Curriculum Committee

Agenda

Tuesday, March 25, 2008
Yosemite, 205 2:40 PM

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

January 29, 2008
February 12, 2008
March 11, 2008

III. NOTIFICATION

page

FSCI 362   *Basic Fire Academy*   17
Effective: Summer 2008
Modify: Enrollment Restrictions
Enrollment Restrictions: Changing (P) FSCI 362 to (P) FSCI 301. Maintaining (LOE) *Enrollment limited to those students who have passed a physical agility test OR have a valid CPAT card.*
TMI: No TMI requested.
Materials Fee Status: Maintain existing fee of $575
Articulation Status: Not a transfer level course.
General Education Status: Does not fulfill GE requirement.
This course, as approved, had erroneously listed itself as a prerequisite.

IV. DISCUSSION

The following courses were reviewed by the committee at the March 11, 2008 meeting. The enrollment restrictions were not voted on separately as is committee policy. These courses reappear here so that the committee can vote on the enrollment restrictions. Course outlines are not included in this meeting's packet. Please refer to the March 11, 2008 agenda for these course outlines.

AUTEC 315   *A1: Engine Repair*   3.5
Effective: Summer 2009
Modify: Enrollment restrictions
Enrollment Restrictions: Maintaining *(P) Satisfactory completion of AUTEC 311*
TMI Status: Not approved for TMI
Materials Fee Status: Maintaining Materials Fee of $8.35
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.

MACH 212 D,E   *Machine Tool Technology 2*   4,5
                Effective: Summer 2008
                Modify: Enrollment restrictions
                Enrollment Restrictions: Maintaining *(P) Satisfactory completion of MACH 211 or MACH 301*
                TMI Status: Not approved for TMI
                Materials Fee Status: Maintaining Materials Fee of $20.00.
                Articulation Status: Transfers to CSU
                General Education Status: Does not fulfill GE requirement.

MACH 223   **Advanced CNC Machine Operations**   3
                Effective: Summer 2008
                Modify: Enrollment restrictions
                Enrollment Restrictions: Maintaining (P) *Satisfactory completion of MACH 222*
                TMI Status: Not approved for TMI
                Materials Fee Status: Maintaining Materials Fee of $10.00
                Articulation Status: Transfers to CSU
                General Education Status: Does not fulfill GE requirement.

MACH 395 A,B   *Advanced Machine Tool Technology Laboratory*   1,2
                Effective: Summer 2008
                Modify: Enrollment restrictions
                Enrollment Restrictions: Maintaining *(P) Satisfactory completion of MACH 211, MACH 221, MACH 222, or MACH 301*
                TMI Status: Not approved for TMI
                Materials Fee Status: No materials fee required.
                Articulation Status: Not a transfer-level course.
                General Education Status: Does not fulfill GE requirement.

OFADM 232   **Advanced Word Processing & Desktop Publishing**   3
                Effective*:* Summer 2008
                Modify: Enrollment restrictions
                Enrollment Restrictions: Maintaining *(A) OFADM/CMPSC 231 or prior knowledge of word processing software*
                Materials Fee Status: No Materials Fee Required
                Articulation Status: Transfers to CSU
                General Education Status: Doest not fulfill GE requirement.

OFADM 312   **Alphabetic Notetaking**   3
                Effective: Summer 2008
                Modify: Enrollment restrictions
                Enrollment Restrictions: Maintaining (A) *Satisfactory completion of OFADM 301*
                Materials Fee Status: No materials fee required.
                Articulation Status: Not a transfer-level course.
                General Education Status: Does not fulfill GE requirement

V. OLD BUSINESS

1. Title 5 Compliance Progress
   a. Skills Recognitions – *Update on Conversion for 17 Unit or Fewer Awards*   K. Walters Dunlap
   b. Broadness of Degrees – Revised Deadlines and Instructions   B. Sanders
   c. Areas of Emphasis   B. Sanders
   d. Awards Earned in 2008-2009   P. Bettencourt, L. Senechal
   e. AOEs and Production of 08-09 Addendum   L. Senechal
2. Curriculum Review Process   K. Walters Dunlap
3. Educational Requirements Committee   K. Walters Dunlap
   (This item postponed indefinitely)
4. CurricUNET Training   K. Walters Dunlap

VI. NEW BUSINESS

1. IGETC Update   R. Cranley
2. Accreditation, Curriculum and SLOs   P. Bettencourt, L. Senechal
3. Election of Curriculum Co-chair   M. Adams

VII. SUBCOMMITTEES

1. UPDATE: Special Topics, Experimental, Independent, Work-Experience   P. Mendez
2. UPDATE: CurricUNET Implementation   B. Sanders
3. UPDATE: Satisfaction of GE and competency requirements using   R. Cranley
   course work from foreign universities

