Ohlone Community College District
Curriculum Committee – Minutes
Monday, October 7, 2019 at 3:00pm–5:00pm
Fremont campus: 7101 and Zoom Video Conference

CALL TO ORDER
3:03pm

MEMBERS PRESENT:
Mike Taguchi (Chair), Dr. Maru Grant, Robin Kurotori, Sheida Parvasi, Isabel Reichert, Dr. Luba Voloshko

MEMBERS ABSENT:
Gary Kauf, Jesse MacEwan, Sima Sarvari

NON-VOTING MEMBERS PRESENT:
Mike Bowman, Lesley Buehler, Dr. Andrew LaManque, Kimberly Robbie

OTHERS PRESENT:
Samir Abboud, Katie Frank, Chris Warden

MINUTES TAKEN BY:
Jacqlyn Vetter, Curriculum and Schedule Specialist (25%)

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.

- Mike shared with the committee that he would like to discuss all new items at the same time.

APPROVAL OF MINUTES (Consent/Information)
September 9, 2019 minutes

- Changes to Minutes:
  - General Education actions – Remove ECS-309 from Reaffirmations Area II.
  - Revised Degrees and Certificates – Suggestion was made to add all certificate titles with the motion.
  - Revised Degrees and Certificates – History in Transferr. Change to “Transfer.”

Motion to approve the minutes with changes as noted above. Motion made by Isabel Reichert, seconded by Luba Voloshko. Motion carried.

CHAIR’S REPORT (Action/Information)

Information Update
- Updates were provided by Mike Taguchi on several 2019-2020 Curriculum Committee Goals.
- Item #3: Library Resources. Barbara Duggal approved the change in CurricUNET.
- Item #4: Programs with no awards. The Committee does not have a process that vouches for the credibility of a program (degrees or certificates). What criteria should be applied? Mike will reach out to a number of people to create a list of what should be considered when reviewing new programs. Mike will bring the list to the Committee for review and discussion about when the list/criteria should be implemented.
- Item #6: Rotating for CC Screening. Screening for October went well.
ARTICULATION UPDATES
None

SELECTED TOPICS (Consent/Action)
None

MINOR REVISIONS (Consent/Information)
None

DEACTIVATIONS (Consent/Action)
These courses have not been taught in several years:
BRDC-144  Sports Broadcasting – Gary Kauf
BRDC-146  Digital Reporting II – Gary Kauf
ESL-151  English Pronunciation – Connie Olsen

These courses are being deactivated due to lack of enrollment:
JOUR-177  Advertising Staff – Bill Parks
JOUR-178  Advertising Manager – Bill Parks

This course will no longer be taught:
TD-157  Introduction to Event Production – Matt O’Donnell

Motion to deactivate all courses made by Robin Kurotori, seconded by Isabel Reichert. Motion carried.

SUBCOMMITTEE APPROVALS/REPORTS

Distance Education Subcommittee (Action):
Approve for Hybrid and Fully Online:
CS-101/  Introduction to Computers and Information Technology
CNET-101
ESPTS-101  Introduction to Esports
MUS-121  The History of Jazz
PS-102  Introduction to American Politics
PS-103  Introduction to International Relations

Approve for Hybrid Only:
MM-159  Introduction to Social Media

Motion to approve all hybrid and fully online courses, and hybrid only courses made by Robin Kurotori, seconded by Maru Grant. Motion carried.

General Education Subcommittee (Action):
Reaffirm
•  Area I, Natural Sciences: ENVS-142
•  Area II, Social and Behavioral Sciences: PS-102, PS-103
•  Area IIIA, Fine Arts Theory: MUS-121

New
•  Area II, Social and Behavioral Sciences: MM-103

Deny for New Approval
•  Area II, Social and Behavioral Sciences: CS/CNET-101
  o  Course does not meet the definitions for this area.

MM-103 appeared on the October agenda under the “Reaffirm” category, but is now correctly listed under the “New” category as shown above.

Motion to approve all GE courses made by Robin Kurotori, seconded by Luba Voloshko. Motion carried.
Student Learning Outcomes and Assessment
None

