Ohlone Community College District
Curriculum Committee – Minutes
Monday, February 3, 2020 at 3:00pm–5:00pm
Fremont campus: 7101 and Zoom Video Conference

CALL TO ORDER
3:05 pm

MEMBERS PRESENT
Mike Taguchi (Chair), Gary Kauf, Robin Kurotori, Jesse MacEwan, Sheida Parvasi, Isabel Reichert, Dr. Luba Voloshko

MEMBERS ABSENT
Dr. Maru Grant, Shasawka Nudurapati (Student), Sima Sarvari

NON-VOTING MEMBERS PRESENT
Mike Bowman, Lesley Buehler, Dr. Andrew LaManque, Mark Lieu, Kimberly Robbie, Lori Silverman

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

AGENDA MODIFICATIONS (Information)
None

APPROVAL OF MINUTES (Consent/Information)
December 2, 2019 minutes
Minutes approved under consent agenda.

CHAIR’S REPORT: (Action/Information)
• Welcome back
  o The Curriculum Committee Chair will be emailing all current members regarding their membership for the 2020-2021 year.
• Update on Program Narratives and the Curriculum Committee
  o The 7th edition of the PCAH has been posted on the Curriculum Committee website.
  o Full program narratives are now required for all programs—revised and new—and the Dean now submits the narrative to the Curriculum Committee Chair instead of the Director, Curriculum and Scheduling.
• Update on Curriculum Committee Course Currency Policy
  o The issue is that Ohlone has courses in the catalog that have not been taught in two or more years, which is problematic when advertising courses to students. The goal is to create a policy and procedure when courses are not offered in a certain amount of semesters/years. The Curriculum Committee Chair will be contacting Curriculum Committee members via email about creating a policy and procedure for course currency. Ideally, the work will take place outside of Curriculum Committee meetings, and we will have something in place by Spring 2021.
• The Curriculum Committee Guidebook is still a work in progress. This document will be emailed to Curriculum Committee members for approval before the Guidebook is presented to faculty. Ideally the Guidebook will be completed and ready for use by Fall 2020.

ARTICULATION UPDATES
None

Isabel: Suggested that the Curriculum Committee may want to know about what is going on in articulation. The Curriculum Committee Chair will work with Isabel about what information would be useful to the Curriculum Committee.
SELECTED TOPICS (Consent/Action)

None

MINOR REVISIONS (Consent/Information)

None

DEACTIVATIONS (Consent/Action)

These courses have never been taught:

- BSM-110B  Writing Skills for Managers – Amber Hatter
- BSM-110D  Decision Making and Problem Solving – Amber Hatter
- BSM-110E  Managing Organizational Change – Amber Hatter
- BSM-110F  Stress Management in the Workplace – Amber Hatter
- BSM-110I  Conflict Resolution – Amber Hatter
- BSM-110J  Values and Ethics – Amber Hatter
- PE-377B3  Pilates with Props – Robin Kurotori
- PE-387C3  Advanced Hiking – Robin Kurotori

These courses have not been taught in several years:

- AJ-116  Criminalistics – Marie Ver Haar
- BSM-110C  Attitude in the Workplace – Amber Hatter
- CS-104A  Introduction to C# and .NET Core Programming – Ron Sha
- PE-320A2  Basic Golf Skills – Robin Kurotori
- PE-320A3  Basic Golf Skills – Robin Kurotori
- PE-321  Small Group Golf Instruction – Robin Kurotori
- PE-322A2  Golf: Chipping, Pitching, and Putting – Robin Kurotori
- PE-322A3  Golf: Chipping, Pitching, and Putting – Robin Kurotori
- PE-328  Golf Course Experience – Robin Kurotori
- PE-372A2  Conditioning – Robin Kurotori
- PE-377A2  Pilates – Robin Kurotori
- PE-379A2  Body Sculpting – Robin Kurotori

Motion to approve course deactivations made by Robin Kurotori, seconded by Sheida Parvasi. Motion carried.

Jesse inquired as why we are creating a Course Currency policy when there are a number of courses coming to the Curriculum Committee each month for deactivation. Jesse would like to suggest that deactivations are happening in the context of curriculum development (program or course review).