VIII. PUBLIC COMMENT

Curriculum Committee
Minutes
Tuesday, February 12, 2008
Yosemite, 205 2:40 PM

Members Present: B. Adams (Co-chair) , M. Adams (Co-chair), S. Agostini, J. Beebe, P. Bettencourt, G. Boodrookas, R. Cranley, K. Ennis, M. Garcia, P. Guerra-Schmidt, C. Hudelson-Putnam, M. Lynch, E. Maki, M. Robles, B. Sinclair, B. Sanders,

Members Absent: M. Boyd, Z. Davidson (ASMJC) , L. Lanigan, C. Mulder, A. Peek, J. Sola, P. Upton, K. Walters Dunlap

Others Present: M. McKinnon, L. Senechal

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES   January 29, 2008

Review and approval of the January 29 meeting minutes will be postponed until catalog production is complete.

II. NOTIFICATION

Correction to Minutes of April 3, 2007
The minutes of April 3, 2007 have been corrected to include unit changes to FREN 103, SPAN 103, and SPAN 104 that were approved at that meeting. Each course increased units from 4 to 5.

CLDDV	367	*Current Issues: Preschool Teachers*	1	001

Effective: Summer 2008
Special Topic Focus Area
Enrollment Restrictions: No enrollment restrictions
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.

Hearing no objection, the Notification Agenda was approved

III. CONSENT

PHYS	165	*Introductory Physics*	5	005

Effective: Summer 2008 *(Expedited!)*
Modify: Hours, units
Enrollment Restrictions: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete MATH 122 or be eligible for enrollment in Math 171 as determined by the MJC assessment process.
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.

Articulation Status: Transfers to CSU and UC.
General Education Status: Approved for (MJC-GE:A) (CSU-GE:B1, B3)(IGETC:5A).

Hearing no objection, the Consent Agenda was approved

IV. DISCUSSION

| OFADM 311 | Business Proofreading and Editing | 1 | 015 |

Effective: Summer 2008 *(Expedited!)*
Modify: Methods of instruction
Enrollment Restrictions: No enrollment restrictions
TMI Status: Requesting online modality
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.

M/S/U (C.Hudelson-Putnam, B. Sinclair) to approve TMI for OFADM 311.

Rationale for expedited approval was not included with TMI form. The representative commented that it was not clear what the process is. B. Adams reported that the CC had discussed it at an earlier meeting. The question arose as to whether or not TMI requests out of the curriculum review cycle require a rationale. It was suggested that anytime there is need for expedited approval, that the author be required to provide it. The committee was reminded that it is possible to approve TMI, without approving for expedited approval.

_/_/FAILED to approve expedited approval for OFADM 311.

| OFADM 320 | *Telephone Techniques* | 1 | 023 |

Effective: Summer 2008 *(Expedited!)*
Modify: Hours
Enrollment Restrictions: No enrollment restrictions
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.

B. Adams reported that this course has already been offered and is "stuck" in CurricuWeb, and mentioned that the faculty author had provided a strong rationale.

M/S/U (B. Sinclair, C.Hudelson-Putnam) to approve modifications to OFADM 320

M/S/U top approve OFADM 320 for expedited approval for Summer 2008 implementation.

It was noted that there was a typo in the memo. The request for approval was for Summer 2008 not Summer 2007.

V. OLD BUSINESS

1. Title 5 Compliance Progress
    a. University Preparation Pathway/Career Preparation Pathway   Ruth Cranley   029

    R. Cranley provided a recap of what motions passed at the last meeting. She also noted that many issues were left out of the motion. She noted that the committee had also not officially voted on the creation of two new Associate Degree pathways. There was discussion about how to handle students who attempt

preparation for and then transfer to high unit majors. How would these students be held to requirements that could be evaluated against internal requirements, without adversely affecting their transfer into target majors. There was a great deal of discussion about ways to do this. One proposal was to create a third pathway for high unit major, although It could not happen in time for the printed catalog, which was slated to go to print in two days. A member was concerned that the language about the availability of Areas of Emphasis was too extreme, and asked "are we to get all of them approved by that time?" B. Sanders commented that we would probably focus on developing the top 10 transfer majors first, for example Biology majors transferring to Davis, and Liberal Studies transferring to Stan State. It was also clarified that Certificate of Achievement and GE certification would both be referenced on the plans, to better clarify the differences between these two important elements.

There was further discussion. Clarification was sought about the meaning of the phrase upon receipt of associate degree you will also receive a Certificate of Achievement in General Education." within the University Preparation plan "It was clarified that the student will earn a Certificate of Achievement for completion of either CSU-GE or IGETC, whether or not a degree is earned on top of that coursework.

