CALL TO ORDER:

AGENDA MODIFICATIONS: (Information)
This item allows for items to be removed from the Agenda or for items to be considered in a different order than they are presented in the published document. It is also an opportunity for both the Chair and the members to indicate an interest in pulling items off the Consent Agenda to be considered separately. Items on the Consent Agenda are considered routine matters of business.

APPROVAL OF MINUTES: (Consent/Information)
December 4, 2017 minutes

CHAIR'S REPORT: (Action/Information)
1. Course Review Status Updates
2. Curriculum Committee Membership Updates:
   a. New member: Tamara Cooper (adjunct, TD)
   b. New member: Larissa Favela (COMM)
   c. Vacancy in Health Sciences and Environmental Studies Division (Carrie Dameron resigned from the Curriculum Committee)
   d. Membership for 2018-2019 – will ask for commitment in March

ARTICULATION UPDATES:
None

SELECTED TOPICS: (Consent/Action)
None

MINOR REVISIONS: (Consent/Information)
CNET-132 Introduction to Data Analytics – Ron Sha
Change title from Introduction to Tableau Analytics. Change grading option from GR to GC. Change catalog description: This course will teach students about the data analytics software, such as Tableau desktop software application used for Big Data Analytics and Business Intelligence. Students will be introduced to the various different operations such as filters, calculations, creating sets, charting data, and creating great visuals that will help any business get more insight into the way the business is trending in order to make informed decisions on the future direction. Change class schedule description: Students will develop visuals and reports using the data analytics software, a tool for Big Data analytic and Business Intelligence. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation.

DEACTIVATIONS: (Consent/Action)
Course will no longer be offered:
PE-307C2 Advanced Baseball – Chris Warden

Courses are no longer needed, as PE-397A2 will cover the need moving forward:
PE-393A2 Adaptive Physical Education - Strength Training – Chris Warden
PE-396A2 Adaptive Physical Education - Striding – Chris Warden

Only half-unit Adaptive Physical Education courses will be offered, these are one-unit courses:
PE-393A3 Adaptive Physical Education - Strength Training – Chris Warden
PE-394A3 Adaptive Physical Education-Aquatics – Chris Warden
SUBCOMMITTEE APPROVALS/REPORTS:

Distance Education Subcommittee (Action):

Approved for Hybrid and Fully Online:
CAOT-101A  Computer Applications I
CAOT-101B  Computer Applications II
CAOT-101C  Computer Applications III
ENGL-156  Introduction to Report & Technical Writing

Approved for Hybrid Only:
ESL-184LS  Listening and Speaking, Level IV

General Education Subcommittee: (Action)

Reaffirmations:
•  Area I, Natural Sciences: BIOL-103A, BIOL-106
•  Area VI, Intercultural/International Studies: ASL-142, PTA-303

New Approvals:
•  Area VA, Physical Education: PE-375D3, PE-388A3, PE-388B3

SLOAC
None

COURSE REACTIVATION: (Consent/Action)
None

REQUISITES: (Action)

AJ-264A2  Investigation and Trial Preparation – Libby Flores
Prerequisites: Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Familiarity with and ability to demonstrate all of the following skills. These skills will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. Familiarity with the criminal justice system; juvenile law and procedures, search and seizure techniques; evidence collection; preservation and presentation; forensics; information systems.

PTA-302  Clinical Practicum II – Carol Morodomi
Add prerequisite: PTA-110A

MAJOR COURSE REVISIONS: (Consent/Action)

CHIN-101A  Elementary Mandarin Chinese I – Mark Lieu
Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

