomes and Assessment information present.
Sherry L. Gordon

40. Course Number and Title: ZOO 195A Field Study of Marine Invertebrates
Short Title: FLD STDY:MARINE INVERTEBRATES
Discipline: Zoology (ZOO)
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.
Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.
Ralph E. Ferges

41. Course Number and Title: ZOO 195B Field Study of Marine Vertebrates
Short Title: FLD STDY:MARINE VERTEBRATES
Discipline: Zoology (ZOO)
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

42. Course Number and Title: ZOO 195C Field Study of Terrestrial Vertebrates

Short Title: FLD STDY:TERRESTRIAL VRTBRTS

Discipline: Zoology (ZOO)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

43. Course Number and Title: ZOO 195D Field Study of Birds

Discipline: Zoology (ZOO)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

44. Course Number and Title: ZOO 195E Field Study of Terrestrial and Aquatic Invertebrates

Short Title: Fld Stdy:Terr/Aquatic Invtbrt

Discipline: Zoology (ZOO)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

45. Course Number and Title: ZOO 195F Field Study in Animal Ecology

Discipline: Zoology (ZOO)

Transfer Acceptability: UC, CSU

Repeatability: May be taken 4 times.

Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, adjust variable units to coincide with variable hours, updated methods of instruction, methods of assessment, updated title 5 repeatability language. Student Learning Outcomes and Assessment information present.

Ralph E. Ferges

K. Credit Courses - Reactivations

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

L. Credit Courses – Deactivations

1. Course Number and Title: ART 130 Printmaking I

Discipline: Art (ART)

Prerequisites: ART 102

Course included in the following programs:

A. Pictorial Arts-Painting A.A. Degree Major

B. Pictorial Arts-Printmaking A.A. Degree Major

Transfer Acceptability: UC, CSU

Repeatability: May be taken 2 times.

Reason for deactivation: Course is not being offered.

Ingram Ober

2. Course Number and Title: ART 131 Printmaking II

Discipline: Art (ART)

Prerequisites: ART 130

Course included in the following programs:

A. Pictorial Arts-Painting A.A. Degree Major

B. Pictorial Arts-Printmaking A.A. Degree Major

Transfer Acceptability: UC, CSU

Repeatability: May be taken 2 times.
Reason for deactivation: Course is not being offered.
Ingram Ober

3. Course Number and Title: ART 132 Lithography and Experimental Printmaking
Short Title: Lithograph/Exper Printmaking
Discipline: Art (ART) (ART)
Prerequisites: ART 102
Transfer Acceptability: CSU
Repeatability: May be taken 2 times.
Reason for deactivation: Course is not being offered.
Ingram Ober

4. Course Number and Title: ART 133 Etching
Discipline: Art (ART)
Prerequisites: ART 102
Transfer Acceptability: CSU
Repeatability: May be taken 2 times.
Reason for deactivation: Course is not being offered.
Ingram Ober

5. Course Number and Title: ART 197A Topics in Art - Printmaking
Discipline: Art (ART) (ART)
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.
Reason for deactivation: Course is not being offered.
Ingram Ober

6. Course Number and Title: AVIA 197 Aviation Sciences Topics
Discipline: Aviation Sciences (AVIA)
Transfer Acceptability: CSU
Repeatability: May be taken 4 times.
Reason for deactivation: Deactivated to simplify the AVIA program.
Jerry L. Houser

7. Course Number and Title: AVIA 295 Directed Study in Aviation Sciences
Short Title: Directed Study/Aviation Sci
Discipline: Aviation Sciences (AVIA)
Prerequisites: AVIA 100, and approval of project proposal
Transfer Acceptability: CSU
Repeatability: May be taken 4 times.
Reason for deactivation: Deactivated to simplify the AVIA program.
Jerry L. Houser

8. Course Number and Title: CSWB 180 Python Programming
Discipline: Computer Science and Information Systems – Web Technology (CSWB)
Recommended Prep: CSWB 110 / R CSIS 110
Course included in the following programs:
 A. Web Developer with Emphasis in Java/Open Source Certificate of Proficiency
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Reason for deactivation: Course is not being offered.
Stephen R. Perry

