I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

October 06, 2009

III. NOTIFICATION

IV. CONSENT

V. DISCUSSION

Inactivations

ENGL 178  Mass Media and the Public  3
Effective: Summer 2010
INACTIVATE
Articulation Status: Transfers to CSU and UC
General Education Impact: Approved for CSU-GE:D7, IGETC:4
Program Impact:
1. English A.A. Degree Major
2. Journalism A.A. Degree Major
3. Print Journalism Skills Recognition Award
4. Television Production Skills Recognition Award

OFADM 351  Introduction to Computers and Windows 1 ½
Effective: Summer 2010
INACTIVATE
Course Impact:
1. CGR 222
2. CGR 224
3. OFADM 352
4. OFADM 357
5. OFADM 359
6. OFADM 361
7. OFADM 362
Program Impact:
Stand Alone
OFADM 352  Introduction to Computers and Windows 2  
**Effective:** Summer 2010  
**INACTIVATE**  
**Program Impact:** Stand Alone

OFADM 354  Introduction to Word Processing 1  
**Effective:** Summer 2010  
**INACTIVATE**  
**Course Impact:** 1. OFADM 355  
**Program Impact:** Stand Alone

OFADM 355  Introduction to Word Processing 2  
**Effective:** Summer 2010  
**INACTIVATE**  
**Program Impact:** Stand Alone

OFADM 357  Introduction to Spreadsheet Software 1  
**Effective:** Summer 2010  
**INACTIVATE**  
**Courses Impact:** 1. OFADM 358  
**Program Impact:** Stand Alone

OFADM 358  Introduction to Spreadsheet Software 2  
**Effective:** Summer 2010  
**INACTIVATE**  
**Program Impact:** Stand Alone

**Revisions (including modifications/reactivations)**

ADJU 144  Community Agency Service  
**Effective:** Summer 2010  
**MODIFY:** Title, units, repetitions, restrictions, course goal, learning goals, typical assignments, methods of assessment, textbooks  
**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of ADJU 201. Maintaining (C) Concurrent enrollment in ADJU 145A,B,C,D.  
**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU  
**General Education Status:** Not approved for GE.  
**Rationale:** Periodic review  
**Program Impact:** 1. Administration of Justice A.A. Degree Major  
2. Administration of Justice A.S. Degree
ADJU 213  Patrol Procedures  3
Effective: Summer 2010
MODIFY: Course goal, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: Not approved for Distance Education
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status: Not approved for GE.
Rationale: Periodic review
Program Impact:
  1. Administration of Justice A.A. Degree Major
  2. Administration of Justice A.S. Degree

ANTHR 102  Cultural Anthropology  3
Effective: Summer 2010
MODIFY: Description, modalities, learning goals, content, methods of assessment
Enrollment Restrictions: None
Distance Education Status: Requesting: Hybrid, online
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC-GE: B, CSU-GE: D1, IGETC: 4A.
Rationale: Periodic review
Program Impact:
  1. Associate Degree Nursing Program Curriculum (for RN) A.S. Degree
  2. Associate Degree Nursing Program Curriculum (for RN) A.S. Degree
  3. Human Services A.A. Degree Major
  4. Nursing: LVN to ADN Upgrade A.S. Degree

ANTHR 140  Magic, Witchcraft, and Religion  3
Effective: Summer 2010
MODIFY: Description, modalities, restrictions, learning goals, content, methods of assessment
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101
Distance Education Status: Requesting: Hybrid, online
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC-GE: B, CSU-GE: D1, IGETC: 4A.
Rationale: Periodic review
Program Impact:
  1. Ethnic Studies Certificate of Achievement

These two courses are cross-listed and should have appeared together on the 10/06/09 agenda. AGM 230 was approved at that time.
AGM 230  Field Surveying
ENGR 230

Effective: Summer 2010

Modify: Materials fee, course goal, learning goals, methods of assessment, textbooks

Enrollment Restrictions: Maintaining (A) Before enrolling in this course, students are strongly advised to satisfactorily complete AG 280 or MATH 70.

Distance Education Status: Not approved for Distance Education

Materials Fee Status: Requesting fee of $15

Articulation Status: Transfers to CSU

General Education Status: Not approved for GE.

Rationale: Periodic review

Program Impact:
1. Construction - Carpentry Skills Recognition Award
2. Construction - General Skills Recognition Award
3. Forestry A.S. Degree
4. Forestry Certificate of Achievement
5. Landscape Design Certificate of Achievement
6. Landscape and Park Maintenance Certificate of Achievement
7. Mechanized Agriculture A.S. Degree
8. Mechanized Agriculture Technician Certificate of Achievement
9. Recreational Land Management Certificate of Achievement
10. Recreational Land Management A.S. Degree
11. Soil Science A.S. Degree

CMPGR Expedited Approval Rationale Memo

CMPGR 201  Animation: A Global View of Art in Motion

Effective: Summer 2010

Modify: Methods of assessment

Enrollment Restrictions: None

Distance Education Status: None

Materials Fee Status: None

Articulation Status: Transfers to CSU

General Education Status: Approved for MJC-GE: C

Rationale: Periodic review

Program Impact:
**CMPGR 202**  
Introduction to Computer Graphics 3  
Cross-listed with  
**ART 102**  
Introduction to Computer Graphics 3  
**Effective:** Spring 2010 *Expedited!* (To comply with newly revised code or law)  
**Rationale for imminent need:** Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor’s Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.  
**MODIFY:** Description, field trips, materials fees, restrictions, content, methods of instruction, methods of assessment, textbooks  
**Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised to have a basic working knowledge of personal computers including: turning on and off a computer system correctly; starting programs, moving and resizing windows, the Start Menu, understanding how a computer is organized; manipulating a mouse, including selecting, double clicking, and dragging items; naming, saving, and deleting files; using portable flash memory and other common storage devices.  
**Distance Education Status:** Maintaining: Hybrid, online  
**Materials Fee Status:** Removing fee of $10.00.  
**Articulation Status:** Transfers to CSU, UC  
**General Education Status:** Approved for MJC Activities, CSU-GE: C1  
**Rationale:** Periodic review  

