

Ohlone Community College District
Curriculum Committee Minutes
November 3, 2008 / 3:00-5:00 p.m.
Fremont Campus – Room Video Conferencing Room
Newark Campus – Room 1317

CALL MEETING TO ORDER: 3:05 p.m.

MEMBERS PRESENT: Chris Warden, Rachel Sherman, Diane Berkland, Yvonka Headley, Yvette Niccolls, VP Singh, Sheryl Einfalt, Barbara Duggal, Sally Scofield, Dave Topham, Jeffrey Watanabe,

MANAGERS PRESENT: Dr. Jim Wright, Michael Bowman, Kimberly Robbie, Walt Birkedahl

OTHER'S PRESENT: George Wong, Paul Mueller, Brenda Ahnholz, Chris Bolt, Jon Degallier, Mike Cowan, Kay Harrison

MINUTES BY: Heidi Barkow, Educational Services Support

APPROVAL OF MINUTES FOR OCTOBER 6, 2008:

Yvette Niccolls made the motion to approve the minutes of October 6, 2008; seconded by VP Singh. Motion Carried.

CHAIR'S REPORT:

- Update on the five general degrees – management (**TABLED**)

MINOR REVISION: (INFORMATIONAL)

BIOT 110A1 **Introduction to DNA Techniques** – James Baxter
Add prerequisite of BIOL-101A

CHEM 112B **Organic Chemistry** – Anu Ganguly
Revision to: **Catalog Description:** CHEM 112B is the second semester of organic chemistry for science oriented pre-professional health, and pre-engineering students. This course includes a study of important organic molecules found in living systems and man-made molecules. This course is designed primarily for students who require a full year of organic chemistry, including nomenclature, multistep synthesis, mechanisms and heterocyclic compounds and spectroscopy. Revision to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbooks, supplies

PSY 108 **A Survey of Human Development** – Sarah Cooper
Revision to: course outline; methods of instruction and updated textbook

MAJOR REVISIONS: (ACTION – CONSENT)

AH 110 **Medical Terminology** – Sally Scofield
Unit value change from 2.00 units to 4.00 units; Lecture hours changed from 2.00 to 4.00 hours; **Catalog Description:** This course is an introduction to medical terminology as used in the health professions. It provides opportunities for practical application of medical terminology and further development of skill in analyzing components of medical terms and building a medical vocabulary applicable to specialties of medicine. Course content includes anatomical and physiological terminology; basic structure, prefixes, suffixes; combining forms; abbreviations, clinical procedures, laboratory and diagnostic tests related to each body system. **Class Schedule Description:** Introduction to medical terminology as related to body systems and used in health professions. Revisions to: Counselor Information; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; updated textbook

ASL 190A **Workshop in Basic ASL** – Sandra Klopping
Revision to: **Catalog Description:** This course is a workshop for students covering selected topics in the area of American Sign Language (ASL) and Deaf Culture. The theme and content of each workshop varies and is determined by American Sign

Language/Deaf Studies instructors. This is a variable unit class. Revision to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 190B **Workshop in Basic ASL – Sandra Klopping**
Revision to: **Catalog Description:** This course is a workshop for students covering selected topics in the area of American Sign Language (ASL) and Deaf Culture. The theme and content of each workshop varies and is determined by American Sign Language/Deaf Studies instructors. This is a variable unit class. Revision to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 190C **Workshop in Basic ASL – Sandra Klopping**
Revise: **Catalog Description:** This course is a workshop for students covering selected topics in the area of American Sign Language (ASL) and Deaf Culture. The theme and content of each workshop varies and is determined by American Sign Language/Deaf Studies instructors. This is a variable unit class. Revisions to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 191A **Workshops in Deaf Studies – Sandra Klopping**
Added prerequisite of ASL-190A; Revisions to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 191B **Workshops in Deaf Studies – Sandra Klopping**
Added prerequisite of ASL-191A; Revisions to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 191C **Workshops in Deaf Studies – Sandra Klopping**
Added prerequisite of ASL-191B; Revisions to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; supplies

ASL 190A,B,C and 191A,B,C returned to course author for further revisions. Tabled until December meeting once Chris Warden & Rachel Sherman meet with Sandra Klopping.