9. Course Number and Title: CSWB 270 JAVA Servlets and JSPs
Discipline: Computer Science and Information Systems – Web Technology (CSWB)
Recommended Prep: CSWB 170
Course included in the following programs:
 A. Java Software Development Certificate of Proficiency
 B. Web Developer with Emphasis in Java/Open Source Certificate of Proficiency
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Reason for deactivation: Course is not being offered.
Stephen R. Perry

10. Course Number and Title: CSWB 290 Implementing and Administering Web Servers

Short Title: Implementing/Admin Web Servers
 Discipline: Computer Science and Information Systems – Web Technology (CSWB)
 Recommended Prep: CSNT 121
 Course included in the following programs:
 A. Web Server Administrator with Emphasis in Linux Certificate of Proficiency
 B. Web Server Administrator with Emphasis in Windows Certificate of Proficiency
 Transfer Acceptability: CSU
 Reason for deactivation: Course is not being offered.
Stephen R. Perry

11. Course Number and Title: LS 190 Clinical Studies
 Discipline: Legal Studies (LS)
 Prerequisites: LS 121
 Transfer Acceptability: CSU
 Repeatability: May be taken 3 times.
 Reason for deactivation: PLS phased out, LS reorganized.
Angelo J. Corpora

12. Course Number and Title: PHOT 203 Color Printing Workshop
 Discipline: Photography (PHOT)
 Prerequisites: PHOT 201
 Course included in the following programs:
 A. Photography A.A. Degree Major or Certificate of Achievement
 Transfer Acceptability: CSU
 Repeatability: May be taken 3 times.
 Reason for deactivation: Digital Photography has reduced the need for this class.
Robert M. Barry

M. Noncredit Course - New

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

N. Noncredit Course - Change

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

O. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda

P. Distance Learning*

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

Catalog Subject/Number	Distance Learning Offering (s)
CSCI 197	Online
CSCI 275	Online
GCIP 152	Computer Assisted, Telecourse, Online
GCIP 152A	Telecourse, Online
GCIP 190	Computer Assisted, Video One-Way, Online
GCIP 191	Online
GCIP 252	Online
GCMW 192	Online
LS 110	Online

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

Q. Requisites and Advisories*

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

CatalogNumber	Type	Description	Proposal Type
ANTH 210	Recom. Prep.	ANTH 120	Credit Course Change
ANTH 220	Recom. Prep.	ANTH 210	Credit Course Change
ANTH 225	Recom. Prep.	ANTH 120	Credit Course Change
AP SM 109	Prerequisite	AP AM 112, AP SM 108	Credit Course Change
AP SM 112	Prerequisite	AP SM 111	Credit Course New
ART 261	Prerequisite	ART 260	Credit Course Change
CSCI 275	Prerequisite	CSCI 172	Credit Course Change
DA 57	Prerequisite	Admission to RDA Progr.	Credit Course Change
DA 70	Prerequisite	Admission to RDA Progr.	Credit Course Change

DA 82	Prerequisite	Admission to RDA Progr.	Credit Course Change
ENG 203	Prerequisite	ENG 100	Credit Course Change
GCIP 152A	Recom. Prep.	Basic Computer Skills	Credit Course Change
GCIP 252	Prerequisite GC	101 & GCIP/R GCIP 152	Credit Course Change
LS 261	Prerequisite	LS 121	Credit Course Change
MUS 187	Prerequisite	MUS 103 or MUS 115 & MUS 180 & MUS 181	Credit Course Change
PHOT 220	Prerequisite	PHOT 105	Credit Course Change
RTV 270	Prerequisite	RTV 170	Credit Course Change
RE 157	Recom. Prep.	RE 156	Credit Course Change

*underline indicates new, ~~strike through~~ indicates deletion, plain text indicates no change

VII. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

1. Course Number and Title: LS 240 Civil Liberties and Procedures

Discipline: Legal Studies (LS)

Recommended Prep: ENG 50, or eligibility for, ENG 100

Course included in the following programs:

a. General Studies-Emphasis in Social and Behavioral Sciences A.A. Degree Major

b. Legal Studies A.A. Degree Major

Associate Degree General Education - D Social and Behavioral Sciences

Associate Degree Multicultural Requirement - Yes *Multicultural requirement not approved.*

Transfer Acceptability: CSU

Removed PLS cross-listing, updated textbook and methods of assessment, added required reading and critical thinking. Student Learning Outcomes and Assessment information present.