**Course Impact:**  
1. CMPGR 213  
2. CMPGR 217  
3. CMPGR 252  
4. CMPGR 267  
5. CMPGR 268  

**Program Impact:**  

**CMPGR 213**  
Applied Computer Graphics 3  
Cross-listed with  
**ART 103**  
Applied Computer Graphics 3  
**Effective:** Spring 2010 *Expedited!* (To comply with newly revised code or law)  
**Rationale for imminent need:** Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor’s Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.  
**MODIFY:** Repetitions, modalities, materials fees, restrictions, learning goals, content, methods of instruction, methods of assessment, textbooks  
**Enrollment Restrictions:** Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ART 102 / CMPGR 202. Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.  
**Distance Education Status:** Requesting: Hybrid, online  
**Materials Fee Status:** Removing fee of $10.00  
**Articulation Status:** Transfers to CSU  
**General Education Status:** Not approved for GE  
**Rationale:** Periodic review  
**Program Impact:**  
Curriculum Committee Agenda — rev.10/19/2009 4:02 PM

October 20, 2009

CMGPR 215  Business Presentation Graphics  3
Effective: Spring 2010 Expedited! (To comply with newly revised code or law)
Rationale for imminent need: Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor's Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.
MODIFY: Description, modalities, materials fees, restrictions, content, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete any introductory computer science class. Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.
Distance Education Status: Requesting: Hybrid, online
Materials Fee Status: Removing fee of $10.00
Articulation Status: Transfers to CSU
General Education Status: Not approved for GE
Rationale: Periodic review
Program Impact:
  1. Business Operations: Management A.A. Degree Major
  2. Computer Graphics Applications Certificate of Achievement
  3. Marketing A.A. Degree Major
  4. Office Administration A.S. Degree
  5. Office Administration Certificate of Achievement
  6. Word Processing Certificate of Achievement

CMGPR 217  Computer Illustration Software  3
Effective: Spring 2010 Expedited! (To comply with newly revised code or law)
Rationale for imminent need: Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor's Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.
MODIFY: Description, repetitions, materials fees, restrictions, learning goals, methods of assessment
Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ART 102 / CMPGR 202. Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.
Distance Education Status: Maintaining: Hybrid, online
Materials Fee Status: Removing fee of $10.00
Articulation Status: Transfers to CSU
General Education Status: Not approved for GE
Rationale: Periodic review
Program Impact:
  2. Word Processing Certificate of Achievement
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>CMPGR 219</td>
<td>Computer Graphics Portfolio Review</td>
<td>1</td>
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<td>ART 119</td>
<td>Computer Graphics Portfolio Review</td>
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</table>

**Effective:** Summer 2010

**MODIFY:** Description, modalities, restrictions, learning goals, methods of instruction, methods of assessment

**Enrollment Restrictions:** Removing: (P) This course follows the completed courses of the Computer Graphics majors/ certificate core requirements. Requesting: (A) Before enrolling in this course, students are strongly advised to have a basic working knowledge of personal computers including: turning on and off a computer system correctly; starting programs, moving and resizing windows, the Start Menu, understanding how your computer is organized; manipulating a mouse, including selecting, double clicking, and dragging items; naming, saving, and deleting files; using portable flash memory and other common storage devices.

**Distance Education Status:** Requesting: Hybrid, online

**Materials Fee Status:** None

**Articulation Status:** Transfers to CSU

**General Education Status:** Not approved for GE

**Rationale:** Periodic review

**Program Impact:**

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<thead>
<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>CMPGR 225</td>
<td>3D Graphics and Animation</td>
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**Effective:** Spring 2010 * Expedited! *(To comply with newly revised code or law)

**Rationale for imminent need:** Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor’s Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.

**MODIFY:** Modalities, materials fees, restrictions

**Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised to have a basic working knowledge of personal computers including: turning on and off a computer system correctly; starting programs, moving and resizing windows, the Start Menu, understanding how your computer is organized; manipulating a mouse, including selecting, double clicking, and dragging items; naming, saving, and deleting files; using portable flash memory and other common storage devices.

**Distance Education Status:** Requesting: Hybrid, online

**Materials Fee Status:** Removing fee of $10.00

**Articulation Status:** Transfers to CSU

**General Education Status:** Not approved for GE

**Rationale:** Periodic review

**Course Impact:**
1. CMPGR 225

**Program Impact:**
2. Word Processing Certificate of Achievement
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<th>Course Title</th>
<th>Credits</th>
<th>Effective Period</th>
<th>Expedited</th>
<th>Rationale for Imminent Need</th>
<th>Program Impact</th>
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<td>CMPGR 226</td>
<td>3D Graphics and Animation 2</td>
<td>3</td>
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<td>Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor’s Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.</td>
<td>1. Computer Graphics Applications Certificate of Achievement</td>
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<td>2. Word Processing Certificate of Achievement</td>
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<td>CMPGR 235</td>
<td>Beginning Photoshop</td>
<td>3</td>
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<td>Expedited!</td>
<td>Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor's Office, it is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.</td>
<td>1. CMPGR 236</td>
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<td>Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete a previous course in Computer Graphics. Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ART 102 / CMPGR 202.</td>
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<td>2. Word Processing Certificate of Achievement</td>
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<td>CMPGR 263</td>
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<td></td>
<td><strong>Program Impact:</strong></td>
<td></td>
</tr>
</tbody>
</table>
CMPGR 265  Multimedia on the World Wide Web 3

 Effective: Spring 2010 Expedited! (To comply with newly revised code or law)
 Rationale for imminent need: Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor's Office, It is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.

 MODIFY: Repetitions, modalities, materials fees, restrictions, content, methods of assessment, textbooks

 Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CMPGR 264 or CMPGR 287. Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CMPGR 264.

 Distance Education Status: Requesting: Hybrid, online
 Materials Fee Status: Removing fee of $10.00
 Articulation Status: Transfers to CSU
 General Education Status: Not approved for GE
 Rationale: Periodic Review
 Program Impact:

CMPGR 267  Dreamweaver in Web Site Design 3

 Effective: Summer 2010
 MODIFY: Repetitions, modalities, restrictions, methods of instruction, methods of assessment

 Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CMPGR 202 or ART 102. Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.

 Distance Education Status: Requesting: Hybrid, online
 Materials Fee Status: None
 Articulation Status: Transfers to CSU
 General Education Status: Not approved for GE
 Rationale: Periodic Review
 Program Impact:

CMPGR 284  Desktop Video Animation 3

 Effective: Spring 2010 Expedited! (To comply with newly revised code or law)
 Rationale for imminent need: Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor's Office, It is clear that our facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours. These standards must be applied by the Spring 2010 semester.

 MODIFY: Description, repetitions, modalities, materials fees, restrictions, learning goals, content, methods of instruction, methods of assessment, textbooks

 Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CMPGR 202 or ART 102. Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate basic computer skills such as creating and navigating folders and files.