JOUR-146/ART-146  Beginning Photography/Graphic Arts Newspaper Staff – Bill Parks
Change title from Photography/Graphic Arts Newspaper Staff. Change catalog description: Staff members initiate, plan, and complete photographic or graphic assignments for publication in the college newspaper and/or magazine. Training emphasizes use of techniques and skills that communicate ideas effectively to a mass media audience. Photographers and artists have access to digital cameras, computers, scanners, and software for completion of assignments. Students are also introduced to legal and ethical responsibilities. Students are expected to produce one photo/graphic per issue. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.
JOUR-148/ Photography/Graphic Arts Newspaper Editor – Bill Parks
ART-148
Change title from Photography/Graphic Arts Newspaper Staff. Remove advisory: ART-106A, ART-133A. Add advisory: JOUR-146, JOUR-147. Change catalog description: This course is for photo or graphic editors who will initiate, plan, and complete photographic or graphic assignments for publication in the college newspaper and/or magazine. Editors are responsible for training photographers and graphic artists in the use of techniques and skills that communicate ideas effectively to a mass media audience. Legal and ethical responsibilities will also be addressed. Change class schedule description: Student editors manage staff to produce photos/graphics for publication using digital techniques. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

JOUR-178 Advertising Manager – Bill Parks
Change title from Advertising Staff. Change grading option from GR to GC. Add advisory: JOUR-177. Change catalog description: This course offers advanced experience in managing advertising staff and production related to the student newspaper and magazine. The manager will generate leads for possible advertisement in the student newspaper, the Monitor. The manager will oversee the sales staff in addition to making contact with at least three potential advertisers each week. Change class schedule description: Students oversee the sale and production of advertising for the student newspaper and magazine. This course is recommended for future managers. Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks; supplies.

PE-341A2 Beginning Strength Training – Robin Kurotori
Change title from Strength Training. Change catalog description: This course is designed to assist students in developing a strength and fitness training program through the practical application of sound weight training techniques. Change class schedule description: Students will develop a strength and fitness training program through sound weight training techniques. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

PE-341B2 Intermediate Strength Training – Robin Kurotori
Change catalog description: This class is designed to assist the student with intermediate to advanced strength training concepts and techniques for personal physical development and weight room independence. This course expands students’ knowledge of progressive resistance (weight) training, with increased focus on free weights, thus increasing the variety and methods of training techniques. Change class schedule description: Intermediate to advanced strength training concepts and techniques. Revise counselor information; student learning outcomes; course assignments; methods of evaluation; methods of instruction; textbooks.

PE-379A2 Body Sculpting – Robin Kurotori
Change catalog description: This physical activity course is designed to focus on total body conditioning to help students reach their body’s desired potential. Students will improve muscle strength and endurance, flexibility, core stability, and balance through the correct application of sound training principles. Instruction on components of fitness and wellness including nutrition, weight management, stress management, healthy lifestyles, body composition, and rest will be presented. Change class schedule description: This course is designed to focus on total body conditioning to help students reach their body’s desired potential. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks; supplies.

PTA-301 Clinical Practicum I – Carol Morodomi
Change class schedule description: PTA students will complete a clinical affiliation of five weeks (40 hours per week) at a clinical facility assigned by the program faculty. Days, hours, and facility will vary. Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

PTA-302 Clinical Practicum II – Carol Morodomi
Remove prerequisite: PTA-105B and PTA-110. Add prerequisite: PTA-110A. Change catalog description: This course is designed to teach students the necessary skills for physical therapy patient care and to
build on the skills and knowledge learned in PTA-301. These skills include active, passive, and resistive exercise programs; continued practice in application of thermal-based modalities; gait and transfer training. Students will collect and interpret clinical data and practice testing for strength, balance, and coordination. Students are expected to adjust patient treatment plans based on the test results and to communicate these to the clinical instructor for the purpose of modifying treatment plans. Students are required to complete a clinical in-service. Students will also learn about the clinical environment as it relates to patient referral patterns, time management, staff utilization, and clinical marketing. Laboratory experiences may include opportunities to practice in more than one setting, as designed by the instructor.

Change class schedule description: This course is a continuation of PTA-301, designed to further the knowledge and skills of the PTA student. Revise counselor information; student learning outcomes; course content; methods of evaluation; textbooks.