R. Cranley asked if there were any changes to the Career and Technical Education plan, and there were no concerns noted.

M/S/U: (B. Sanders, R. Cranley) Move approval of the University Preparation Pathway and the Career and Technical Education Pathway, (with revisions noted in the discussion) with a friendly amendment that the University Preparation Pathway be amended with a third option for high unit majors, reading something to the effect of: "Work with a counselor to determine if the UP Pathway is right for you" or " A third option for high unit majors may be available in August."

b. Skills Recognitions – Update on Conversion Process   Karen Walters Dunlap
     for 17 Unit or Fewer Awards

K. Walters Dunlap reported that there was a deadline of February 8 for deans to have applications for 12-18 unit Certificate of Achievement conversion in to the Instruction Office so that they could be submitted for regional, followed by state approval. She reported that some faculty decided not to proceed with specific certificates because they were no longer viable. That list will be provided at a later meeting. The question remains is "do we completely remove those from the catalog that are not submitted for approval?" Approximately 40 certificates were submitted.

c. Hours of Instruction   CC Leadership
     This item was struck from the agenda for discussion.

d. Skills Recognitions: 12 Units or Fewer   Brian Sanders
     B. Sanders called the committee's attention to Certificates of Achievement for 12 units or fewer which are no longer to recognized by the state. It was asked, are these viable awards? Is it possible to have two courses yield a certificate of achievement? Representatives answered "yes." Many Certificates have been created to meet local industry needs. The question arose as to the role of the MJC certificate in the job seeking process. Is a student at an advantage with an MJC Certificate? Many members shared that students usually relied on proof of competencies that are externally granted, e.g., , or a CPR Provider Card. However, Nursing must directly link state certification to a certified and accredited nurse training program. One question was raised, "if we pull such awards from the catalog, will that impact marketing of such specialized programs?" The committee discussed the relevance of tracking such specialized series of coursework through Evaluations, without officially granting an award. S. Agostini shared that it would be possible to record sequences without it appearing on the transcript. The committee arrived at keeping awards 12 units or fewer in the catalog, and calling them Skills Recognitions, although no formal motion was made.

e. Catalog   Letitia Senechal

L. Senechal reported on the progress of the catalog, and that divisions were currently proofing her work. She

reported that curriculum revisions are still being attempted during the catalog proofing process. K. Walters Dunlap asked who, and L. Senechal responded that revisions like that are attempted across the board, secretaries, faculty. B. Adams confirmed this with her own examples. K. Walters Dunlap said that she would repeat this information to IAC.

2. Curriculum Review Cycle   Karen Walters Dunlap

K. Walters Dunlap shared that a draft of a revised Curriculum Review Cycle went out for review, and that she is waiting to hear responses from stakeholders.In two weeks there will be a response. She commented that the accreditation report is not good, and that the time to dialog has ended because Accreditation has made the decision for us about how to streamline our review and to move from a course-centered focus to a programmatic focus. We need a cyclic review of curriculum from a programmatic perspective by October 2008.

3. Educational Requirements Committee   Karen Walters Dunlap

K. Walters Dunlap is waiting to hear responses to the Educational Requirements Committee. B. Sanders expressed concern that moving graduation requirements from the Curriculum Committee's hands to another group would not be beneficial to curriculum review, and that movement of programmatic review to an Educational Requirements committee would be a fundamental change to the curriculum review process.C. Hudelson Putnam countered that it could help curriculum review, because people tend to fear the learning curve associated with being a curriculum representative. K. Walters Dunlap reported that discussion has gone to the eboard for further consideration. L. Senechal asked if such a change would streamline the curriculum development and review process at all levels. K. Walters Dunlap commented that it would.

4. Broadness of Degrees for Title 5 Compliance 08-09   Brian Sanders
   (e.g. Physical Science, Behavioral/Social Science)

B. Sanders asked the committee to consider assorted degrees from MJC that may be considered "too broad" per the new Title 5 standards. Many associate degrees may come under scrutiny from the state because of a lack of focus. Examples of such degrees include, AA in Behavioral and Social Sciences, AA Family Consumer Sciences. It was noted that the AA in General College is going away. B. Sanders reported that S. Lowe from the System Office very specifically cited analogous programs at other schools as being 'too vague." C. Hudelson-Putnam expressed concern for programs against which such majors are modeled with the intent of transfer preparation, e.g. Behavioral and Social Sciences for transfer to CSU Stanislaus. B. Sanders read aloud from Executive Order 5 of the State Chancellor's Office:

VI. NEW BUSINESS

VII. SUBCOMMITTEES

1. UPDATE: Special Topics, Experimental, Independent, Work-Experience   P. Mendez
   Course Development and Approval Guidelines Update

   There is to be a meeting on 2-13 regarding template construction.