Isabel mentioned that two years is too short of a time frame for automatically deactivating courses that have not been taught. It takes some time to have a course approved (IGETC, articulation, etc.) and recruit students in order for the course to be successful. It’s a lot of work for faculty.

Kimberly clarified that the Curriculum Committee agenda differentiates between “never offered” and “have not been offered for a number of years,” so that Curriculum Committee members can see why courses are being deactivated. Also, Ohlone is a two year college, and when degrees are submitted to the Chancellor’s Office they are looking for courses being offered on a two-year cycle.

Robin agrees that two years is too soon, but faculty can be asked at each point along the way before courses are deactivated. This provides an opportunity to check in and see what’s going on (why the course has not been offered).

Jesse commented that integrating the work of deactivating courses needs to be holistic. The Curriculum Committee will be tasked from the beginning when initially approving curriculum with a more thorough vetting and proof of viability of the proposed curriculum prior to approval.
Andrew stated that the heart of a Course Currency policy is from a student centered perspective. The intent is to not have courses in the catalog that are not being offered. It’s not fair to students; honoring faculty work is another perspective.

**SUBCOMMITTEE APPROVALS/REPORTS**

**Distance Education Subcommittee (Action)**

**Approved for Hybrid and Fully Online:**
- PSY-101 General Psychology
- PSY-120 Biological Psychology

**Approved for Hybrid Only:**
None

Motion to approve all hybrid and fully online courses, and hybrid only courses made by Luba Voloshko, seconded by Robin Kuortori. Motion carried.

**General Education Subcommittee (Action)**

**Reaffirmations:**
- Area I, Natural Sciences: GEOG-101, PSY-120
- Area II, Social and Behavioral Sciences: PSY-101
- Area VA, Physical Education: TD-148A2

**New Approvals:** None

**Deny Reaffirmations:** None

**Deny New Approval:** None

**Remove from Plan A:**

Courses are being deactivated

Motion to approve all GE courses made by Isabel Reichert, seconded by Sheida Parvasi. Motion carried.

**Student Learning Outcomes and Assessment**

None

**COURSE REACTIVATION (Consent/Action)**

**TD-140 Dance for Musical Theatre – Janel Tomblin-Brown – DENIED**

18.00 hours lecture
54.00 hours lab
Units: 2.00
Accepted for Credit: CSU
Advisory: Medical check within the last year
This course explores the various styles of dance found in musical theatre. Movement styles from different periods are also explored through current dance trends of Broadway, television, and media. (GC)

Motion to approve course reactivation made by Isabel Reichert, seconded by Sheida Parvasi. Motion failed.

Justification for course reactivation is needed from Janel. The course was deactivated in January 2005 for a reason, so what is the reason for reactivating the course? Is this course going to be on a program?
There are also inconsistencies in the course outline that need to be addressed; this course needs to be rescreened.

**MAJOR COURSE REVISIONS (Consent/Action)**

**MATH-101C  Calculus with Analytic Geometry – Andy Bloom**
Change class schedule description: This course includes vectors, functions of several variables, partial derivatives, multiple integration, and applications. Revise student learning outcomes; course content; course assignments; methods of evaluation; methods of instruction; textbooks.

**MATH-156  Math for Liberal Arts – Andy Bloom**
Change catalog description: This course is designed for liberal arts and education students and uses the concepts learned in Intermediate Algebra. This is a survey course of college mathematics with emphasis placed on the nature of mathematics, problem solving, and thinking patterns. Topics covered are selected from the areas of sets and logic; methods of proof; elements of probability and statistics; geometry; systems of numeration; math of finance; basic trigonometry and calculus; math history; and linear programming. Change class schedule description: This is a survey course of selected topics and problem solving from a spectrum of math such as statistics, math in art, and finance. Revise course assignments; methods of instruction; textbooks.

Motion to approve credit major course revisions made by Robin Kurotori, seconded by Luba Voloshko. Motion carried.

Robin commented that the course content area for MATH-156 is not in question. Rather, the formatting is inconsistent with the rest of Ohlone’s Course Outlines of Record. A point of consideration moving forward—should formatting of course content be the same and consistent? The consensus from the Curriculum Committee is that the course content should look like the sample (outline form). Can these instructions be included in CurricUNET? Answer: They already are under the “question mark” in this section in CurricUNET.