 Distance Education Status: Requesting: Hybrid, online
 Materials Fee Status: Removing fee of $10.00
 Articulation Status: Transfers to CSU
 General Education Status: Not approved for GE
 Rationale: Periodic Review
 Program Impact:
FSCI 362  Basic Fire Academy 8
Effective: Summer 2010
MODIFY: Units, hours, materials fee, restrictions, content, typical assignments, textbooks
Enrollment Restrictions: Maintaining: (P) Satisfactory completion of FSCI 301.
Requesting: (L) Students must possess CPAT certification because they wear self-contained breathing apparatus equipment, so they must meet physical and medical requirements in order to ensure safety, per NFPA 1582 regulation. (L) Acceptance into program by Fire Academy Selection Committee; consideration of acceptance based upon completion of application process.
Distance Education Status: Not approved for Distance Education
Materials Fee Status: Requesting fee of $344
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Basic Fire Academy is being split into two courses to meet Title 5 requirements to be a sequence of courses leading to awarding of a certificate of achievement.
Program Impact:
  1. Fire Science Certificate of Achievement

OFADM 206  Records Management 3 01
Effective: Summer 2010
MODIFY: Discipline/number, modalities, restrictions, content, typical assignments, methods of instruction, textbooks
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to have successfully completed OFADM 353 and be eligible for ENGL 50.
Distance Education Status: Requesting: Hybrid, online
Materials Fee Status: None
Articulation Status: Transfers to CSU.
General Education Status: Not approved for GE.
Rationale: To make eligible for transfer to CSU.
Program Impact:
  1. Bookkeeping Certificate of Achievement *New Program*
  2. Clerical Certificate of Achievement *New Program*
  3. Clerical A.A. Degree Major *New Program*
  4. Office Administration A.S. Degree *New Program*
  5. Office Support Certificate of Achievement *New Program*
  6. Records Management/Data Entry Specialist Certificate of Achievement
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFADM 231</td>
<td>Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
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<td>Cross-listed with</td>
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<tr>
<td>CMPSC 231</td>
<td>Intermediate Word Processing</td>
<td>3</td>
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<td><strong>Effective</strong>: Summer 2010</td>
<td></td>
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<tr>
<td></td>
<td><strong>MODIFY</strong>: Repetitions, modalities, materials fees, learning goals, content, methods of instruction, methods of assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Enrollment Restrictions</strong>: Maintaining: (A) Before enrolling in this course, students are strongly advised to have satisfactorily complete OFADM 203 and (OFADM 330 or CMPSC 274).</td>
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<td><strong>Distance Education Status</strong>: Requesting: Hybrid, online</td>
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<td><strong>Rationale</strong>: Periodic Review</td>
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<tr>
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<td><strong>Course Impact:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. OFADM 314</td>
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<tr>
<td></td>
<td><strong>Program Impact:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Clerical Certificate of Achievement <em>New Program</em></td>
<td></td>
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<tr>
<td></td>
<td>2. Clerical A.A. Degree Major <em>New Program</em></td>
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<tr>
<td></td>
<td>3. Office Administration Certificate of Achievement <em>New Program</em></td>
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<td></td>
<td>4. Office Administration A.A. Degree Major <em>New Program</em></td>
<td></td>
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<tr>
<td></td>
<td>5. Office Computer Applications Certificate of Achievement <em>New Program</em></td>
<td></td>
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<tr>
<td></td>
<td>6. Word Processing Certificate of Achievement</td>
<td></td>
</tr>
<tr>
<td>OFADM 301</td>
<td>Beginning Keyboarding</td>
<td>1½</td>
</tr>
<tr>
<td></td>
<td><strong>Effective</strong>: Summer 2010</td>
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<td></td>
<td><strong>MODIFY</strong>: Materials fees, learning goals, content, typical assignments, methods of assessment, textbooks</td>
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<tr>
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<td><strong>Enrollment Restrictions</strong>: None</td>
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<tr>
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<td><strong>Distance Education Status</strong>: None</td>
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<td></td>
<td><strong>Materials Fee Status</strong>: Removing fee of $2.50</td>
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<td></td>
<td><strong>Articulation Status</strong>: Does not transfer.</td>
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<tr>
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<tr>
<td></td>
<td><strong>Rationale</strong>: Periodic Review</td>
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<tr>
<td></td>
<td><strong>Course Impact:</strong></td>
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</tr>
<tr>
<td></td>
<td>1. OFADM 302</td>
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<tr>
<td></td>
<td>2. OFADM 303</td>
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<tr>
<td></td>
<td>3. OFADM 312</td>
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<tr>
<td></td>
<td><strong>Program Impact:</strong></td>
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</tr>
<tr>
<td></td>
<td>1. Accounting Clerk Certificate of Achievement <em>New Program</em></td>
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<tr>
<td></td>
<td>2. Computer Science A.A. Degree Major <em>New Program</em></td>
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<tr>
<td></td>
<td>3. Office Computer Applications Certificate of Achievement <em>New Program</em></td>
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<td></td>
<td>4. Office Support Certificate of Achievement <em>New Program</em></td>
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<td></td>
<td>5. Records Management/Data Entry Specialist Certificate of Achievement</td>
<td></td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Units</td>
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</tr>
<tr>
<td>OFADM 302</td>
<td>Beginning Document Processing</td>
<td>1½</td>
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<td></td>
<td><strong>Effective:</strong> Summer 2010</td>
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<td></td>
<td><strong>MODIFY:</strong> Repetitions, materials fees, restrictions, learning goals, methods of instruction, methods of assessment, textbooks</td>
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<td></td>
<td><strong>Enrollment Restrictions:</strong> Removing: (A) Before enrolling in this class, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 25 GWAM. Requesting: Before enrolling in this class, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 35 GWAM.</td>
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<td><strong>Distance Education Status:</strong> None</td>
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<td></td>
<td><strong>Articulation Status:</strong> Does not transfer.</td>
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<td><strong>General Education Status:</strong> Not approved for GE.</td>
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<td></td>
<td><strong>Rationale:</strong> <em>(Unspecified)</em></td>
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<tr>
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<td><strong>Program Impact:</strong></td>
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</tr>
<tr>
<td></td>
<td>1. Office Computer Applications Certificate of Achievement <em>New Program</em></td>
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<td></td>
<td>2. Office Support Certificate of Achievement <em>New Program</em></td>
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<td>3. Records Management/Data Entry Specialist Certificate of Achievement</td>
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<tr>
<th>OFADM 303</th>
<th>Keyboarding for Speed and Accuracy</th>
<th>½</th>
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<td><strong>Effective:</strong> Summer 2010</td>
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<tr>
<td></td>
<td><strong>MODIFY:</strong> Repetitions, materials fees, restrictions, learning goals, typical assignments, methods of instruction, methods of assessment</td>
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<tr>
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<td><strong>Enrollment Restrictions:</strong> Removing: (A) Before enrolling in this class, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 25 GWAM. Requesting: Before enrolling in this class, students are strongly advised to satisfactorily complete OFADM 301 or ability to keyboard by touch at 20 GWAM.</td>
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<tr>
<td></td>
<td><strong>Rationale:</strong> Periodic Review</td>
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<td><strong>Program Impact:</strong></td>
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<tr>
<td></td>
<td>1. Accounting Clerk Certificate of Achievement <em>New Program</em></td>
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<td>2. Clerical Certificate of Achievement <em>New Program</em></td>
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<td></td>
<td>3. Clerical A.S. Degree <em>New Program</em></td>
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<tr>
<td></td>
<td>4. Office Administration A.S. Degree <em>New Program</em></td>
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<tr>
<td></td>
<td>5. Word Processing Certificate of Achievement</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>OFADM 313</th>
<th>Office Skills</th>
<th>3</th>
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<tr>
<td></td>
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<td></td>
<td><strong>MODIFY:</strong> Learning goals, content, methods of instruction, methods of assessment</td>
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<tr>
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<td><strong>Enrollment Restrictions:</strong> None</td>
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<tr>
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<td><strong>Articulation Status:</strong> Does not transfer.</td>
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<tr>
<td></td>
<td><strong>Rationale:</strong> Periodic Review</td>
<td></td>
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<tr>
<td></td>
<td><strong>Program Impact:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Clerical Certificate of Achievement <em>New Program</em></td>
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<td>2. Clerical A.A. Degree Major <em>New Program</em></td>
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<tr>
<td></td>
<td>3. Records Management/Data Entry Specialist Certificate of Achievement</td>
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</tr>
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</table>
OFADM 353  Introduction to Computers and Windows  1
Effective: Summer 2010
MODIFY: Description, repetitions, learning goals, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.
Distance Education Status: None
Materials Fee Status: Removing fee of $2.50
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Clerical Certificate of Achievement *New Program*
2. Clerical A.A. Degree Major *New Program*
3. Office Computer Applications Certificate of Achievement