2. UPDATE: CurricUNET Implementation   Implementation Subcommittee

   The committee was updated on the status of CurricUNET implementation by members of the implementation subcommittee which includes M. Adams, B. Adams, D. Phillps, B. Sanders, L. Senechal, R. Cranley, and K. Walters Dunlap. On February 5, a representative from CurricUNET came to MJC to discuss the "nuts and bolts' of implementation with members of the subcommittee. Various members reported on the outcomes of the meeting. B. Sanders reported that CurricUNET has many features that have been developed by other colleges to support

processes analogous to MJC's existing process, as well as some that have been developed to deal with needs that we have not yet addressed institutionally. Such modules are available to us, however, B. Sanders was clear that the subcommittee would not choose to take advantage of the modules without the endorsement and approval of the Curriculum Committee. Examples of available modules now in use by other colleges include; "Institutional Learning Outcomes," "mapping outcomes to assessment," itemization of lab and lecture elements on the outline. K. Walters Dunlap encouraged the committee to take advantage of some features, given the college's accreditation status. There was an interest in opening up the system for a preview by faculty. CC Leadership expressed concern that the system as currently configured was too raw. B. Adams said that CurricUNET implementation will be more contained. CurricUNET is scheduled to go live around the first week of May.

A side discussion occurred about the role of division support staff in the curriculum process. Some representatives asked that division staff be included in training. Curriculum leadership reported that division staff will not be involved in curriculum development any longer, because curriculum is a "faculty-driven" process. Some representatives were concerned that this would be a difficult transition for faculty members. One representative commented that it is the division staff that tends to have the institutional memory despite administrative and faculty turnover. L. Senechal reported that CurricUNET will be the institutional memory, and issues that currently plague the college will be addressed, like version control issues, and report-generating.

The committee saw the merit of many of the features, but wanted an opportunity to review them in context.

M/S/U (M. Robles, M. Lynch): To give the CurricUNET Implementation Subcommittee permission to work with CurricUNET to program, but not yet implement possible curriculum modules.

3. UPDATE: Time Limit on Catalog Rights and   R. Cranley
    Satisfaction of GE and competency requirements using
    Baccalaureate or higher degree from regionally accredited
    institutions and from Foreign Universities

    R. Cranley reported that the subcommittee met on February 5. Topics of concerns included "should there be a time limit on catalog rights?" Due to concerns about students who are progressing incrementally with one to two courses per year, it was decided that the focus should not be on catalog rights, but how time limits should be established as it relates to modifications of certificates, degrees, course and program availability. What should be done? There will be a meeting on March 4 to further discuss.

VIII. PUBLIC COMMENT

There was no public comment.

Curriculum Committee
Minutes

Tuesday, March 11, 2008
Yosemite, 205 at 2:40 PM

Members Present: B. Adams (Co-chair) , M. Adams (Co-chair), J. Beebe, P. Bettencourt, R. Cranley, K. Ennis, M. Garcia, P. Guerra-Schmidt, C. Hudelson-Putnam, L. Lanigan, M. Lynch, E. Maki, M. Robles, B. Sinclair, B. Sanders, P. Upton, K. Walters Dunlap

Members Absent: S. Agostini, G. Boodrookas, M. Boyd, Z. Davidson (ASMJC), C. Mulder, A. Peek, J. Sola

Others Present: S. Fornelli, L. Senechal, J. Weaver

I. APPROVAL OF ORDER OF AGENDA

P. Bettencourt asked to add SLO Update to New Business.
Apart from that, no objection to order of agenda

II. APPROVAL OF MINUTES

January 29, 2008
February 12, 2008
February 26, 2008

Review and approval of the January 29 minutes postponed.
February 12 minutes not approved.
February 26 minutes approved after corrections to show that J. Beebe, M. Boyd, and C. Hudelson-Putnam were present at that meeting.

III. NOTIFICATION

The committee was notified as to the following items.

Correction to Minutes of November 22, 2005
The following courses were approved at the November 22, 2005 with the approval action as "M/SU to Approve *ANSC 200*" (an incorrect department and course number). The minutes of that meeting have been corrected to reflect the accurate course and number.