**NEW COURSES – CREDIT (Action)**
None

**NEW COURSES – NONCREDIT (Action)**
None

**REQUISITITES (Action)**
None

**DEGREES/CERTIFICATES (Action)**

- **Deactivated Degrees and Certificates:**
  Certificate of Accomplishment: Customer Service Academy

- **Revised Degrees and Certificates:**
  Certificate of Accomplishment: Cybersecurity

- **New Degrees and Certificates:**
  Certificate of Achievement: 3D Modeling and Animation
  Certificate of Achievement: Multimedia: Video, Animation, and Motion Graphics

**Deactivated Certificates and Degrees**

**Customer Service Academy: Certificate of Accomplishment – Amber Hatter**
Certificate is now being offered as a noncredit certificate.
Motion to approve deactivation of Customer Service Academy: Certificate of Accomplishment made by Sheida Parvasi, seconded by Gary Kauf. Motion carried.

Justification made by Lesley Buehler. The courses in this certificate have not been taught as credit courses in a long time. The credit courses have been converted to noncredit.

Revised Degrees and Certificates

Cybersecurity: Certificate of Accomplishment – Ron Sha - DENIED

The purpose of this certificate is to provide students with an overall view of computer and networked security. The goal of this program is to train students to be able to effectively design, implement, and support security policies for small, medium, and large scale enterprise networks. Students are exposed to a wide variety of security analysis/defensive tools, implement these tools, and then attempt to circumvent them. Upon completion of coursework, students have the foundation needed to pursue CompTIA's Security+ certification.

Certificates of accomplishment are awarded upon the completion of an organized course of study for a specific purpose, usually career or job related. Certificates of accomplishment consist of a maximum of 17.5 units and allow students to finish the program in a shorter period of time. Certificates of accomplishment are approved by Ohlone's Curriculum Committee and the Ohlone Community College District Board of Trustees, but are not approved by the California Community Colleges Chancellor's Office. Therefore, per Title 5 of the California Code of Regulations (55070.b), certificates of accomplishment may not appear on a student's transcript.

Requirements for Certificate of Accomplishment:

a. Complete satisfactorily the courses listed for the particular certificate.
b. Complete at least 50% of the required units at Ohlone College.
c. Maintain a 2.0 grade point average.

Student Learning Outcomes

1. Identify and assess security risks and potential threats to computing and networking resources.
2. Develop effective countermeasures aimed at protecting data and computer assets.

MAJOR FIELD
CNET-146 Introduction to UNIX/Linux 3
CNET-162 Windows Server Installation and Configuration Administration 2
CNET-170 Network Security (Security+) 4
CNET-173 Ethical Hacking 3
CNET-174 Computer Forensics 3

Total Units = 15

- Change title from NSA Cybersecurity.
- Change catalog description.
- Remove CNET-155A.
- Add CNET-173 and CNET-174.
- Change units from 12 to 15.

Motion to approve Cybersecurity: Certificate of Accomplishment made by Isabel Reichert, seconded by Sheida Parvasi. Motion failed.

Background: This program came to the Curriculum Committee meeting in December 2019, and there were concerns that the title, units, and required courses were identical to the Network Administrator Certificate of Accomplishment. At the December 2019 meeting the Curriculum Committee requested that by the February 2020 Curriculum Committee meeting the NSA Cybersecurity Certificate of Accomplishment be differentiated from the Network Administrator Certificate of Accomplishment.

It was shared at the February Curriculum Committee meeting that Ron Sha would like to create a Cybersecurity Certificate of Achievement, worth 17 units, instead of having a Cybersecurity Certificate of
Accomplishment. For that reason, this proposal to revise the Cybersecurity Certificate of Accomplishment is being denied.

It was decided that by the March 2020 Curriculum Committee meeting the Cybersecurity Certificate of Accomplishment will be deactivated. This will allow the discipline faculty to create a new certificate of achievement. The Network Administrator Certificate of Accomplishment that was approved at the December 2019 Curriculum Committee meeting will remain as approved.