OFADM 356  Introduction to Word Processing  1
Effective: Summer 2010
MODIFY: Description, repetitions, materials fees, learning goals, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.
Distance Education Status: None
Materials Fee Status: Removing fee of $2.50
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Accounting Clerk Certificate of Achievement

OFADM 359  Introduction to Spreadsheet Software  1
Effective: Summer 2010
MODIFY: Description, repetitions, materials fees, learning goals, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353.
Distance Education Status: None
Materials Fee Status: Removing fee of $2.50
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Accounting Clerk Certificate of Achievement *New Program*
2. Clerical Certificate of Achievement *New Program*
3. Clerical A.A. Degree Major *New Program*
4. Office Administration Certificate of Achievement *New Program*
5. Office Administration A.A. Degree Major *New Program*
6. Office Support Certificate of Achievement *New Program*
7. Word Processing Certificate of Achievement
OFADM 361  Introduction to Databases  1
Effective: Summer 2010
MODIFY: Repetitions, restrictions, learning goals, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353, OFADM 356, OFADM 359 and/or OFADM 362.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Office Administration Certificate of Achievement *New Program*
2. Office Administration A.A. Degree Major *New Program*
3. Office Computer Applications Certificate of Achievement *New Program*
4. Records Management/Data Entry Specialist Certificate of Achievement *New Program*
5. Word Processing Certificate of Achievement

OFADM 366  Proofreading Techniques  1
Effective: Summer 2010
MODIFY: Learning goals, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 304.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Clerical Certificate of Achievement *New Program*
2. Clerical A.S. Degree

PE 110  Officiating: Spring Sports  3
Effective: Summer 2010
MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Not approved for GE.
Rationale: Periodic Review
Program Impact:
1. Physical Education A.A. Degree Major
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Effective Start</th>
<th>COURSE MODIFICATIONS</th>
<th>Enrollment Restrictions</th>
<th>Distance Education Status</th>
<th>Materials Fee Status</th>
<th>Articulation Status</th>
<th>General Education Status</th>
<th>Rationale</th>
<th>Program Impact</th>
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</thead>
<tbody>
<tr>
<td>PEC 111</td>
<td>Beginning Racquetball</td>
<td>1</td>
<td>Summer 2010</td>
<td>MODIFY: Units, hours, repetitions, course goal, learning goals, content, typical assignments, textbooks</td>
<td>None</td>
<td>None</td>
<td>Maintaining fee of $30.00.</td>
<td>Transfers to CSU, UC</td>
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<td>Periodic Review</td>
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<tr>
<td>PEVM 100</td>
<td>Varsity Baseball</td>
<td>3</td>
<td>Summer 2010</td>
<td>MODIFY: Course goal, learning goals, content, methods of instruction</td>
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<td>None</td>
<td>None</td>
<td>Transfers to CSU, UC</td>
<td>Approved for MJC Activities.</td>
<td>Periodic Review</td>
<td>1. Physical Education A.A. Degree Major</td>
</tr>
<tr>
<td>PEVM 122</td>
<td>Men's Varsity Soccer</td>
<td>3</td>
<td>Summer 2010</td>
<td>MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment</td>
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<td>None</td>
<td>Transfers to CSU, UC</td>
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<td>Periodic Review</td>
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</tr>
<tr>
<td>PEVM 135</td>
<td>Men's Varsity Track and Field</td>
<td>3</td>
<td>Summer 2010</td>
<td>MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment</td>
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<td>None</td>
<td>None</td>
<td>Transfers to CSU, UC</td>
<td>Approved for MJC Activities.</td>
<td>Periodic Review</td>
<td>1. Physical Education A.A. Degree Major</td>
</tr>
</tbody>
</table>
PEVM 145  Varsity Wrestling 3
Effective: Summer 2010
MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC Activities.
Rationale: Periodic Review
Program Impact:
   1. Physical Education A.A. Degree Major

PEWV 100  Women's Varsity Basketball - Fall 3
Effective: Summer 2010
MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC Activities.
Rationale: Periodic Review
Course Impact:
   1. PEWV 101
Program Impact:
   1. Physical Education A.A. Degree Major