Angelo J. Corpora

B. The following vocational program changes, pending appropriate approvals, will be effective FALL 2010. These changes are reflected in the 2010-2011 catalog.

1. Program Title: Digital Animation, Compositing, and Music

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: Certificate of Proficiency

Total Units: 16.00 - 17.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

2. Program Title: Digital Arts

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Award Type: Certificate of Proficiency

Total Units: 15

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

3. Program Title: Digital Imaging

Discipline: Graphic Communications - Imaging and Publishing (GCIP) (GCIP)

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

Total Units: 34

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

4. Program Title: Digital Media

Discipline: Graphic Communications - Multimedia and Web (GCMW) (GCMW)

Award Type: Certificate of Proficiency

Total Units: 17

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

5. Program Title: Digital Prepress Operator

Discipline: Graphic Communications - Imaging and Publishing (GCIP) (GCIP)

Award Type: Certificate of Proficiency
Total Units: 12
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

6. Program Title: Digital Publishing
Discipline: Graphic Communications - Imaging and Publishing (GCIP) (GCIP)
Award Type: Certificate of Proficiency
Total Units: 16
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

7. Program Title: Digital Video
Discipline: Graphic Communications - Multimedia and Web (GCMW) (GCMW)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 34.00
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

8. Program Title: E-Commerce Design
Discipline: Graphic Communications - Multimedia and Web (GCMW) (GCMW)
Award Type: Certificate of Proficiency
Total Units: 16.00
Increased unit values of courses. Student Learning Outcome and Assessment information present.
Lillian S. Payn

9. Program Title: Electronic Publisher
Discipline: Graphic Communications - Imaging and Publishing (GCIP) (GCIP)
Award Type: Certificate of Proficiency
Total Units: 16
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

10. Program Title: Graphic Communications Emphasis in Electronic Publishing
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 35.00 - 38.00
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

11. Program Title: Graphic Communications Emphasis in Management
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 34.00 - 38.50
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

12. Program Title: Graphic Communications Emphasis in Production
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 32.00 - 36.00
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.
Lillian S. Payn

13. Program Title: Interactive Media Design--Emphasis in 3D Modeling and Animation
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 28.00 - 31.00

Updated unit values of courses and removed RTV 124. Student Learning Outcome and Assessment information present.

Lillian S. Payn

14. Program Title: Interactive Media Design--Emphasis in Multimedia Design

Discipline: Graphic Communications - Multimedia and Web (GCMW)

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

Total Units: 31.00 - 33.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

15. Program Title: Interactive Web Multimedia and Audio

Discipline: Graphic Communications - Multimedia and Web (GCMW)

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

Total Units: 35.00 - 36.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

16. Program Title: Internet Publisher

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: Certificate of Proficiency

Total Units: 16

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

17. Program Title: Internet-Graphic Communication Emphasis

Discipline: Graphic Communications - Multimedia and Web (GCMW)

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

Total Units: 30.00 - 31.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

18. Program Title: New Media Compositing/Authoring/Distribution

Discipline: Graphic Communications - Multimedia and Web (GCMW)

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

Total Units: 35.00 - 36.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

19. Program Title: Screen Printer

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Award Type: Certificate of Proficiency

Total Units: 12

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

20. Program Title: Screen Printing

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

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

Total Units: 32.00 - 35.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

21. Program Title: Web Data Base Design

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: Certificate of Proficiency

Total Units: 16.00

Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

22. Program Title: Web Graphics
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 17
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

23. Program Title: Web Motion Graphics
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 16
Increased unit values of courses and increased total units. Student Learning Outcome and Assessment information present.

