CALL TO ORDER:
3:11pm

MEMBERS PRESENT:
Robin Kurotori (Chair), Arianna Azim (student), Tamara Cooper, Nadia Dadgar, Emmanuel Garcia, Chieko Honma, Gary Kauf, Paul Mueller, Nancy Pauliukonis, Phoebe Pham (student), Isabel Reichert, Tim Roberts, Mike Taguchi

MEMBERS ABSENT:
Larissa Favela

NON-VOTING MEMBERS PRESENT:
Mike Bowman, Bob Bradshaw, Lesley Buehler, Kimberly Robbie

OTHERS PRESENT:
Bill Parks, Rosalind Toliver, Wayne Yuen

MINUTES TAKEN BY:
Katie Alvarez, Curriculum and Schedule Specialist

AGENDA MODIFICATIONS: (Information)
The following courses were pulled for discussion: AJ-264A2, JOUR-146, JOUR-148, JOUR-178, and all new noncredit courses.

APPROVAL OF MINUTES: (Consent/Information)
December 4, 2017 minutes
Minutes approved under consent agenda.

CHAIR’S REPORT: (Action/Information)
1. Course Review Status Updates
   Robin shared that course review completions have continued to increase.

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
   Robin mentioned that Mike Taguchi will be taking over as the Curriculum Committee Chair in Spring 2020; she and Mike have planned a succession timeline.

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.

Approved under consent agenda.

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

Motion to approve all course deactivations made by Mike Taguchi, seconded by Chieko Honma. Motion carried.

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

Motion to approve made by Nancy Pauliukonis, seconded by Emmanuel Garcia. Motion carried.

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

Motion to approve made by Gary Kauf, seconded by Emmanuel Garcia. Motion carried.

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

**Motion to approve made by Nancy Paulyukonis, seconded by Nadia Dadgar. Motion carried.**

**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/ Beginning Photography/Graphic Arts Newspaper Staff – Bill Parks**
**ART-146**
Change title from Photography/Graphic Arts Newspaper Staff. Change catalog description: Students serve as newspaper staff members to 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. Student 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 student manager will generate leads for possible advertisement in the student newspaper, the Monitor. The student 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
Curriculum Committee Meeting Minutes – February 5, 2018

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
Add advisory: PE-341A2, PE-342A2, PE-343A2, or PE-344A2. Change catalog description: This course is designed to assist students 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; 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.

Motion to approve all major course revisions except JOUR-146, JOUR-148, JOUR-178, and PE-341B2. Motion made by Emmanuel Garcia, seconded by Tamara Cooper.  Motion carried.

Regarding JOUR-146: Bill Parks clarified that in the catalog description, “staff members” refers to the students who serve as staff for the college newspaper; he agreed to revise the wording to make this clear. There were concerns about SLO #3, which includes “pride in accomplishment.” Some asserted that pride is expressed in different ways and cannot be measured; others asserted that it can be measured by observation and is an important part of a lab class where students must work in teams. The SLO will remain as-is.

Motion to approve the course with revisions to the catalog description as noted above. Motion made by Emmanuel Garcia, seconded by Chieko Honma. Motion carried.
Regarding JOUR-148: A typo was found in the course outline of record.  
**Motion to approve JOUR-148 with the corrected typo. Motion made by Mike Taguchi, seconded by Gary Kauf. Motion carried.**

Regarding JOUR-178: Bill clarified that in the catalog description, “manager” refers to the students who serve as managers for the college newspaper staff; he agreed to revise the wording in the catalog description to make this clear. There was concern about SLO #1, which includes “leadership.” Some asserted that leadership is very subjective, hard to measure, and varies by culture. Since the course content includes leadership development topics, the SLO will remain.

**Motion to approve JOUR-178 made by Gary Kauf, seconded by Mike Taguchi. Emmanuel amended the motion to approve JOUR-178 with the revised catalog description as indicated above. Motion carried.**

Regarding PE-341B2: Tim mentioned that there are several recommended courses listed in the “counselor information” section of the course outline of record. He asked whether those courses could be listed as advisories. As the course originator, Robin agreed.

**Motion to approve with revisions as noted above. Motion made by Emmanuel Garcia, seconded by Nadia Dadgar. Motion carried.**

### NEW COURSES – CREDIT: (Action)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ-264A2</td>
<td>Investigation and Trial Preparation</td>
<td>Libby Flores</td>
</tr>
<tr>
<td></td>
<td>18.00 hours lecture, 63.00 hours lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Units: 2.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: Commission on Police Officer Standards &amp; 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)</td>
<td></td>
</tr>
</tbody>
</table>

Robin spoke to Libby Flores about the missing evaluation criteria in the Methods of Evaluation section of the course outline of record, and Libby agreed to Robin’s recommended revisions. There were also a number of typos found in the Course Content section that Robin agreed to correct on Libby’s behalf.

**Motion to approve with revisions to the Methods of Evaluation and Course Content sections. Motion made by Emmanuel Garcia, seconded by Isabel Reichert. Motion carried.**

### NEW COURSES – NONCREDIT: (Action)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSM-910A</td>
<td>Communication in the Workplace</td>
<td>Lesley Buehler</td>
</tr>
<tr>
<td></td>
<td>9.00 hours lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>BSM-910B</td>
<td>Writing Skills for Managers</td>
<td>Lesley Buehler</td>
</tr>
<tr>
<td></td>
<td>9.00 hours lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>BSM-910C</td>
<td>Attitude in the Workplace</td>
<td>Lesley Buehler</td>
</tr>
<tr>
<td></td>
<td>9.00 hours lecture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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)</td>
<td></td>
</tr>
</tbody>
</table>
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)

Robin expressed concerns about the continued approval of new noncredit courses. The Curriculum Committee approved the ESL noncredit courses and the ESL noncredit certificate to pilot Ohlone College’s noncredit curriculum. The ESL noncredit courses were approved more than two years ago; however, the ESL noncredit courses have not been offered due to a number of challenges and uncertainties about how to manage the application process, registration, tracking, etc. Robin reported that the college does not have the infrastructure in place to offer noncredit courses at this time and the timeline for implementation is unclear. For these reasons, Robin recommended that the Curriculum
Committee delay the approval of new noncredit courses until the infrastructure is in place to offer noncredit courses.

Isabel suggested approving the noncredit courses now, and when the infrastructure is in place to offer noncredit courses there will be more noncredit courses ready to be offered. Robin contended that it is unfair for students to see noncredit courses listed in the catalog if the college does not have the ability to offer noncredit courses. Robin mentioned that the ESL noncredit courses have been included in two college catalogs.

Lesley agreed to delay the approval of the BSM noncredit courses. She will inquire with the appropriate administrators about the status of the college’s ability to offer noncredit courses.

Robin expressed that BSM-910G, BSM-910H, BSM-910I, and BSM-910K have significant issues in the Methods of Evaluation, Assignments, and SLO sections; the catalog descriptions also need to be revised to match the Course Content section. BSM-910A, BSM-910B, BSM-910C, BSM-910D, BSM-910E, BSM-910F, and BSM-910J will be tabled until Lesley is ready to bring the courses back to the Curriculum Committee to be considered for approval.


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.

Motion to approve for deactivation made by Emmanuel Garcia, seconded by Mike Taguchi. Motion carried.

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

ADJOURN:
4:27pm