PEWV 101  Women's Varsity Basketball - Spring 1½
Effective: Summer 2010
MODIFY: Repetitions, course goal, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC Activities.
Rationale: Periodic Review
Program Impact:
   1. Physical Education A.A. Degree Major

PEWV 103  Women's Varsity Cross Country 3
Effective: Summer 2010
MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC
General Education Status: Approved for MJC Activities.
Rationale: Periodic Review
Program Impact:
   1. Physical Education A.A. Degree Major
PEVW 115  Women's Varsity Golf  
**Effective:** Summer 2010  
**MODIFY:** Repetitions, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, UC  
**General Education Status:** Approved for MJC Activities.  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree Major

PEVW 130  Women's Varsity Tennis  
**Effective:** Summer 2010  
**MODIFY:** Repetitions, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, UC  
**General Education Status:** Approved for MJC Activities.  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree Major

PEVW 135  Women's Varsity Track and Field  
**Effective:** Summer 2010  
**MODIFY:** Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, UC  
**General Education Status:** Approved for MJC Activities.  
**Rationale:** Periodic Review  
**Program Impact:**  
1. Physical Education A.A. Degree Major

PSYCH 111  Psychology of Gender  
**Effective:** Summer 2010  
**MODIFY:** Field trips, course goal, content, typical assignments, methods of instruction, methods of assessment  
**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete PSYCH 101.  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, UC  
**General Education Status:** Approved for MJC-GE: B, CSU-GE: D4,D9, IGETC: 4D,4I.  
**Rationale:** Periodic Review  
**Program Impact:**  
1. General Studies, Emphasis in Social & Behavioral Sciences A.A. Degree Major
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Effective from</th>
<th>Modify</th>
<th>Enrollment Restrictions</th>
<th>Distance Education Status</th>
<th>Materials Fee Status</th>
<th>Articulation Status</th>
<th>General Education Status</th>
<th>Rationale</th>
<th>Program Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 118</td>
<td>Pharmacology of Abused Substances</td>
<td>3</td>
<td>Summer 2010</td>
<td>Modify: Modalities, articulation status, learning goals, content, typical assignments, methods of instruction, methods of assessment</td>
<td>Maintain: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete HUMSR 116 or PSYCH 101</td>
<td>Requesting: Hybrid, online</td>
<td>None</td>
<td>Transfers to CSU</td>
<td>Requesting: MJC-GE:B.</td>
<td>Periodic Review</td>
<td>Stand Alone</td>
</tr>
<tr>
<td>HUMSR 118</td>
<td>Pharmacology of Abused Substances</td>
<td>3</td>
<td>Summer 2010</td>
<td>Modify: Restrictions, content, typical assignments, methods of instruction, methods of assessment</td>
<td>Remove: (A) Before enrolling in this course, students are strongly advised to score a minimum of 10th percentile on the reading assessment or READ 40 with a C or better.</td>
<td>None</td>
<td>None</td>
<td>Does not transfer</td>
<td>Not approved for GE.</td>
<td>Periodic Review</td>
<td>Stand Alone</td>
</tr>
<tr>
<td>READ 82</td>
<td>College Reading - Comprehension</td>
<td>3</td>
<td>Summer 2010</td>
<td>Modify: Field trips, learning goals, content, typical assignments, methods of instruction</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Does not transfer</td>
<td>Not approved for GE.</td>
<td>Not approved for GE.</td>
<td>Stand Alone</td>
</tr>
<tr>
<td>STSK 25</td>
<td>Student Success Strategies</td>
<td>1</td>
<td>Summer 2010</td>
<td>Modify: Field trips, learning goals, content, typical assignments, methods of instruction</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Does not transfer</td>
<td>Not approved for GE.</td>
<td>Not approved for GE.</td>
<td>Stand Alone</td>
</tr>
</tbody>
</table>
STSK  78  College Study Skills  3  
**Effective:** Summer 2010  
**MODIFY:** Restrictions, learning goals, content, typical assignments, methods of assessment, textbooks  
**Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 50 or READ 82.  
**Distance Education Status:** None  
**Materials Fee Status:** None  
**Articulation Status:** Does not transfer.  
**General Education Status:** Not approved for GE.  
**Rationale:** (Unspecified)  
**Program Impact:**  
Stand Alone  

**Adoptions**  

FSCI  363  Advanced Fire Academy  9  
**Effective:** Summer 2010  
**ADOPT**  
**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of FSCI 362.  
**Distance Education Status:** None  
**Materials Fee Status:** Requesting fee of $230.00  
**Articulation Status:** Does not transfer.  
**General Education Status:** Not approved for GE.  
**Rationale:** To meet the State Chancellor's Office criteria for the certificate of achievement, the currently approved Fire Academy course needed to be split into at least two courses; hence, FSCI 362 and FSCI 363 are being proposed.  
**Program Impact:**  
Stand Alone  

**VI. PROGRAMS**  

**Chancellor's Office Approvals/Denials/Updates**  

California Community College Chancellor’s Office Approval  
The following existing award, upgraded from a Skills Recognition to a Certificate of Achievement, has been approved by the CCCCO and – per Stephanie Low- is effective locally as of the date of the CCCCO correspondence.  
- **Certificate of Achievement: Child Development Associate Teacher**  12  04  
  **Effective July, 20, 2009**  

(C) Supervisory Management in Public Safety (Application Withdrawn)  
In Spring 2008 the ADJU department requested that this award be approved at the state level as a Certificate of Achievement. The CCCCO denied the application in spring 2009 due to deficiencies in the application, but granted MJC an extension to December, 2009 to revise and resubmit. Due to extenuating circumstances the division dean, ADJU faculty, and curriculum leadership determined that the application should be pulled from consideration by the CCCCO. We may resubmit a revised application at a later date.  
- **Skills Recognition: Supervisory Management in Public Safety**  12  08  
  *Withdrawn via email on 10/13/09*
Program Changes that do not require Chancellor’s Office Notification/Application

(C) COMPUTER GRAPHICS APPLICATIONS
Effective: Summer 2010
MODIFY: Elective courses
Adding: CMPGR 226

(C) MACHINE TOOL TECHNOLOGY 2
Effective: Summer 2010
MODIFY: Required courses
Removing: MACH 399
Adding: MACH 395

(AS) MACHINE TOOL TECHNOLOGY
Effective: Summer 2010
MODIFY: Required courses
Removing: MACH 399
Adding: MACH 395

CCC-501: Application for Approval - New Credit Programs

(C) FIRE ACADEMY
Effective: Summer 2010
MODIFY: Required courses
Adding: FSCI 363