Lillian S. Payn

C. Requisites and Advisories*

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

CatalogNumber	Type	Description	Proposal Type
LS 240	Recom. Prep.	ENG 50 or Eligibility for ENG 100	Credit Course Change

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

D. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

The following courses have completed the course outline review process between September 2, 2010 and September 29, 2010 and are effective Fall 2010.

AJ	110	Basic Criminal Investigation
AJ	115	Patrol Procedures
CS	110	Contemporary Mexican Literature
DA	75	Dental Operative Procedures
DA	83	Preventive Dentistry II
DA	85	Advanced Dental Procedures
ENG	135	Introduction to Creative Writing
ENG	136	Intermediate Creative Writing
ENG	202	Critical Thinking and Composition
ENG	211	Survey of British Literature II
ENG	215	Introduction to the British Novel
ENG	220	Survey of World Literature I
ENG	260	Literature through Film
ENG	270	Popular Literature

5. 2010-2011 Curriculum Activity Summary

	Current Agenda	2010-11 Cumulative
New Courses	6	7
Course Revisions	46	117
Course Deactivations	12	54
Course Reviews		
(9/30/2010 – 10/25/2010)	14	121
New Programs	0	0
Program Revisions	23	26
Program Deactivations	0	0
Total Activity	101	238

Monika Brannick indicated that these items would be brought back for Faculty Senate ratification at next week's meeting.

Recommendation
Regarding Dissemination

of Student Learning
Outcomes:

The Senators were given copies of a motion passed by the Curriculum Committee on March 17, 2010: "The Curriculum Committee recommends that all faculty publish Student Learning Outcomes in their syllabi, Blackboard sites, and individual and/or department web pages so the SLOs are accessible to students as soon as possible."

Motion 2

MSF Furch, O'Brien: The Faculty Senate supports the recommendation of the Curriculum Committee, "...that all faculty publish Student Learning Outcomes in their syllabi, Blackboard sites, and individual and/or department web pages so that the SLOs are accessible to all students as soon as possible." The motion failed.

Senators discussed the language of the recommendation. Some Senate members suggested that rather than support the precise wording of the Curriculum Committee's motion, the Senate should articulate support of the publication of SLO's in general.

Marty Furch reported that a similar motion was passed by the Learning Outcomes Council (LOC): "The Learning Outcomes Council recommends that faculty communicate SLO's to students in a way that they feel students will see, options including course syllabi, course websites, department websites, podcasts, Blackboard, etc."

Some Senators expressed an interest in supporting the motion of the Learning Outcomes Council. Monika Brannick indicated that she would bring the Senate's feedback to the Curriculum Committee and ask for a reconsideration of the motion in light of the wording offered by the LOC. The Senate will have the opportunity to reconsider the recommendation at an upcoming meeting.

Monika Brannick added that at last week's LOC meeting a motion was passed which may help to clarify the distinction between SLO's and Course Outlines of Record. Going forward, SLOs will be found only in TracDat (the Outcomes Database) and no longer in Curriunet. Once a semester, in order to update the SLO's, a staff member in Instructional Services will collect all SLO's and post them on the Learning Outcomes webpage.

Tenure & Evaluations
Review Board:

Barb Neault Kelber provided copies of the "Bibliographic/Reference Instruction: Individual or Small Group Observation" form (Appendix 1). Last week the Senate considered the new form for Library Instruction, and requested that the Tenure & Evaluations Review Board (TERB) provide the original form, as the Senate might benefit from seeing the two forms side-by-side. There were specific questions at last week's meeting regarding wording, "Was the librarian respectful toward the student(s), demonstrating a willingness to help?" The concerns were specifically geared towards the formation of "yes" or "no" questions. Kelber indicated that she took the form as well as the Senate's feedback and questions to the TERB. Although the members of TERB expressed their appreciation to the Senate for its input, the TERB continues to recommend the revised form as it was proposed by the Library faculty.

Motion 3

MSC Kelber, Snyder: Faculty Senate support of the revised Library Instruction: Individual or Group Observation Form, as recommended by the Tenure and Evaluations Review Board. The motion carried.