COURSE REACTIVATION (Consent/Action)
None

MAJOR COURSE REVISIONS (Consent/Action)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL-145</td>
<td>Deaf History, Audism, and Social Justice – Sandra Ammons</td>
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<tr>
<td></td>
<td>Change title from Deaf History. Change units from 3.00 to 2.00. Change lecture hours from 54.00 to 36.00. Remove prerequisite: ASL-101A or ASL-101B. Change catalog description: This course provides an in-depth study of noted Deaf persons; Deaf contributions to education and job markets; Deaf heritage; impact of international policies on Deaf education in the United States; history of California School for the Deaf; and history of Deaf-run institutions in the Bay Area. This course also provides in-depth discussion on the intersectionality of race and gender within Deaf communities, and the effects of audism and other forms of oppression on Deaf people. Change class schedule description: This course provides an in-depth study of noted Deaf persons and Deaf-related historical events. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.</td>
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</table>

| BA-125      | Introduction to Business – Long Nguyen             |                  |
|             | Change catalog description: This survey course in business provides a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the United States and within a global society. This course demonstrates how these influences impact the primary areas of business, including organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business’ ability to achieve its organizational goals. Change class schedule description: This course covers purposes, organization, and major activities of business operations in a global economy. Revise counselor information; course assignments; methods of evaluation. |

| BIOL-103B   | Human Anatomy and Physiology – Margaret Kauffman   |                  |
|             | Change class schedule description: This course covers human cardiovascular, lymphatic, immune, respiration, renal, reproductive, and digestive systems. Cadaver dissection is included. Revise course content; course assignments; methods of evaluation; methods of instruction; textbooks. |

| BIOT-111A   | Genomic and cDNA Library Construction and Analysis - Jim Baxter |                  |
|             | Change catalog description: This course uses lecture and lab approaches to teach students the theory and practice of lab techniques used to construct, search, and analyze simple genomic and cDNA libraries. Students learn library construction techniques, replica plating, and the use of non-radioactive oligonucleotide probes for searching libraries to find DNA sequences of interest. Additionally, students learn DNA modification techniques and how to construct a simple restriction map from electrophoresis gel data. Students are required to purchase a lab coat, goggles, and examination gloves for use in this course. Change class schedule description: This is a laboratory class in construction and analysis of genomic and cDNA libraries. Students are required to purchase a lab coat, goggles, and examination gloves for use in this class. Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks; supplies. |

| CS-116      | Object-Oriented Programming Using C++ – Pamela Price |                  |
|             | Change catalog description: This intermediate-level programming course is intended for students who have already completed an introductory programming course. This course presents a comprehensive study of the C++ programming language and its role in the realm of object-oriented programming. The C++ language supports input/output streams; class constructs; inheritance; polymorphism; function and operator overloading; function and class templates; and exception handling. Change class schedule description: This intermediate-level programming class presents a comprehensive study of C++ as an object-oriented language. Revise counselor information; student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks. |
CS-124    Programming with Data Structures – David Topham
Change catalog description: This course involves the study and implementation of data structure programming techniques. The emphasis is on the data structures of stacks, queues, lists, trees, and hash tables; the use of recursion; and the application of these tools primarily to searching and sorting. Students implement these concepts by writing programs in an object-oriented language such as C++. Change class schedule description: This course provides an introduction to data structures using an object-oriented language such as C++. Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

HLTH-140    Qigong I – Robin Kurotori
Change class schedule description: This class covers basic exercises, breathing techniques, static postures, introduction to self-massage, visualization, and meditation. Revise counselor information; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

HLTH-141    Qigong II – Robin Kurotori
Change catalog description: This course advances the development of a personal Qigong practice technique through challenging routines and theoretical applications. This practice transcends the mind-body-spirit concept and facilitates the transformation to a more spiritual practice of Qigong. Change class schedule description: This class advances the personal Qigong practice technique through challenging routines and theoretical applications. Revise counselor information; course assignments; methods of evaluation; methods of instruction; textbooks.

HLTH-170    Foundations of Mindfulness – Robin Kurotori
Change catalog description: This experiential course provides tangible tools in developing mindful awareness of your body and sensory experiences; gratitude and compassion; mindfulness of your thoughts and emotions; mindful communication with others; as well as current scientific findings on neuroplasticity, which is the ability to use your mind to change your brain. Benefits of a mindfulness practice have been scientifically proven to reduce stress and anxiety; increase executive functioning; and improve overall balance and quality of life. Revise course assignments; methods of evaluation; textbooks.

Motion to approve all major course revisions with some grammatical edits made by Isabel Reichert, seconded by Robin Kurotori. Motion carried.

NEW COURSES – CREDIT (Action)

TD-117    Musical Theatre Performance – Michael Smith
216.00 hours lab
Units: 4.00
Accepted for Credit: CSU
Prerequisite: Audition
This course is designed to familiarize students with the principles and complexities involved in the preparation of a musical theatre production. Specific instruction is given to actors, dancers, and singers in taking and implementing direction and applying it in a theatrical production. (GR)

Justification statement provided by Dean Chris Warden. This course will expand the Theatre and Dance curriculum and be a bridge between music and theatre. An example of this bridge is the production of “Chicago” this spring, which is a musical theatre production. This course will give a better opportunity for students to understand what musical theatre entails. Question: The course’s curriculum is nicely delineated between music and theatre. Are there conversations taking place between faculty in both departments? Answer: Yes! There is a connection with the Theatre and Dance and Music Departments to understand their roles. There are discussions about how to better align the curriculum between the departments.