(SR) MACHINE TOOL TECHNOLOGY 1
Effective: Summer 2010
MODIFY: Required courses
Removing: MACH 399
Adding: MACH 395

CCC-511: Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

(AA) Behavioral and Social Sciences – INACTIVATE
20 24
(AA) Fashion Merchandising/ Visual Merchandising – INACTIVATE
20 26
(C) Fashion Merchandising/Visual Merchandising – INACTIVATE
21 26
(C) Image Consultant/Personal Shopper – INACTIVATE
28 28
(C) Fashion Merchandising: General – INACTIVATE
30 30
(AA) Fashion Merchandising: General – INACTIVATE
24 30
(AS) Fashion Merchandising: General – INACTIVATE
31 30
VII. UNFINISHED BUSINESS

Informational Items

1. CurricUNET Trainings B. Adams
   a. Training scheduled
      Trainings in Fall 2009 – Oct. 27th at 2:30, FH 154

2. Approval Process B. Adams

3. Title V and Catalog Rights S. Agostini / B. Adams

VIII. NEW BUSINESS

Information Items

1. Equating Courses and Repetitions S. Agostini / L. Miller

2. CCCCO Recertifies MJC to Locally Approve Credit Courses B. Adams 32

IX. TASK FORCES

1. Special Topics, Experimental, Independent, Work-Experience Task Force B. Adams

2. CurricUNET Implementation Task Force Update B. Sanders / B. Adams
   No report

X. PUBLIC COMMENT
I. APPROVAL OF ORDER OF AGENDA

MIS/U to approve the order of the agenda as presented. (J. Lanning/J. Daly)

II. APPROVAL OF MINUTES

September 22, 2009

MIS/C to approve the minutes of September 22, 2009 with changes noted during the meeting (13 ayes, 1 abstention) (R. Cranley/L. Prusso)

III. NOTIFICATION

The following four COURSE IDs are being inactivated to ensure local compliance with noncredit course regulation. A recent noncredit audit showed that these were being reported to the state without prior CCCCO approval to offer them as noncredit courses. Origins of the following course IDs (which appear in Datatel) are unclear, but it may be that they were created for scheduling purposes when MJC first implemented Datatel. For the purpose of the record, these courses are to be formally inactivated through the curriculum process, effective Fall 2009.

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>COURSE NAME</th>
<th>Program Impact</th>
<th>Effective</th>
<th>Inactivate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 43 L</td>
<td>Spoken English 2</td>
<td>Stand-Alone</td>
<td>Fall 2009</td>
<td></td>
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<tr>
<td>EMS 350 L</td>
<td>First Responder</td>
<td>Stand-Alone</td>
<td>Fall 2009</td>
<td></td>
</tr>
<tr>
<td>EMT 390 L</td>
<td>Emergency Medical Technician 1</td>
<td>Stand-Alone</td>
<td>Fall 2009</td>
<td></td>
</tr>
</tbody>
</table>
Hearing no objections, the committee was notified that ESL 43L, EMS 350L, EMT 390L and SOCSC 109L are to be inactivated.
IV. CONSENT

(No items appeared on the consent agenda.)

V. DISCUSSION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Effective</th>
<th>Action</th>
<th>Program Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 179</td>
<td>Jazz Solo Voice</td>
<td>1</td>
<td>Summer 2010</td>
<td>INACTIVATE</td>
<td>Stand-Alone</td>
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<td></td>
<td><strong>M/S/U to approve the INACTIVATION of MUSIC 179. (E. Maki/M. Lynch)</strong></td>
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<tr>
<td>MUSIC 182</td>
<td>Music Theory Fundamentals &amp; Beyond</td>
<td>3</td>
<td>Summer 2010</td>
<td>INACTIVATE</td>
<td>Stand-Alone</td>
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<td><strong>M/S/U to approve the INACTIVATION of MUSIC 182. (E. Maki/M. Lynch)</strong></td>
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<tr>
<td>MUSIC 185</td>
<td>Chorus</td>
<td>1</td>
<td>Summer 2010</td>
<td>INACTIVATE</td>
<td>Stand-Alone</td>
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<td><strong>M/S/U to approve the INACTIVATION of MUSIC 185. (E. Maki/M. Lynch)</strong></td>
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<tr>
<td>AGM 230</td>
<td>Field Surveying</td>
<td>2</td>
<td>Summer 2010</td>
<td>MODIFY: Materials fee, course goal, learning goals, methods of assessment, textbooks</td>
<td></td>
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<td></td>
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<td>Enrollment Restrictions: Maintaining (A) Before enrolling in this course, students are strongly advised to satisfactorily complete AG 280 or MATH 70.</td>
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<td>Distance Education Status: Not approved for Distance Education</td>
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<td>Materials Fee Status: Requesting fee of $15</td>
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<td>Articulation Status: Transfers to CSU</td>
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<td>General Education Status: Not approved for GE.</td>
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<td>Rationale: Periodic review</td>
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<td>Program Impact: Required</td>
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<td>None</td>
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<td>Elective</td>
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<td></td>
<td>1. Construction - Carpentry Skills Recognition Award</td>
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<td>2. Construction - General Skills Recognition Award</td>
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<td></td>
<td>3. Forestry A.S. Degree</td>
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<td>4. Forestry Certificate of Achievement</td>
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<td>5. Landscape Design Certificate of Achievement</td>
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<td>6. Landscape and Park Maintenance Certificate of Achievement</td>
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<td>7. Mechanized Agriculture A.S. Degree</td>
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<td>8. Mechanized Agriculture Technician Certificate of Achievement</td>
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<td>9. Recreational Land Management Certificate of Achievement</td>
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<td>10. Recreational Land Management A.S. Degree</td>
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<td></td>
<td></td>
<td>11. Soil Science A.S. Degree</td>
<td></td>
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<tr>
<td></td>
<td><strong>MSU to approve MODIFICATIONS to AGM 230 (E.Maki/M.Lynch)</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
ENGL 108  Creative Writing: Autobiography  3  
**Effective:** Summer 2010  
**MODIFY:** Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks  
**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of ENGL 101  
**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU and UC  
**General Education Status:** Approved for MJC Activities. Requesting: CSU-GE: C2.  
**Rationale:** Periodic review  
**Program Impact:**  
Required  
None  
Elective  
1. English A.A. Degree Major  
2. Print Journalism Skills Recognition Award  

**MSU to maintain ENROLLMENT RESTRICTIONS for AGM 230 (C. Mulder/M. Lynch)**  
**MSU to add MATERIALS FEE to AGM 230 (K. Ennis/E. Maki)**