Final Consideration
of Online Course
Checklist and Related
Policies:

Haydn Davis provided copies of the document, "Validation of Preparedness to Teach Online" (Appendix 2). Davis indicated that the document was created in response to the Accrediting Commission's recommendation that the college have a mechanism in place to validate online courses.

There was some discussion regarding the document, and Davis distributed copies of the following questions the Academic Technology Committee has for the Faculty Senate:

1. Once the Validation Checklist has been approved, how should it be used?
 - a. Should it be made available to all departments?
 - b. To all current and prospective online instructors?
 - c. Made available upon request only?
2. Should there be any suggestions or recommendations made regarding how to use the checklist (some colleges and universities require some sort of validation process before an online course is offered, some suggest this as a best practice but don't require it, some don't require any sort of validation process)?
 - a. What was the Senate's original intent?
 - b. If it is decided that the Validation Checklist will play some role in our deployment of online classes, what is that role?
3. Should a committee review online courses before they are presented to students?
 - a. If so, how will that work? To whom will the committee's report go?
 - b. How will the review committee be developed?
 - c. Should a thorough review of all online classes be attempted?

One Senator suggested that the Senate's answers to these questions should be informed by more familiarity with the faculty's attitudes and feedback regarding to the proposed validation process. Senators agreed that it would be beneficial for faculty members to provide input before implementation and expressed support for the suggestion that the document be offered to all faculty members for review.

This item will be brought back for further discussion at a later date.

Workforce and
Community
Development Contract:
Child Development
Courses:

Copies of a Contract Proposal from the Workforce & Community Development department were distributed at last week's meeting. The proposal is to contract with *Two Directions* for the delivery of 192 hours of training to meet the Community Care Licensing State Regulations.

Diane Studinka provided additional information about the *Two Directions* organization in Valley Center and how they approached members of the Workforce Development Advisory Committee to contract with Palomar College for the delivery of 192 hours of training to meet the Community Care Licensing State Regulations. There are 4 Child Development classes (3 units each for a total of 12 units) required for this licensing. Each 3 unit class will meet for a total of 48 hours. Each student will be registered as a Palomar College student, and all classes will be taught to the current Course Outline of Record (COR) and course syllabi. Students will be required to complete all course assignments and exams with the same rigor as classes taught on campus. The contract specifically notes: "Palomar College's Child Development Department Chair must approve the instructors who will teach these for credit classes. The instructors will meet all minimum qualifications and currently teach for the CHDV department."

A question and answer period followed. In response to a question of why the course isn't offered directly through Palomar College, Studinka indicated that when these courses are offered in areas such as Valley Center and Pauma, where there is certainly a need for the offerings, they aren't being filled with a sufficient number of students. *Two Directions* will be offering the classes to their clients, who are TANF (Temporary Assistance to Needy Families) recipients, and will offer the appropriate courses to provide those clients with an opportunity to obtain the units required to work in a licensed child care facility.

After further discussion, Senators expressed their support for the agreement to move forward in the approval process.

Policies & Procedures: Senators were provided with copies of the following Policies & Procedures:

BP 4240 Academic Renewal
BP 4235 Credit By Examination

In both cases, these Board Policies (BPs) were revised to include language which recognizes the primary role of the Faculty Senate in Academic and Professional matters. For instance, the additional language is indicated by underlining in the following: "The Superintendent /President shall consult with the Faculty Senate and rely primarily on the recommendations of the Faculty Senate to establish procedures that provide for academic renewal."

AP 4500 News Media

After consultation with Vice President Cuaron and review by appropriate faculty members, Monika Brannick offered a revision of this Administrative Procedure (AP) which will simply maintain the original language.

Brief discussion occurred regarding the proposed changes, and Senate members expressed their support for the documents moving forward in the approval process.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary

APPENDIX 1

BIBLIOGRAPHIC /REFERENCE INSTRUCTION: INDIVIDUAL OR SMALL GROUP OBSERVATION

Date of Observation _____

Name of Evaluatee _____

Name of Evaluator _____

Bibliographic Instruction or Small Group Instruction _____

A. Prior to the bibliographic instruction or small group orientation observation:

1. The evaluatee should send the evaluator any accompanying materials that the evaluatee would like the evaluator to see.
2. The evaluatee will list below items of interest to the evaluatee for the evaluator to specifically observe. (e.g. Do I appear to give equal attention to all participants? Do I encourage all participants to be actively involved in the bibliographic instruction or small group orientation?)