Update from March 2, 2020 Curriculum Committee meeting: Discipline faculty have requested to rescind the proposal to revise the Cybersecurity Certificate of Accomplishment. For the 2020-2021 catalog the Cybersecurity Certificate of Accomplishment will appear identically to how the certificate appears in the 2019-2020 catalog. Discipline faculty will work to deactivate the current Cybersecurity Certificate of Accomplishment and create a new NSA Cybersecurity Certificate of Achievement that is at least 50% different from the Network Administrator Certificate of Accomplishment. Approval would be effective for Fall 2021 at the earliest.

New Degrees and Certificates

Multimedia: 3D Modeling and Animation: Certificate of Achievement – Isabel Reichert
The 3D Modeling and Animation Certificate of Achievement introduces students to fundamental skills needed for entry-level positions in the digital 3D modeling and animation industries including game design, motion graphics, cinematic production, education, simulation, forensics, and medical technologies. Emphasis is placed on developing creative thinking and problem-solving skills and hands-on experience using industry standard software and motion capture systems.

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. Employ industry standard software tools and processes to create high quality models including characters, props and environments.
2. Conceptualize, design and create 3D animations for a variety of applications including video/animation production and game design projects.
3. Communicate design concepts both clearly and effectively, and both orally and in writing.
4. Demonstrate the ability to work collaboratively within a creative team.

MAJOR FIELD
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA-112</td>
<td>Motion Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MM-102A</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MM-109</td>
<td>2D Animation</td>
<td>3</td>
</tr>
<tr>
<td>MM-114</td>
<td>Textures for 3D</td>
<td>3</td>
</tr>
<tr>
<td>MM-121A</td>
<td>3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MM-121B</td>
<td>3D Animation</td>
<td>3</td>
</tr>
<tr>
<td>MM-121C</td>
<td>Advanced 3D Modeling and Animation OR</td>
<td>3</td>
</tr>
<tr>
<td>MM-123</td>
<td>3D Prototyping and 3D Printing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units = 21

Multimedia: Video, Animation, and Motion Graphics: Certificate of Achievement – Isabel Reichert
The Certificate of Achievement in Video, Animation, and Motion Graphics provides comprehensive training for video production, computer animation, and motion graphics for digital video and special effects. Students completing the certificate of achievement are able to apply for entry-level employment in motion picture and video industries; design and advertising agencies; public relations; and related multimedia industries.
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. Demonstrate foundational knowledge, skills, craftsmanship, and aesthetic sensibility of video production, editing, animation, and motion graphics design.
   2. Articulate and apply industry relevant terminology and make connections to other disciplines.
   3. Utilize research and pre-visualization techniques to create storyboards and prototypes that demonstrate and verify the effectiveness of concepts, narratives, and design solutions.
   4. Demonstrate the ability to function within a team by fostering effective communication, mutual respect, and shared decision-making to accomplish common goals.

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<table>
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<tr>
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<tbody>
<tr>
<td>GA-109A</td>
<td>Beginning Graphic Design I (Letter Forms and Typography) OR</td>
<td>3</td>
</tr>
<tr>
<td>GA-160A</td>
<td>Computer Graphics I</td>
<td>4</td>
</tr>
<tr>
<td>GA-112</td>
<td>Motion Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MM-102A</td>
<td>Introduction to Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>MM-109</td>
<td>2D Animation</td>
<td>3</td>
</tr>
<tr>
<td>MM-110</td>
<td>Digital Video for the Web and DVD</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Units = 16-17

Motion to approve all new degrees and certificates made by Gary Kauf, seconded by Robin Kurotori. Motion carried.

Justifications for both new Multimedia certificates of achievement made by Isabel Reichert. For the Multimedia: 3D Modeling and Animation Certificate of Achievement, think Pixar movies. The Multimedia: Video, Animation, and Motion Graphics Certificate of Achievement is focused on design. The Advisory Committee recommended that Ohlone’s Multimedia certificates of accomplishment be converted into certificates of achievement.

Question: Are there any plans of making these certificates into degrees? Answer: Yes, that is the plan. Waiting until Summer 2020 to rewrite programs to provide different pathways in multimedia.

ISUES (Action/Information)

None

ANNOUNCEMENTS

- Screening/Norming Meeting: Monday, February 10, 2020, 3:00pm-5:00pm, Fremont campus 7104
- Issues Meeting: Monday, March 2, 2020, 3:00pm-5:00pm, Fremont campus 7101 and Zoom Video Conference

ADJOURNED

4:07pm