FSCI	367	INTEC	380	MUSIC	142	PE	349	PHYSO	101
GEOL	064	MATH	010	MUSIC	145	PEC	143	POLSC	131
GEOL	160	MATH	020	MUSIC	146	PEC	144	RATV	101
GEOL	161	MATH	050	MUSIC	147	PEC	145	SOCIO	154
GEOL	165	MATH	144	MUSIC	148	PEC	147	SPAN	109
GEOL	166	MATH	171	MUSIC	149	PEC	164	SPAN	110
GEOL	174	MATH	172	MUSIC	161	PEC	168	SPCOM	101
GUIDE	111	MATH	174	MUSIC	162	PEC	172	SPCOM	104
HE	100	MDAST	350	MUSIC	171	PEC	179	SPCOM	107
HE	101	METEO	151	MUSIC	172	PEC	186	SPCOM	110
HUMSR	112	METEO	160	MUSIC	180	PEC	195	STSK	120
HUMSR	113	METEO	171	MUSIC	190	PEM	108	SUPR	351
IIS	016	MICRO	101	PE	103	PEM	111	THETR	101
INTDS	230	MUSIC	127	PE	110	PHYS	142	THETR	165
INTEC	115	MUSIC	140	PE	132	PHYS	143		

Engineering Award Approvals – Correction to the minutes of 10/23/07
On the 10/23 agenda, it read that the *Engineering AS* degree was up for review, however actual review of that degree did not take place until 11/06/07. On 10/23/07, the *Engineering Technology* and the *Engineering Drafting Technology* AS degrees were under review and were approved. The minutes from 10/23/07 will be updated to accurately reflect approvals of both awards instead of Engineering AS degree.

IV. CONSENT

<div align="right">units</div>

MACH   212 D,E   *Machine Tool Technology 2*   4,5
Effective: Summer 2008 *(Expedited!)*
Modify: Hours
Enrollment Restrictions: Maintaining *(P) Satisfactory completion of MACH 211 or MACH 301*
TMI Status: Not approved for TMI
Materials Fee Status: Maintaining Materials Fee of $20.00.
Articulation Status: Transfers to CSU
General Education Status: Does not fulfill GE requirement.
No objection to approval of MACH 212 D,E

MACH   395 A,B   *Advanced Machine Tool Technology Laboratory*   1,2
Effective: Summer 2008 *(Expedited!)*
Modify: Grading
Enrollment Restrictions: Maintaining *(P) Satisfactory completion of MACH 211, MACH 221, MACH 222, or MACH 301*
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
No objection to approval of MACH 395 A,B

V. DISCUSSION

AUTEC   315   *A1: Engine Repair*   3.5
Effective: Summer 2009
Modify: Title, units, hours, description, course goal, learning goals, content, typical assignments, methods of assessment
Enrollment Restrictions: Maintaining *(P) Satisfactory completion of AUTEC 311*
TMI Status: Not approved for TMI
Materials Fee Status: Old outline was approved for Materials Fee of an unspecified amount. No Materials Fee is currently being charged per Datatel. Proposed Materials fee of $16.35. (**Note: One unresolved Tech Review question remains regarding materials fee (disposable gloves)**)
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
M/S to approve AUTEC 315 (B. Sanders). M/S/U to amend motion to remove gloves from Materials Fees (B. Sanders). Amended motion passed.
No motion on Enrollment Restrictions

| DAIND | 304 | *Sensory Evaluation* | 1 |

Effective: Summer 2009
Modify: Field trips, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: No enrollment restrictions
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
M/S/U to approve DAIND 304 (C. Hudelson-Putnam)

| DAIND | 305 | *HACCP and Food Safety* | 1 |

Effective: Summer 2009
Modify: Title, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: No enrollment restrictions
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
M/S/U to approve DAIND 305 (C. Hudelson-Putnam)

| DAIND | 306 | *Dairy Industry Employability Skills* | 1 |

Effective: Summer 2009
Modify: Field trips, repetitions, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: No enrollment restrictions
TMI Status: Not approved for TMI
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
M/S/U to approve DAIND 306 (C. Hudelson-Putnam)

Industrial Technology - Electrician Program – (INTEC)
Expedited approval for (term unspecified)
Certificate: Industrial Technology – Electrician
AS Degree: Industrial Technology – Electrician
M/S/U to approve Industrial Technology - Electrician Program (K. Ennis)
M/S to approve expedited offering of Industrial Technology - Electrician Program (J. Beebe)
M/S/U to postpone consideration of expedited offering of Industrial Technology - Electrician Program until March 25 (C. Hudelson-Putnam)
B. Sanders requested that programs be separated from courses on the agendas.

| MACH | 223 | Advanced CNC Machine Operations | 3 |

Effective: Summer 2008 *(Expedited!)*
Modify: Hours, units
Enrollment Restrictions: Maintaining (P) *Satisfactory completion of MACH 222*
TMI Status: Not approved for TMI
Materials Fee Status: Maintaining Materials Fee of $10.00
Articulation Status: Transfers to CSU
General Education Status: Does not fulfill GE requirement.
M/S/U to approve MACH 223 (C. Hudelson-Putnam)
No motion on Enrollment Restrictions
M/S/P (A-7, N-6) to approve expedited offering of MACH 223 (J. Beebe)