B. Answer the following questions regarding the bibliographic instruction or small group orientation observation.

1. How does the librarian demonstrate knowledge and competence in the presentation of information on library and reference materials?
2. Describe how the librarian communicates information in a clear, objective, and informative manner.
3. Describe how the librarian demonstrates patience and a willingness to help students/patrons.
4. How did the librarian provide answers to student questions that were easily understood?
5. In what ways does the librarian encourage active participation by students?

6. Which of the following methods does the librarian employ?
Circle and comment as appropriate.

a. lecture

b. discussion

c. demonstration

- Catalog
- Databases
- Internet
- Reference Books

d. group work

e. audio-visual

f. computers

g. other _____

7. Comments regarding the specific observations requested by evaluatee.
(see section A number 2)

8. Additional comments and suggestions.

C. **Bibliographic instruction or small group orientation observation follow-up**

Meet for a few minutes after the observation to discuss how this
bibliographic instruction or small group orientation advanced the evaluatee's goals.

APPENDIX 2

VALIDATION OF
PREPAREDNESS TO
TEACH ONLINE

PALOMAR COLLEGE

Fall 2010

SUBMITTED BY
ACADEMIC TECHNOLOGY COMMITTEE

Introduction

Following the 2009 Accreditation process, Palomar College was advised to develop a means of validating the quality of its Distance Education program. The Academic Technology Committee was charged with this task which resulted in the development of the checklist rating instrument described below. A committee of dedicated members, including those who teach online, identified the important elements of a high quality (Accomplished) online course.

The Senate Academic Technology Committee (ATC) developed a rating instrument, the *Palomar College Online Course Validation Checklist*, that was designed to identify the necessary and desirable attributes and best practices that an accomplished online course would have. The ATC conducted a literature review (see reference section) and identified the most compelling “best practices”; these were used to compile this validation checklist.

A pilot-test of the validation checklist was conducted during the Spring, 2009 semester by arrangement with the instructors of record for the courses. Based on the pilot-test experience, some modifications to the checklist were made.

It is suggested that the *Palomar College Online Course Validation Checklist* may serve as a series of benchmarks that can be used to provide formative assessments of online courses. A rating of “Accomplished Online Course” will document the online instructor’s preparedness to teach an online class at Palomar College. A rating of “Incomplete Online Course” will indicate areas that require revision. Note that this assessment rating instrument is not intended to be used in any TERB-related evaluation. Further, ATC recommends that the online instructor whose course is being assessed should be consulted during the assessment process and provided a means to question and discuss any negative assessment of his/her online course.

Palomar Online Course Validation Checklist

How to use the Validation Checklist

This checklist provides a roadmap to developing a high quality course beginning with the online syllabus and continuing with course design/organization, aesthetic design, interaction and collaboration, and effective use of technology and assessments. In addition, the course design shows a good faith effort to ensure universal access for all students and meets Section 508 standards of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Use the columns to the right of each statement to assess whether or not the course contains that particular element. Place a ✓ next to the item if the statement has been met or a ✓- if it was not found or was lacking in substance. Not applicable (N/A) is marked when the element does not apply to a particular course. A space for comments is provided next to each checkbox. The bottom of each section is available to add more detailed commentary about the section.

Please Select an overall descriptive rating (Accomplished or Incomplete) for each section:

Accomplished: Most or all elements of the sections are addressed.

Incomplete: Some elements of the sections are addressed but many are lacking.