BA 102A **Principles of Economics-Macroeconomics – Tina Mosleh**
Change grading option to GR; Add prerequisite of MATH-153; Revision to: **Class Schedule Description:** A study of U.S. economic system as a whole. Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; updated textbook

BA 102B **Principles of Economics-Microeconomics – Tina Mosleh**
Change grading option to GR; Add prerequisite of MATH-153; Revision to: **Class Schedule Description:** A study of economics at the household, business, and government level. Revision to student learning outcomes; course assignments; methods of instruction; updated textbook

BA 104 **Computer Applications in Accounting – Rick Arellano**
Change grading option to GR; Revision to **Catalog Description:** This course covers the application of accounting theory on the computer using spreadsheet software. **Class Schedule Description:** This course covers the application of accounting theory and analysis on the computer using spreadsheet software. Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook and supplies

BA 141C **An Introduction to International Business Law – Chris Bolt**
Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; textbook

- CHIN 101A** **Elementary Mandarin Chinese I** – Mikelyn Stacey
Revision to: **Catalog Description:** This course is an introduction to modern standard Chinese language (Mandarin). Students will acquire listening, speaking, reading and writing skills in or to communicate effectively in simple Chinese for common everyday purposes. This course teaches the Chinese phonetic system, the structures of Chinese characters, the basic Chinese grammatical concepts and aspects of Chinese culture in relation to the topic of the concurrent lesson. **Class Schedule Description:** Introduction to Mandarin Chinese. Students will acquire listening, speaking, reading, and writing skills. Revision to: counselor’s description; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbooks
- CHIN 101B** **Elementary Mandarin Chinese II** – Mikelyn Stacey
Revision to: **Catalog Description:** This course is a continuation of Chinese 101A. Students will continue to acquire listening, speaking, reading and writing skills in Chinese (Mandarin) and will continue cultural studies as an integral part of the course. **Class Schedule Description:** Continuation of Chinese 101A, covering functional vocabulary, grammar structures and study of culture. Revision to counselor’s description; student learning outcome; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook
- CHIN 102B** **Intermediate Mandarin Chinese II** – Mikelyn Stacey
Minor revision to counselor description; revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook
- DEAF 121B** **Intermediate Grammar II** – Alyce Reynolds
Add Advisory of DEAF-121A; Minor revisions to schedule and counselor descriptions removing the “only” from ASL only. Revisions to student learning outcomes; course outline; course assignments; methods of evaluation/assessment
- DEAF 140A** **Lifeskills Mathematics I** – William Wong
Removal of “Formerly DEAF-182A from the catalog description; revised student learning outcomes; course assignments; methods of evaluation/assessment; methods of instruction; textbook and supplemental textbook
- DEAF 140B** **Lifeskills Mathematics II** – William Wong
Course copy screen did not appear
- ENGI 130** **Electric Circuit Analysis** – Yvette Niccolls
Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook and supplies
- ENGL 108** **Writing Short Fiction** – Jennifer Hurley
Change grading option to GR; remove prerequisite of ENGL-111A and change it to ENGL-101A; remove advisory; revision to course outline; methods of instruction
- ENVS 103** **The Environment and Human Health** – Narinder Bansal
Revision to student learning outcomes
- JPNS 102A** **Intermediate Japanese** – Mikelyn Stacey
Revision to: **Catalog Description:** This course is a continuation of JPNS-101B with emphasis on the four areas of listening, speaking, reading, and writing in Japanese, as well as a greater in-depth study of Japanese culture. **Class Schedule Description:** Continuation of the study of written and spoken Japanese within the cultural context. Revision to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbooks
- JPNS 102B** **Intermediate Japanese** – Mikelyn Stacey
Revision to: **Catalog Description:** This course is a continuation of JPNS-102A with emphasis on the four areas of listening, speaking, reading, and writing in Japanese, as

well as a greater in-depth study of Japanese culture. **Class Schedule Description:** Continuation of the study of written and spoken Japanese within the cultural context. Revision to: student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbooks

JOUR 101A **Newswriting** – Bill Parks

Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook

JOUR 155/ **Mass Media and Society** – Bill Parks
BRDC 155

Change grading option to GR; Change Advisory to ENGL-101A; **Catalog Description:** We swim in an ocean of media. Our thoughts, beliefs, life choices, jobs, government and shopping decisions are all influenced by the media. Most of us complain about it, but we wouldn't turn the media off, even if we could. Yet we don't know much about it. Who decides what messages get sent? What do the senders want? How do we process the messages? How does the technology work? Your media exposure will continue for the rest of your life. This class aims to make you a more informed, critical consumer. **Class Schedule Description:** Basics of how mass communication works. For both media majors and media consumers. Revision to: Counselor Information; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook

MM 102A **Multimedia I** – Pilar Lewis

Change Repeatability (changed to NO); **Catalog description:** Students explore technical, artistic, and creative ways to produce animations, images, and basic interactive multimedia projects using industry standard software such as Photoshop and Flash. Topics include typography, design principles, multimedia terminology, copyright issues, image and sound manipulation. **Class Schedule Description:** Explore artistic and creative ways to produce images, animations, and interactivity using Flash and Photoshop software. Revision to: counselor information; Student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook; supplies

MM 110 **Digital Video for the Web and DVD** – Pilar Lewis
BRDC 110

Change title to add "for the Web and DVD"; Add cross-reference of BRDC 110; Add 3 hours lab; change grading option to GR; Revise: **Catalog Description:** Students will learn creative techniques to shoot, edit, and produce short videos employing digital camcorders, microphones, lights, and a variety of video editing software. Topics include camera shots, transitions, composition, video file formats, compression, special effects, and producing video for the YouTube, websites, and DVDs. **Class Schedule Description:** Learn to shoot and edit digital video for YouTube, websites, and DVD. Camcorder is not required. Revision to: Counselor Information; student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook; supplies

PTA 106 **Orthopedics** - Carol Morodomi

Revision to student learning outcomes; course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook and supplies

PSY 101 **General Psychology** – Sheldon Helms

Change grading option to GR from GC; added a student learning outcome

SPCH 101 **Introduction to Public Speaking** – Brenda Ahnholz

Revision to: **Catalog Description:** Practice public speaking through delivery techniques, organizing an outline and applying research methodology to support speech topic. **Class Schedule Description:** Practice public speaking through delivery, organizing outlines and use of research methodology. Revision to course outline; course assignments; methods of evaluation/assessment; methods of instruction; textbook

SPCH 103 **Interpersonal Communication** – Brenda Ahnholz
Revision to: course outline; course assignments; methods of evaluation/assessment;
textbook

Motion to approve all courses under major with exception to the ASL courses – Chris Warden made the motion to approve the major revision consent courses; seconded by Sheryl Einfalt. Motion carried.

NEW COURSES

BA 136 Introduction to International Business – Chris Bolt

BA 137 Introduction to International Marketing – Chris Bolt

Rationale: main push behind this and Eddie West and Kay Harrison got a grant to develop an international business AA here, but we will have a cert of achievement first. As part of the grant application some new courses and revisions of some pre-existing courses. Revising International Law which is also on the agenda for major revision. Multiple target audiences. Appeals to international students and business students who are interested in international business. This is part of a grant. GC grading option for both. 136 catalog description – catalog description for 137 should be restructured a little bit. This survey course covers...**Sally Scofield made the motion to approve BA-136 & 137; seconded by Jeffrey Watanabe. Motion carried.**

CNET 180 IP Telephony and VoIP Implementations – Richard Grotegut

George Wong represented for Richard Grotegut. Gave rationale for adding courses. This is what the students are asking for. **Sheryl Einfalt made the motion to approve CNET-180; seconded by Sally Scofield. Motion carried.**

COMM 100 Introduction to Communication Theory – Brenda Ahnholz

Brenda gave rationale for COMM 100 reason to cross-discipline certificate/degree. Most transfer schools want Intro to Comm theory to transfer. **Add advisory of Eligible for ENGL-101A. Change from CSU & UC transferable, to CSU Transferable – change wording in counselor information from 4-year to just colleges or universities.**