OFADM 232   Advanced Word Processing & Desktop Publishing   3

Effective: Summer 2008 *(Expedited!)*
Modify: Methods of instruction (TMI)
Enrollment Restrictions: Maintaining *(A) OFADM/CMPSC 231 or prior knowledge of word processing software*
TMI Status: Requesting online modality
Materials Fee Status: No Materials Fee Required
Articulation Status: Transfers to CSU
General Education Status: Does not fulfill GE requirement.
M/S/U to approve OFADM 232 (C. Hudelson-Putnam)
No motion on Enrollment Restrictions
M/S/U to approve TMI for OFADM 232 (B. Sinclair)
M/S/U to approve expedited offering of OFADM 232 (J. Beebe)

OFADM 311   Business Proofreading and Editing   1

Effective: Summer 2008 *(Expedited!)*
Modify: Methods of instruction (TMI)
Enrollment Restrictions: No enrollment restrictions
TMI Status: Requesting online modality
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement.
M/S/U to approve OFADM 311 (C. Hudelson-Putnam)
M/S/U to approve TMI for OFADM 311 (B. Sinclair)
M/S/U to approve expedited offering of OFADM 311 (J. Beebe)

OFADM 312   Alphabetic Notetaking   3

Effective: Summer 2008 (*Expedited!*)
Modify: Units, Hours
Enrollment Restrictions: Maintaining (A) *Satisfactory completion of OFADM 301*
Materials Fee Status: No materials fee required.
Articulation Status: Not a transfer-level course.
General Education Status: Does not fulfill GE requirement
M/S/U to approve OFADM 312 (C. Hudelson-Putnam)
No motion on Enrollment Restrictions
M/S/P (A-8, N-5) to approve expedited offering of OFADM 312 (K. Ennis)

VI. OLD BUSINESS

1. Title 5 Compliance Progress
    a. Skills Recognitions – *Update on Conversion for 17 Unit or Fewer Awards*   Karen Walters Dunlap
       People are working on it
    b. Broadness of Degrees: *(e.g. Social Science, Family and Consumer Sciences,*   Brian Sanders
       Foreign Language)
       C. Hudelson-Putnam, P. Bettencourt, and P. Guerra-Schmidt will have something for the fall.
    c. Areas of Emphasis   Brian Sanders
       B. Sanders will create a letter to instruct faculty how to create Areas of Emphasis
    d. AOEs and Production of 08-09 Addendum   Letitia Senechal
       Will AOEs be finalized by the end of the semester? The college catalog says that they will be available in the Counseling Office by August.
       MOTION: That MJC uses the Area of Emphasis designation for preparation for transfer. That everything submitted by June 1st will be forwarded for State approval for intended publication in August. (B. Sanders)
       M/S/U to approve.

2. Curriculum Review Process   Karen Walters Dunlap
   We are waiting for results from Program Review.
3. Educational Requirements Committee   Karen Walters Dunlap
   (This item postponed indefinitely)
   This item continues to be postponed.
4. Curriculum Meeting/Submission Calendar for 2008-2009   Barbara Adams
   The committee asked that the new AOE deadline of June 1st be added to the calendar.

VII. NEW BUSINESS

1. CurricUNET Training   Karen Walters Dunlap
   CurricUNET representatives will be on campus for 2 days to train Curriculum Committee members. B. Sanders will work with CurricUNET folks to determine those dates.
2. SLO Update
   P. Bettencourt asked where expected outcomes would be listed. The answer was: On course outlines. B. Sanders expressed the point of view that SLOs are already on course outlines in the form of Objectives.

VIII. SUBCOMMITTEES

1. UPDATE: Special Topics, Experimental, Independent, Work-Experience   Pedro Mendez
   Sub-committee has met, is making progress, and will meet again around the 20th of the month.
2. UPDATE: CurricUNET Implementation   Brian Sanders
   CurricUNET people are working on the hours to units relationship, particularly with variable unit courses.
3. UPDATE: Satisfaction of GE and competency requirements using   Ruth Cranley
   course work from foreign universities
   Sub-committee did not meet due to illness. Next meeting is scheduled for the 18th of March.

IX. PUBLIC COMMENT

IGETC Standards 1.0 Summary Document

In fall 2006, staff from the University of California Office of the President contacted staff in the California State Chancellor's Office and staff in the California Community College Chancellor's Office, to request the formation of an intersegmental committee to review the 1991 IGETC Standards, and the 1991, 1992 and 1994 IGETC Notes. This document, "Standards, Policies and Procedures for the IGETC, Version 1.0", is a compilation of all previous documents and incorporates clarification and procedure changes approved by each segment and ICAS. It is suggested that the reader take the time to read the entire document.