Course Title _____ Section# _____
Instructor _____
Reviewed by _____ Date _____

Section 1: Course Information

This section refers to the online course syllabus and course information including objectives, student learning outcomes, course requirements and academic integrity.	✓	✓-	N/A	COMMENTS
Syllabus is easily located.				
Syllabus is available in a printer-friendly format.				
Course catalog information is provided: Description, units, prerequisites.				
Instructor contact information is available.				
Instructor office hours are available (online/on-campus).				
Required and supplemental textbooks, readings lists and course materials are listed.				
Learning objectives are clearly stated.				
Course Student Learning Outcomes are stated.				
Course communication instructions/guidelines are stated (i.e. Instructor email guidelines).				
Grading policy is clearly stated.				
Directions are CLEAR and easy to understand for tasks/assignments.				
Academic integrity policy is clearly presented.				
Specific technology requirements are stated (if needed).				
Late and make-up work policy is clearly stated.				
Student support: Course contains extensive information about being an online learner and links to campus resources.				
An orientation for the course is offered, online or on campus.				
<u>Detailed Commentary:</u>				overall rating (circle one) Accomplished Incomplete

Section 2: Course Design and Organization

Course Design and Organization refers to elements of instructional design in an online course. This includes: the structure, instructional strategies, and the overall course set-up or course classroom.	✓	✓-	N/A	COMMENTS
Course is well-organized and easy to navigate.				
Course structure is clear and understandable.				
Content is made available to students in manageable segments or "chunks" (e.g. organized by weeks, units, chapters).				
Content is appropriate for student learning of course objectives.				
Course schedule (calendar) is summarized in one place and clearly identifies overall plan of the course.				
Accessibility issues are addressed: color compliance and screen readability.				

All links used in the course are accurate and up-to-date.				
A timeframe is stated for modules, activities, and assessment.				
<u>Detailed Commentary:</u>				overall rating (circle one): Accomplished Incomplete

Section 3: Aesthetic design

Aesthetic design refers to the overall appearance of the course and includes visual aspects such as color, typeface, images and other elements key to presenting the course material.	✓	✓-	N/A	COMMENTS
A course banner is used to identify the course.				
Color and texture do not overpower the course information.				
Sufficient contrast between text and background makes information easy to read.				
Design keeps course pages to a comfortable length with white space.				
Images are used in course design to support course content.				
Images are accompanied by text descriptions (Alt text) or captions for images that require a more complex description.				
Typeface is easy to read. Documents are created using Sans Serif fonts (e.g. Calibri, Arial or Tahoma) with a size of 12 point or higher.				
Styles such as titles and headings are used to format the document.				
Data organized in rows and columns are put in a table.				
Spelling and grammar are accurate.				
<u>Detailed Commentary:</u>				overall rating (circle one): Accomplished Incomplete

Section 4: Interaction and Collaboration

Interaction and Collaboration refers to the extent to which there is student-instructor, student-student, and student-content interaction. Exemplary courses should integrate many different ways to interact and collaborate in the online environment.	✓	✓-	N/A	COMMENTS
Student participation requirements/expectations are clearly stated.				
Instructor provides announcements/reminders.				
Instructor email response time is clearly stated.				
Regular feedback about student performance is provided in a timely manner throughout the course (example: discussion board posts, assignments, quizzes, etc.).				
Course promotes an active discussion area which encourages students to reply to each other.				

<p>Contact is initiated with students in a variety of ways: (Select all that apply.)</p> <p><input type="checkbox"/>Announcements <input type="checkbox"/>Phone conversations</p> <p><input type="checkbox"/>Participation in discussion board <input type="checkbox"/> Chat sessions or virtual meetings</p> <p><input type="checkbox"/>Email <input type="checkbox"/> Voice enabled messages</p> <p><input type="checkbox"/> Participation in online group collaboration projects</p> <p><input type="checkbox"/> Face-to-face meetings (review sessions, scheduled meetings)</p>	
<p>Communication/collaboration tools used in the course:</p> <p><input type="checkbox"/> Email <input type="checkbox"/> Chat room <input type="checkbox"/>Discussion board</p> <p><input type="checkbox"/> Whiteboard <input type="checkbox"/> other <input type="checkbox"/>Student presentations</p>	
<p><u>Detailed Commentary:</u></p>	<p>overall rating (circle one)</p> <p>Accomplished</p> <p>Incomplete</p>