Motion to approve new credit course made by Isabel Reichert, seconded by Sheida Parvasi. Motion carried.
NEW COURSES – NONCREDIT (Action)

**BA-916B  Basic Business English Writing II – Amber Hatter**
36.00 hours lecture
This noncredit course is designed to provide students with additional skills necessary to effectively compile documents for business applications. Not applicable to associate degree. Repeatable = Unlimited times, per Title 5 §55002(c)(4) (CR)

**CAOT-920B  Beginning Word Processing II – Amber Hatter**
36.00 hours lab
This noncredit course allows students to acquire additional word processing functions within the word processing program for business application. Additional functions include adding tables, charts, images, and watermarks to documents. Mail merge, shading and formatting, Word Art, and more are also covered. Not applicable to associate degree. Repeatable = Unlimited times, per Title 5 §55002(c)(4) (CR)

**CAOT-923  Email for Business – Amber Hatter**
9.00 hours lab
This noncredit introductory course teaches students how to use email for business. Students learn how to compose, save, print, and send email and attachments. Not applicable to associate degree. Repeatable = Unlimited times, per Title 5 §55002(c)(4) (CR)

Justification statement for BA-916B, CAOT-920B, and CAOT-923 made by Dean Lesley Buehler. These courses are the next level courses for the Business English writing certificate. The SBDC grant requires these courses.

Motion to approve new noncredit courses made by Sheida Parvasi, seconded by Luba Voloshko. Motion carried.

**GA-904  Digital Design Essentials – Isabel Reichert**
6.00 hours lecture
6.00 hours lab
Advisory: Basic computer and Internet knowledge
This noncredit course provides students with an overview of design practices and workflows and introduces students to creative software designers used in the industry. Not applicable to associate degree. Unlimited times, per Title 5 §55002(c)(4) (CR)

**MM-900  Game Design Essentials – Isabel Reichert**
6.00 hours lecture
6.00 hours lab
Advisory: Basic computer literacy
This noncredit course is for students interested in game design or game development. The course provides students with an overview of the tools, skills, practices, and employment opportunities in an industry that encompasses dozens of job disciplines and employs thousands of people worldwide. Not applicable to associate degree. Unlimited times, per Title 5 §55002(c)(4) (CR)

**MM-901  Web Design Essentials – Isabel Reichert**
6.00 hours lecture
6.00 hours lab
This hands-on noncredit course introduces students to basic web design including creating, editing, publishing, and maintaining websites for business and personal use. The course does not require any prior knowledge of web design. Not applicable to associate degree. Unlimited times, per Title 5 §55002(c)(4) (CR)
MM-902  Video Production Essentials – Isabel Reichert
6.00 hours lecture
6.00 hours lab
Advisory: Basic computer literacy
This noncredit course introduces students to the basics of video production, camera functions, video editing, and exporting video to the web. Students work individually and in groups to develop, shoot, and edit small video projects. Not applicable to associate degree. Unlimited times, per Title 5 §55002(c)(4) (CR)

MM-903  Social Media for Business Essentials – Isabel Reichert
6.00 hours lecture
6.00 hours lab
Advisory: Basic computer literacy
This noncredit course provides students with an overview of social media and social media platforms used for digital marketing campaigns including Facebook, Instagram, Twitter, LinkedIn, and Pinterest. Students explore online advertising techniques to improve digital promotions, increase website traffic, and acquire and retain customers. Not applicable to associate degree. Unlimited times, per Title 5 §55002(c)(4) (CR)

Justification for GA-904, MM-900, MM-901, MM-902, and MM-903 provided by Isabel Reichert. These courses were identified as courses not being offered at Fremont Adult School and there is a need for these courses.

Motion to approve GA-904, MM-900, MM-901, MM-902, MM-903 made by Sheida Parvasi, seconded by Luba Voloshko. Motion carried.

REQUISITES (Action)
TD-117  Musical Theatre Performance – Michael Smith
Add prerequisite: Audition

Motion to approve added prerequisite made by Luba Voloshko, seconded by Maru Grant. Motion carried.

DEGREES/CERTIFICATES (Action)
Deactivated Degrees and Certificates:
Certificate of Accomplishment: Broadcasting: Digital Video and Editing
Certificate of Accomplishment: Broadcasting: Entertainment Television
Certificate of Accomplishment: Broadcasting: Live Television Production
Certificate of Accomplishment: Broadcasting: Sports Television

Revised Degrees and Certificates:
None

New Degrees and Certificates:
Certificate of Completion: Business Support Specialist II
Certificate of Achievement: 3D Foundations in Art

Deactivated Certificates and Degrees
Certificate of Accomplishment: Broadcasting: Digital Video and Editing – Gary Kauf
This certificate is no longer needed or viable.