Following is an executive summary of these changes/clarifications:

1. Section 2.2 and 5.0: This statement clarifies that California Community College students can use the IGETC regardless of the number of units accrued at the community college. California Community College students have transcripts from many different colleges and universities and students also move between CCCs. This section codifies the use of as many non CCC courses on IGETC, as long as the courses are determined to meet IGETC course standards. Some CCCs have imposed residency requirements before certifying IGETC or have limited the use of non-CCC courses. These are unnecessary impediments to granting the certification of IGETC.

2. Section 4.0: Approved courses become effective the Fall of the same academic year the course was submitted and approved if the course was active in the college's curriculum at that time. This change has been endorsed by UC and is currently used by CSU for CSU General Education Breadth. In the past, CCC courses were approved for UC transferability in the Fall and then approved for IGETC the following Spring. Even though the approved course for Spring is the same as the course taught in the Fall, under the old practice, students who took the course in Fall did not receive IGETC Subject Area credit. This allows transferability and IGETC applicability to align simultaneously.

3. Section 5.2.1: Current practice only allows the application of appropriate non-CCC courses to be applied on IGETC if the certifying institution teaches an equivalent course. This provision allows the application of non-CCC courses if an equivalent course is taught anywhere in the CCC system, and approved for use on IGETC. This provision will help students apply valid courses on IGETC and not be penalized because they are attending a CCC that does not offer that particular IGETC course. This provision would particularly help smaller CCCs with limited curriculum to better serve the student.

4. Section 5.2.1: Clarifies what is the current practice of allowing the non-CCC course to be applied to IGETC even if it was completed prior to the CCC course's IGETC effective date. This is permitted because the non CCC's course is being

compared to the approved CCC course in content, prerequisites, texts, units and conformity to IGETC Area Standards

5. Section 5.2.2: This provision codifies the use of upper division courses on IGETC if the course has the content equivalent to courses approved for use on IGETC as determined by CCC faculty in the discipline or their designee. Native UC and CSU general education patterns regularly use upper division coursework to satisfy general education requirements. Occasionally, students come to the CCC with upper division courses that clearly meet the IGETC area standards. These equivalent courses are taught at the CCC, but students are often prohibited from applying them to IGETC only because they are upper division. Since the UC and CSU allow the use of appropriate upper division on their native GE patterns, this is an extension of that policy to the IGETC. The current IGETC Standards and Notes has no language prohibiting use of upper division on IGETC. The current policy is to allow use of non CCC courses on IGETC if the course is similar in content, prerequisites, texts, units and conformity to IGETC Area Standards.

6. Section 5.4: Explains the use of Online/Distance Education/Telecourses for use on IGTEC. Standards for these courses were established and adopted in Title Five regulations in July 2002.

7. Section 7.1: Current practice for the application of AP on the IGETC is determined by the CCC faculty for the student attending a particular CCC. This creates situations where some students can use AP on IGETC because a CCC faculty determined an AP is equivalent to an IGETC course taught by that CCC while other students attending a different CCC can not use that AP because the CCC does not offer an equivalent IGETC course. This creates a uniform AP policy for IGETC regardless which CCC a students attends and aligns with current CSUGE AP applicability.

8. Section 7.2: Explains the use of International Baccalaureate (IB) on IGETC There is currently no policy addressing the use of IB on IGETC except in the Language Other than English area. The CCC campuses are seeing more students with these exams and have been asking questions of both segments about how, and if, they may apply these exams to the IGETC. Both the UC and CSU are currently reviewing the IB exams and, in the interim, this section addresses how the exams may/may not be applied.

9. Section 10.1.1: Extends the definition of course guidelines in English composition to "…include substantial instruction and practice in expository essay writing at the college level with a minimum of 6000 words. Course should also require a substantial amount of reading of significant literature." This is the outline used for approval on IGETC. With so many CCC students coming in with coursework from colleges and universities outside the CCC system, there have been requests from the CCC campuses for more guidance on the required content for an IGETC

applicable first-semester English composition course. These expanded guidelines come from the guidelines that the UC and CSU system use when reviewing CCC English composition courses submitted for IGETC consideration.

10. Section 10.1.2: Critical Thinking and Composition adds, "…include substantial instruction and practice in expository essay writing at the college level with a minimum of 6000 words. Course should also require a substantial amount of reading of significant literature." With so many CCC students coming in with coursework from colleges and universities outside the CCC system, there have been requests from the CCC campuses for more guidance on the required content for an IGETC applicable Critical Thinking and Composition course. These expanded guidelines come from the guidelines that the UC and CSU system use when reviewing Critical Thinking and Composition courses submitted for IGETC consideration. Since it is unlikely that institutions other than California community colleges will have a combined course in critical thinking/English composition, certification of coursework from other institutions to satisfy this requirement is not common. However, there are some courses outside the CCC system that have been found to meet this requirement. Care should be taken when evaluating the course to ensure that it meets the course requirements as outlined in the IGETC Standards. It is strongly suggested that valid documentation *(i.e. course outline of record or syllabus)* be kept on file by the CCC and by the student, in case a question or concern is raised by the UC or CSU.