CS 119 Computer Architecture – David Topham

Reactivation of deactivation course. **VP Singh made the motion to approve; seconded by Diane Berkland. Motion carried.**

ENVS 104 Solar Photovoltaic Design and Installation – Narinder Bansal

Jeffrey Watanabe giving rationale for Narinder Bansal. This is part of a Bay Area grant. There is a demand for the information. **Yvonka Headley made the motion to approve ENVS-104; seconded by Sheryl Einfalt. Motion carried.**

MATH 171 Mastering Math Skills: Fractions – Bob Bradshaw

MATH 172 Mastering Math Skills: Whole numbers, decimals and Percentages – Bob Bradshaw
Chris Warden makes the motion to approve; Barbara Duggal second. Motion carried.

MUS 112C Pro Tools 201 – Jim McManus (see attached memo of rationale)

Digidesign has certified courses. (see memo) **Yvonka Headley made the motion to approve MUS 112C; seconded by Yvette Niccolls. Motion carried.**

PD 240 College Success for Pre-Health Science Majors – Mike DeUnamuno

Mike DeUnamuno gave rationale. **Diane Berkland made the motion to approve PD 240; seconded by Yvonka Headley. Motion carried.**

PE 321 Small Group instruction – Mike Cowan

PE 323 Golf One on One – Mike Cowan

PE 327B2 & B3 Travel Destinations – Mike Cowan

PE 328 Golf Course Experience – Mike Cowan

Mike Cowan gave his rationale for adding the above courses – PGA Business for life grant that we were the only community college to get in the United States. **Jeffrey Watanabe made the motion to approve PE 321, 323, 327B2 & B3, and 328; seconded Sally Scofield. Motion carried.**

SPCH 107 Leadership Communication – Brenda Ahnholz
Brenda gave rationale as to why we are adding this course. It is so our students can get their certificate in Leadership Communication. More of a catalog description. Approve it pending a rewritten catalog description with Chair approval. Return to originator. Need to go into CurricUNET to revise the Leadership Certificate to change the PD 160 to SPCH-107. **Sally Scofield made the motion to approve COMM 100 and SPCH 107; seconded by Barbara Duggal. Motion carried.**

COURSE DEACTIVATIONS: (APPROVALS)

AH 120 Electrocardiography and Vital Signs - Gale Carli
CFS 100 Introduction to Nutrition - Gale Carli
CFS 112 Nutrition in Health and Disease - Gale Carli
NUR 115P Maternal-Child Review - Gale Carli
PE 308A2 Wrestling – Chris Warden
PE 308A3 Wrestling – Chris Warden
PE 308C3 Advanced Wrestling – Chris Warden
PE 345A2 Sport Specific Training – Chris Warden
PE 345A3 Sport Specific Training – Chris Warden
PE 345A4 Sport Specific Training – Chris Warden
PE 361B2 Intermediate Racquetball – Chris Warden
PE 361B3 Intermediate Racquetball – Chris Warden
PTA 120 Anatomy of Bio-Mechanics - Gale Carli

PTA 150 Medical Ethics and Healthcare in the United States - Gale Carli – removed from approval process for further evaluation

Motion to approve the Course Deactivations – pulling PTA 150 from deactivations. Sheryl Einfalt gave rationale to deactivate AH, CFS, NUR, PTA 120 have not been offered in a long time. Sally / Yvonka. Motion carried. PE Courses discussed by Chris Warden –Sally Scofield made the motion to approve deactivation of the list of courses above, with the exception of PTA-150; seconded by VP Singh. Motion carried.

ADDITIONAL APPROVALS: (INFORMATIONAL)

Distance Learning:

AH 110	Medical Terminology
PTA 106	Orthopedics
PE 323	Golf One on One
PE 328	Golf Course Experience
PSY 108	A Survey of Human Development

General Education:

ENVS 103	The Environment and Human Health
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Approved on 10/13/08 for Area VI Cultural Diversity

REVISED CERTIFICATE OF ACCOMPLISHMENT:

Certificate of Accomplishment: Photography

The Photography Certificate of Completion signifies that students have acquired skills in fundamental processes of photography including traditional and digital work processes with emphasis on creative expression. This certificate helps students develop concepts and skills that will enable them to develop creatively in the fine arts.