NEW COURSES – CREDIT: (Action)
AJ-264A2 Investigation and Trial Preparation – Libby Flores
18.00 hours lecture, 63.00 hours lab
Units: 2.00
Prerequisites: Commission on Police Officer Standards & Training (POST) certified basic law enforcement academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Familiarity with and ability to demonstrate all of the following skills. These skills will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. Familiarity with the criminal justice system; juvenile law and procedures, search and seizure techniques; evidence collection; preservation and presentation; forensics; information systems.
This course prepares students for criminal investigation and trial. Topics include evidence collection, investigative techniques, surveillance, trial preparation, investigator safety, and high tech crimes. (CR)

NEW COURSES – NONCREDIT: (Action)
BSM-910A Communication in the Workplace – Lesley Buehler
9.00 hours lecture
This noncredit course introduces the key elements for communication in the professional workplace. The course is beneficial for students seeking to improve their interpersonal communication skills. Not applicable to associate degree. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910B Writing Skills for Managers – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to provide students with the skills necessary to effectively write various business documents. This course is beneficial for students seeking to improve their written communication skills in the workplace. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910C Attitude in the Workplace – Lesley Buehler
9.00 hours lecture
This noncredit course introduces the key elements for attitude in the professional workplace. This course is beneficial for students seeking to improve their ability to communicate a positive attitude while at work. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910D Decision Making and Problem Solving – Lesley Buehler
9.00 hours lecture
This noncredit course introduces the key elements for decision making and problem solving in the professional workplace. This course is beneficial for students seeking to improve their decision making and problem solving skills. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910E Managing Organizational Change – Lesley Buehler
9.00 hours lecture
This noncredit course introduces the key elements for managing organizational change in the professional workplace. This course is beneficial for students seeking to improve their understanding of how to manage organizational change. Repeatable = Unlimited times, per §55002(c)(4) (NG)
BSM-910F  Stress Management in the Workplace – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to acquaint students with key elements of stress management in the workplace. This course is beneficial for students seeking to improve their skills in recognizing and managing stress. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910G  Team Building – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to provide students with an understanding of how teams work together, and common problems teams encounter and how to solve them. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910H  Time Management – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to introduce students to time management principles and specific tools that assist in making maximum use of time. This course is beneficial for students seeking to improve their time management skills. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910I  Conflict Resolution – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to introduce students to the meaning of conflict, the causes of conflict, and strategies for resolving interpersonal conflict. This course is beneficial for students seeking to improve their conflict resolution skills. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910J  Values and Ethics – Lesley Buehler
9.00 hours lecture
This noncredit course is designed to acquaint students with the importance of values and ethics in the workplace. This course is beneficial for students seeking to improve skills in interpreting how values influence actions and evaluating the impact of ethical behavior. Repeatable = Unlimited times, per §55002(c)(4) (NG)

BSM-910K  Customer Service – Lesley Buehler
9.00 hours lecture
This noncredit course covers key skills and attitudes necessary to effectively meet the customer’s need and teaches students best practices for the importance of values and ethics in the workplace. Repeatable = Unlimited times, per §55002(c)(4) (NG)

DEGREES/CERTIFICATES: (Action)
Deactivated Degrees and Certificates:
  Administration of Justice: Associate in Arts
  Journalism: Associate in Arts
  Kinesiology: Athletic Training: Associate in Science

Revised Degrees and Certificates:
  None

New Degrees and Certificates:
  None

Deactivated Certificates and Degrees:
  Associate in Arts: Administration of Justice – Chris Warden
  Degree is redundant now that we have an Administration of Justice ADT.

  Associate in Arts: Journalism – Chris Warden
  No need for two associate degrees in Journalism; department will focus on the Journalism ADT.
Associate in Science: Kinesiology: Athletic Training – Jeff Roberts
Degree no longer represents the most viable pathway for students interested in a career in athletic training due to changes in athletic training education. The Kinesiology ADT is the optimal degree pathway.

Revised Degrees and Certificates:
None

New Degrees and Certificates:
None

ISSUES: (Action/Information)
None

ANNOUNCEMENTS:
- Screening Meeting: Monday, February 12, 2018, 3:00pm-5:00pm, Fremont campus 7104
- Next Issues Meeting: Monday, March 5, 2018, 3:00pm-5:00pm, Fremont campus 7101 and Zoom Video Conference