INTEC 248  Electrical Codes and Ordinances  3  
**Effective:** Summer 2010  
**MODIFY:** Field trips, repetitions, course goal, learning goals, content, methods of instruction, methods of assessment  
**Enrollment Restrictions:** None  
**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU.  
**General Education Status:** Not approved for GE.  
**Rationale:** Minor updating and revision for apprenticeship correlation.  
**Program Impact:**  
Required  
1. Building and Safety Code Administration Certificate of Achievement  
2. Construction - General Skills Recognition Award  
3. Home Building Technologies Certificate of Achievement  
4. Industrial Technology - Electrician Certificate of Achievement  
5. Maintenance Electrician Certificate of Achievement  
6. Maintenance Electrician A.A. Degree Major  
7. Maintenance Electrician A.S. Degree  
Elective  
None  

**MSU to approve MODIFICATIONS to ENGL 108 (E. Maki/M. Lynch)**  
**MSU to maintain ENROLLMENT RESTRICTIONS for ENGL 108 (C. Mulder/M. Lynch)**  
**MSU to MAINTAIN PLACEMENT of ENGL 108 on MJC ACTIVITIES and to REQUEST PLACEMENT on CSU-GE:C2 (J. Sola/J. Beebe).**

PEC 112  Intermediate Racquetball  1  
**Effective:** Summer 2010  
**MODIFY:** Units, repetitions, course goal, learning goals, content, methods of instruction, methods of assessment  
**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete PEC 111
Distance Education Status: Not approved for Distance Education
Materials Fee Status: Maintaining fee of $30
Articulation Status: Transfers to CSU and UC.
General Education Status: Approved for MJC Activities.
Rationale: (None)
Program Impact:

- **Required**
- None
- **Elective**
  1. Physical Education A.A. Degree Major

**MSU to approve MODIFICATIONS to PEC 112 (E. Maki/M. Lynch)**
**MSU to maintain ENROLLMENT RESTRICTIONS for PEC 112 (C. Mulder/M. Lynch)**
**MSU to maintain MATERIALS FEE for PEC 112 (K. Ennis/E. Maki)**
**MSU to MAINTAIN PLACEMENT of PEC 112 on MJC ACTIVITIES (J. Sola/J. Beebe)**

**PEC 125**  
Beginning Ballroom Dance  
**Effective:** Summer 2010
**REACTIVATE:** All areas modified/updated. Last approved outline – 09/28/82
**Enrollment Restrictions:** None
**Distance Education Status:** Not approved for Distance Education
**Materials Fee Status:** None
**Articulation Status:** Transfers to CSU Requesting transfer to UC.
**General Education Status:** Requesting MJC Activities.
**Rationale:** I would like to reactivate this course because I feel this is a needed addition to the P.E. curriculum which would be fun and exciting for adults especially since Dancing with the Stars is so popular and many people would like to learn those dances.
**Program Impact:**
- **Required**
- None
- **Elective**
  1. Physical Education A.A. Degree Major

**MSU to approve REACTIVATION of and MODIFICATIONS to PEC 125 (E. Maki/M. Lynch)**
**MSU to PLACE PEC 125 on MJC ACTIVITIES (J. Sola/J. Beebe)**

**PEC 148**  
Yoga for Better Health  
**Effective:** Summer 2010
**MODIFY:** Units, hours, course goal, methods of instruction, methods of assessment
**Enrollment Restrictions:** None
**Distance Education Status:** Not approved for Distance Education
**Materials Fee Status:** None
**Articulation Status:** Transfers to CSU and UC.
**General Education Status:** Approved for MJC Activities.
**Rationale:** Periodic review
**Program Impact:**
- **Required**
- None
- **Elective**
  1. Physical Education A.A. Degree Major

**MSU to approve MODIFICATIONS to PEC 148 (E. Maki/M. Lynch)**
**MSU to MAINTAIN PLACEMENT of PEC 148 on MJC ACTIVITIES (J. Sola/J. Beebe)**

**PEC 162**  
Aikido 1 Basic  
**Effective:** Summer 2010
**ADOPT**
**Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised...
to be able to demonstrate physical activity, such as falling down and standing up. Students are also advised to consult a physician if they are pregnant, or have significant health problems.

**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU. Requesting transfer to UC.  
**General Education Status:** Requesting MJC Activities.  
**Rationale:** To differentiate the ethical, non-competitive, purely defensive martial art of Aikido from competitive, offensive martial arts (i.e. Karate, Judo, etc.).

**Program Impact:**
- Required
- None
- Elective

1. Physical Education A.A. Degree Major

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MSU to approve the NEW COURSE PEC 162 (E.Maki/M.Lynch)  
MSU to approve ENROLLMENT RESTRICTIONS for PEC 162 (C. Mulder/M. Lynch)  
MSU to PLACE PEC 162 on MJC ACTIVITIES (J. Sola/J. Beebe).

---

**PEC 163**

Aikido 2, Intermediate  
**Effective:** Summer 2010  
**ADOPT**

**Enrollment Restrictions:** Requesting: (A) Before enrolling in this course, students are strongly advised to be able to demonstrate the Aikido Techniques: Yonkyo, Sumi Otoshi, Tenchi Nage, Ikkyo, Kotegaeshi and Irimi Nage or hold Kyu rank from an Aikido Dojo.  
**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU. Requesting transfer to UC.  
**General Education Status:** Requesting MJC Activities.  
**Rationale:** To continue the study of Aikido and differentiate the ethical, non-competitive, purely defensive martial art of Aikido from competitive, offensive martial arts (i.e. Karate, Judo, etc.).

**Program Impact:**
- Required
- None
- Elective

1. Physical Education A.A. Degree Major

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MSU to approve the NEW COURSE PEC 163 (E.Maki/M.Lynch)  
MSU to approve ENROLLMENT RESTRICTIONS for PEC 163 (C. Mulder/M. Lynch)  
MSU to PLACE PEC 163 on MJC ACTIVITIES (J. Sola/J. Beebe).