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Student Learning Outcomes

1. Demonstrate personal growth as an artist using photography.
2. Employ skills and processes required for working in traditional film photography.
3. Employ skills and processes required for working in digital photography.
4. Appraise the role of photography in society from its invention to the present day.
5. Recognize historical movements and contemporary trends in photography.

MAJOR FIELD

ART 133A Black and White Photography	3
or	
ART 133B Intermediate Black and White Photography	3
ART 139A Beginning Digital Photography	3
or	
ART 139B Intermediate Digital Photography	3
ART 131 History of Photography	3
ART 138A Beginning Photoshop	3
or	
ART 138B Intermediate Photoshop	3
Total Units = 12	

Chris Warden made the motion to approve the revisions to the Photography certificate; seconded Sally Scofield, motion carried.

NEW DEPARTMENTS: (APPROVAL)

**Creation of New ETEC Engineering Technology Department – Yvette Niccolls & George Wong
George Wong gave rationale to why this department should be added. Yvette gave continuance of rationale. This is more vocationally oriented. Dave Topham made the motion to approve the addition of the new department of ETEC; seconded VP Singh. Motion carried.**

ISSUES: (INFORMATIONAL)

Curriculum Announcements:

Title V change: Grade C or better now required for Courses Counted toward the major or area of emphasis – Presented by: Kimberly Robbie - updated by 55063 Cal Ed. Code

GE Sub-Committee Chair's Report – Brenda Ahnholz

- AP score statewide changes - **TABLED**

MEMO

October 15, 2008

From: Jim McManus, Music Dept.

To: Curriculum Committee

Re: Rationale for New Course: MUS-112C

Pro Tools is the industry-standard recording software. Virtually every professional recording studio in the world is centered on using Pro Tools. For a student interested in a recording career, knowledge of Pro Tools is of fundamental importance.

digidesign (they spell it with a lowercase initial "d") is the company that makes Pro Tools. digidesign has developed a training certificate program as well.

Since Fall 2005 we have been offering courses that are part of digidesign's certification program. We currently offer:

MUS 112A: Pro Tools 101
MUS 112B: Pro Tools 110

Up until now we were not able to add any courses beyond these two, as digidesign requires that training centers be equipped with their top- of-the-line HD systems in order to offer higher-level coursework. However, last Spring and Summer, we were able to upgrade our recording studios with a Pro Tools HD system (the lower levels of Pro Tools, LE and M-Powered, are relatively inexpensive, starting at around \$300 per computer; HD systems are much more expensive, starting at around \$10,000).

Since we now have a Pro Tools HD system, digidesign will allow us to offer the Pro Tools 201 course (proposed Ohlone number: MUS 112C). This is a boon to our students.

That is the essence of my proposal. Since it is just an extension of what we already do, since it gets students that much closer to digidesign certification (at affordable Community College rates, as opposed to the much more expensive versions of these courses offered by some private institutions), and since we only now, with the new system, are able to make this offer to students, I hope that official approval would not be problematic.

MEMO

DATE: October 16, 2008

TO: Curriculum Committee

FROM: George Wong and Yvette Niccolls, CNET and Engineering Depts.

RE: Formation of new ETEC Department

We wish to propose the formation of a new department called Engineering Technology (ETEC). George Wong is developing a new course, ETEC 212 Electronics for Technology. This course and others will prepare students for careers as engineering technicians. Courses in ETEC would train students in the building and repair of small technical devices in the electronic, medical, and engineering fields.

We would like to create several cross-referenced courses in this department, as well, two of which are already offered through the CNET and ENGI departments:

CNET/ENGI 114: How Technology Works--Make this ETEC 114 (CNET should be the primary dept).

CNET 115/ENGI 135: Introduction to Robotics & Automated Systems--Make this ETEC 115 (CNET should be the primary dept)

Electronics for Technology ETEC 212 (new course) should be cross referenced with CNET & ENGI (ETEC should be the primary department).

Thanks,
George Wong
Yvette Niccolls

Adjourn: 5:07 p.m.