11. Section 10.1.3a: An expanded definition of acceptable CSU Oral Communication Online/Distance Education/Telecourse Limitations is included here. There have been ongoing questions about the use of online/distance education/telecourses to clear the CSU Oral Communication Requirements (IGETC Area 1C – CSU only). The CSU has provided clear policy and guidelines.

12. Section 10.2: In the original IGETC, statistics taught outside the discipline of Math was not allowed to satisfy Mathematical Concepts and Quantitative Reasoning. The new Standards allows any statistics course, satisfactorily completed at a CCC or non-CCC, to be used on IGETC as long as it is UC and CSU transferable and meets the standards set forth in the subject area section.

13. Section 10.5.1: Clarifies the applicability of appropriate survey courses to the physical and biological science area of IGETC.

14. Section 10.5.3: Clarifies unit Requirement for Laboratory Science courses.

15. Section 10.6: UC requirement of Language other Than English (LOTE) is greatly expanded, per the recommendation of the UC faculty. This area generates the most number of questions from the CCC, and these policies are already being applied to questions about certifying LOTE.   The Language other than English requirement is only required of students transferring to the UC. Since the inception of IGETC, CCC's are seeing more students that have the language

proficiency to satisfy LOTE and who demonstrate that knowledge via ways not originally listed in IGETC Standards. These include International Baccalaureate (IB), "O" level exams, and International "A" level exams. The UC faculty has agreed that passing these exams with a certain score proves proficiency in a foreign language to equate to at least two years of U.S. foreign language study in high school. In addition, the UC faculty has agreed that a CCC faculty member is qualified to determine language proficiency equal to two years of high school study. The faculty member provides a letter on letterhead asserting the student has mastered proficiency in the language equivalent to two years of high school study or higher.

16. The CSU US History, Constitution, and American Ideals *(AI)* graduation requirement is not part of IGETC. Courses used to satisfy this requirement may also be listed in Areas 3B and/or 4F. However, CSU campuses have the discretion whether to allow courses used to satisfy the CSU United States History, Constitution and American Ideals *(AI)* graduation requirement to count in both Area 3B/4F and to meet the AI graduation requirement. In the absence of specific knowledge of a CSU campus policy for double counting, CCC's should certify IGETC using the courses in areas 3B/4F and the CSU AI graduation requirement.

17. Section 11.1: Current IGETC policy requires that certification be completed by the last school of attendance for a regular (fall or spring) semester/quarter prior to transfer. This section also allows any school "…at their …discretion…" to complete the certification. Though most students will obtain certification from the last CCC of attendance, there are a number of students that complete their last IGETC course over the summer at a different CCC that is closer to home or work. By permitting a CCC which is not the last school of attendance for a regular semester/quarter to certify the IGETC at their discretion, the student can obtain certification without having to travel a distance to receive certification from the last school of attendance during a regular term. Presently, most CCC's require students to petition for certification in person.

18. Section 11.4: After IGETC was adopted, a provision called "IGETC Minus 2", then amended to "IGETC After Transfer", was adopted by the segments to allow certification of IGETC, with two courses missing from the entire certification. A student must have "good cause" approval for "IGETC After Transfer". Since many colleges and schools, specifically within the UC, are willing to allow students to be partially certified without "good cause", "Partial IGETC Certification" is now allowed with a maximum of two courses missing and completed after transfer.

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This is the official site for the IGETC Standards, Policies and Procedures

The Intersegmental General Education Transfer Curriculum *(IGETC)* is one way California Community College students may satisfy lower-division general education requirements for the California State University *(CSU)* and the University of California *(UC).* Completion of the IGETC is not an admission requirement or admission guarantee for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements for CSU or UC prior to transfer.

- *IGETC Standards 1.0 Summary* 2/11/08 (Printable Version)
- *The IGETC Standards, Policies & Procedures* 12/12/07 (Searchable Version)
- *The IGETC Standards, Policies & Procedures* 12/12/07 (Printable Version)
- *The Recommended IGETC Evaluation Form* 12/12/07 (Printable Version)
- *AICCU IGETC Chart*
- *IGETC Updates* New!
- *Archived IGETC Documentation* (Coming Soon!)
- *Contacts* (Coming Soon!)
- *FAQs* (Coming Soon!)
- *Submit A Question* (Coming Soon!)