This certificate is no longer needed or viable.

Certificate of Accomplishment: Broadcasting: Live Television Production – Gary Kauf
This certificate is no longer needed or viable.
This certificate is no longer needed or viable.

Motion to approve deactivation of certificate of accomplishments made by Sheida Parvasi, seconded by Robin Kurotori. Motion carried.

Revised Degrees and Certificates
None

New Degrees and Certificates

Certificate of Completion (Noncredit): Business Support Specialist II – Amber Hatter
This noncredit certificate teaches students advanced skills on how to create more complex business documents. Students also gain additional skills in how to write and format business documents. This is the second certificate in a series of three Business Support Specialist certificates.

Requirements for certificate of completion:
  a. Complete all of the courses at Ohlone College.

Student Learning Outcomes
  1. Identify and effectively use the principles of verbal and written communication in a variety of business documents.

MAJOR FIELD
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<thead>
<tr>
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<td>Basic Business English Writing II</td>
<td>36</td>
</tr>
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<td>CAOT-920B</td>
<td>Beginning Word Processing II</td>
<td>36</td>
</tr>
<tr>
<td>CAOT-921B</td>
<td>Beginning Spreadsheet Software II</td>
<td>36</td>
</tr>
<tr>
<td>CAOT-923</td>
<td>Email for Business</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Hours = 117

Justification made by Dean Lesley Buehler. This noncredit certificate is an extension from the first noncredit certificate, Business Support Specialist I.

Motion to approve made by Luba Voloshko, seconded by Sheida Parvasi. Motion carried.

3D Foundations in Art: Certificate of Achievement – Katie Frank
The 3D Foundations on Art Certificate of Achievement signifies that students have acquired skills in the fundamentals of three dimensional art. This certificate provides a firm foundation for continued study in any field of 3D arts: sculpture, glass, ceramics, or installation arts. In addition, students explore self, identity, culture and the history of 3D arts. Attaining this certificate of achievement is the foundation for completion of the Associate in Arts in Studio Arts for Transfer.

Requirements for certificate of achievement:
  a. Complete Major Field courses.
  b. Complete at least six units at Ohlone College.
  c. Maintain a 2.0 grade point average in Major Field courses.

Student Learning Outcomes
  1. Evaluate and critique art objects for contextual, formal, and technical success.
  2. Demonstrate an understanding of the historical and contemporary aspects of 3D art and apply that knowledge to the students’ own work.
  3. Apply the basic techniques presented to the media selected for a particular project and integrate history, theory, and criticism.
MAJOR FIELD

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<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>ART-103A</td>
<td>Survey of Western Art from Prehistory through the Middle Ages OR</td>
<td>4</td>
</tr>
<tr>
<td>ART-103B</td>
<td>Survey of Western Art from Renaissance to Contemporary</td>
<td>4</td>
</tr>
<tr>
<td>ART-104B</td>
<td>3D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-105A</td>
<td>Glass Art and Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-116A</td>
<td>Basic Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART-121A</td>
<td>Introductory Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>ART-127</td>
<td>Site Specific Socially Engaged Installation Art</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units = 19

Justification made by Katie Frank. This is a great certificate for students who are building towards an AA in Art. There was conversation about the title choice. Committee members felt that 3D was not sufficient and created some confusion with another 3D certificate that Ohlone offers, the 3D Modeling and Animation Certificate of Accomplishment. Katie suggested a new title of 3D Foundations in Art. The content was accepted as is, with a name change to 3D Foundations in Art. The new title is reflected on the certificate listing above.

**Motion to approve new certificate with revised title made by Robin Kurotori, seconded by Isabel Reichert. Motion carried.**

**ISSUES: (Action/Information)**

None

**ANNOUNCEMENTS**

- Screening/Norming Meeting: Monday, October 21, 2019, 3:00pm-5:00pm, Fremont campus 7104
  - Mike will send an email to Committee members about who he would like to work alongside for November screening.
- Issues Meeting: Monday, November 4, 2019 3:00pm-5:00pm, Fremont campus 7101 and Zoom Video Conference

A concern was raised by Robin Kurotori. The Committee is supposed to vet whether or not the prerequisites on a course are appropriate. The Committee needs training on what to look for regarding prerequisites, as well as a clear process for content review and statistical data to support and justify the prerequisites. Curriculum Committee members should pay close attention to corequisites and prerequisites for all courses coming through the Curriculum Committee. We need to make sure there is data to justify or support the rationale of these choices.

**ADJOURNED:**

4:05pm