Section 5: Effective use of Technology

Effective Use of Course Technology refers to the successful integration of technology into the online course and its use in a variety of formats that help students to achieve course goals and objectives.	✓	✓ -	N/A	COMMENTS
Course makes effective use of online instructional tools.				
Course materials are presented using appropriate formats compatible across computer platform (pdf, rtf, mp3, etc.).				
Audio materials (mp3, wav, etc.) are accompanied by a transcript.				
Videos and screencasts are closed-captioned.				
Presentations are created using design templates found in the software and incorporate the above practices.				
Computer-simulated demonstrations are used to convey information.				
Social media tools (such as, Twitter, Facebook, Flickr) are used.				
<p>What tools are used in the course? (Select all that apply)</p> <p><input type="checkbox"/>Email <input type="checkbox"/>Chat <input type="checkbox"/>Journals</p> <p><input type="checkbox"/>Calendar <input type="checkbox"/>Gradebook <input type="checkbox"/>Video/DVD</p> <p><input type="checkbox"/>Graphics/Images <input type="checkbox"/>Wikis <input type="checkbox"/>Image Database</p> <p><input type="checkbox"/>Blogs <input type="checkbox"/>Animations <input type="checkbox"/>Whiteboard</p> <p><input type="checkbox"/>Audio <input type="checkbox"/>Survey <input type="checkbox"/>Podcasts</p> <p><input type="checkbox"/>Quiz tool <input type="checkbox"/>Glossary <input type="checkbox"/>presentations/portfolios</p>				
<p><u>Detailed Commentary:</u></p>				<p>overall rating (circle one)</p> <p>Accomplished</p> <p>Incomplete</p>

Section 6: Assessment /Evaluation

The assessment category focuses on the ways in which the student is evaluated toward achieving the student learning outcomes and the quality, type, structure, and security of the assessments used.	✓	✓-	N/ A	COMMENTS
Assessments are used throughout the course (e.g. not just one final exam).				
Anti-plagiarism software is used for written assignments.				
Sample assignments are provided to illustrate instructor expectations.				
Detailed instructions and tips for completing assignments are provided.				
Appropriate security measures are enabled when computer testing, such as:				
Time limitations are placed on exams given online.				
Exams are password protected.				
Exams are proctored in a supervised environment if exams are given face to face.				
Exams are composed of question pools where possible to ensure online students have equivalent but different online tests.				
Questions on exams are seen one at a time.				
Students cannot backtrack.				
<u>Detailed Commentary:</u>				overall rating (circle one) Accomplished Incomplete

References Consulted

- California State University – Chico’s influential *Rubric for Online Instruction* was developed to “develop and evaluate online courses” <http://www.csuchico.edu/celt/roi/> This rating system is now used throughout the California State University system as well as in other colleges and universities.
- The North American Council for Online Learning (NACOL) produced a document “designed to provide states, districts, online programs, and other organizations with a set of quality guidelines for online teaching.” That document, *The National Standards for Quality Online Teaching* consists of a rating guide intended to identify high quality online courses (<http://www.inacol.org/research/nationalstandards/NACOL%20Standards%20Quality%20Online%20Teaching.pdf>).
- The seminal article by Chickering and Gamson, *Seven Principles for Good Practice in Undergraduate Education* has been used as a guide to good practice in thousands of college classrooms. Chickering and Ehrmann, in *Implementing The Seven Principles: Technology as Lever* showed how the seven principles could be implemented in a technology-rich environment (<http://www.tltgroup.org/programs/seven.html>).
- The University of Miami’s *Good Practices in Teaching with Technology* (http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2666-1;3212-3,00.html).
- Quality Matters (QM) is a faculty-centered, peer review process designed to certify the quality of online courses and online components. (<http://qminstitute.org/home/Public%20Library/About%20QM/RubricStandards2008-2010.pdf>)
- Ensuring The Appropriate use Of Educational Technology: An Update For Local Academic Senates. The Academic Senate For California Community Colleges. [ATC educational tech asccc.pdf](#)
- Georgia Southern University Center For Online Learning. <http://academics.georgiasouthern.edu/col/id/>
- 2010 Blackboard Exemplary Course Program Rubric. <http://kb.blackboard.com/display/EXEMPLARY/Exemplary+Course+Program>

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