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**PEC 164**

Self Defense  
**Effective:** Summer 2010  
**MODIFY:** Units, hours, course goal  
**Enrollment Restrictions:** None  
**Distance Education Status:** Not approved for Distance Education  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU and UC.  
**General Education Status:** Approved for MJC Activities.  
**Rationale:** Periodic review

**Program Impact:**
- Required
- None
- Elective

1. Physical Education A.A. Degree Major

---

MSU to approve MODIFICATIONS to PEC 164 (E.Maki/M.Lynch)  
MSU to MAINTAIN PLACEMENT of PEC 164 on MJC ACTIVITIES (J. Sola/J. Beebe).
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Effective</th>
<th>MODIFY:</th>
<th>Enrollment Restrictions:</th>
<th>Distance Education Status:</th>
<th>Materials Fee Status:</th>
<th>Articulation Status:</th>
<th>General Education Status:</th>
<th>Rationale:</th>
<th>Program Impact:</th>
<th>MSU to approve MODIFICATIONS to</th>
<th>MSU to MAINTAIN PLACEMENT of</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEC 165</td>
<td>Beginning Judo</td>
<td>1</td>
<td>Summer 2010</td>
<td>Title, units, hours, description, course goal, learning goals, content, typical assignments, methods of instruction</td>
<td>None</td>
<td>Not approved for Distance Education</td>
<td>None</td>
<td>Transfers to CSU and UC.</td>
<td>Approved for MJC Activities.</td>
<td>We are adding sequential courses of Judo (beginning, intermediate, and advanced) so &quot;Judo&quot; is no longer an appropriate title.</td>
<td>Required</td>
<td>(E.Maki/M.Lynch)</td>
<td>PEC 165 on MJC ACTIVITIES (J. Sola/J. Beebe).</td>
</tr>
<tr>
<td>PEVM 106</td>
<td>Men's Varsity Basketball - Spring</td>
<td>1½</td>
<td>Summer 2010</td>
<td>Description, restrictions, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment</td>
<td>Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete PEVM 105</td>
<td>Not approved for Distance Education</td>
<td>None</td>
<td>Transfers to CSU and UC.</td>
<td>Approved for MJC Activities.</td>
<td>Periodic review</td>
<td>Required</td>
<td>(E.Maki/M.Lynch)</td>
<td>(C. Mulder/M. Lynch) on MJC ACTIVITIES (J. Sola/J. Beebe).</td>
</tr>
<tr>
<td>PEVM 110</td>
<td>Men's Varsity Cross Country</td>
<td>3</td>
<td>Summer 2010</td>
<td>Description, course goal, content, methods of instruction, methods of assessment</td>
<td>None</td>
<td>Not approved for Distance Education</td>
<td>None</td>
<td>Transfers to CSU and UC.</td>
<td>Approved for MJC Activities.</td>
<td>Periodic review</td>
<td>Required</td>
<td>(E.Maki/M.Lynch)</td>
<td>(J. Sola/J. Beebe).</td>
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<tr>
<td>PEVM 120</td>
<td>Men's Varsity Golf</td>
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<td>READ 62</td>
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<td><strong>MODIFY:</strong> Modalities, restrictions, methods of assessment, textbooks</td>
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<td><strong>Enrollment Restrictions:</strong> Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete, or assess above, READ 82.</td>
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Materials Fee Status: None
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Adding availability as an online course. Adding new textbook.
Program Impact:
Stand-Alone

MSU to approve MODIFICATIONS to READ 62 (E.Maki/M.Lynch)
MSU to approve ENROLLMENT RESTRICTIONS for READ 62 (C. Mulder/M. Lynch)
MSU to approve ONLINE MODALITY for READ 62.

THETR 182 Practical Stage Lighting 3
Effective: Summer 2010

MODIFY: Hours, description, content, typical assignments, methods of instruction, methods of assessment

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete THETR 100

Distance Education Status: Not approved for Distance Education
Materials Fee Status: None
Articulation Status: Transfers to CSU and UC.
General Education Status: Not approved for GE.
Rationale: Periodic review
Program Impact:
Required
1. Design & Technical Theatre Skills Recognition Award

Elective
1. Theatre A.A. Degree Major

MSU to approve MODIFICATIONS to THETR 182 (E.Maki/M.Lynch)
MSU to maintain ENROLLMENT RESTRICTIONS for THETR 182 (C. Mulder/M. Lynch)

VI. PROGRAMS

Program Modifications (Non-Substantial)

PHYSICAL EDUCATION (AA) 20 3
Effective: Summer 2010

MODIFY: Elective courses
Adding: PEC 125
PEC 135
PEC 136
PEC 157
PEC 162
PEC 163
PEC 165
PEC 186

MSU to approve revisions to ELECTIVE/ACTIVITY courses for AA in PHYSICAL EDUCATION (L.Prusso/E. Maki).

VII. UNFINISHED BUSINESS

Informational Items

1. Title V and Catalog Rights
   S. Agostini / B. Adams
   B. Adams reported that she is still working on issues surrounding policies on catalog rights with S. Agostini. She
reported that numerous areas of ambiguity exist around catalog rights. Until this is resolved, this item will remain on the agenda.

2. **CurricUNET Trainings**  
   B. Adams
   a. **Recent trainings** – Sept. 9, Sept. 17, approximately 15 faculty attended  
   b. **Training scheduled**  
   Training in Fall 2009 – Oct. 27, FH 154 – 2:30  
   *It was suggested that trainings be specifically promoted and offered to those departments in which curriculum is slated for review in Spring 2009.*

3. **Approval Process**  
   B. Adams
   B. Adams presented to the committee an Excel spreadsheet prepared by S. Fornelli listing courses slated for review during the Fall 2009 term. She asked if the committee thought it would be useful to track how well we are completing scheduled review by department. The committee was supportive of the concept.

4. **Award count for MJC in year 2008-2009**  
   L. Miller  
   L. Miller demonstrated how to use the CCC Chancellor’s Office “Datamart” website, from which visitors can query data on community colleges and students statewide. One query available is the Student Program Awards option, which pulls data on the quantities of awards conferred in a given academic year. It was noted that this data may not accurately reflect the number of students who have completed requirements, since it only reflects students who have applied for degree or certificate. It was also mentioned that this data is not currently used in the program review process. B. Adams commented that this tool could be useful in assessing the role of awards within the curriculum.

**VIII. NEW BUSINESS**

**Information Items**

1. **Curriculum Review – Five-Year Matrix**  
   B. Adams  
   B. Adams reported that the 5-year Matrix of Curriculum Review (included in the agenda) was reviewed by the deans on September 14, 2009. She asked the committee for feedback. J. Daly asked that a distinction be made between literature courses and composition courses in the English (ENGL) department.

**IX. TASK FORCES**

1. **Special Topics, Experimental, Independent, Work-Experience Task Force**  
   B. Adams  
   No report.

2. **CurricUNET Implementation Task Force Update**  
   B. Sanders / B. Adams  
   No report.

**X. PUBLIC COMMENT**

M. Garcia asked that it go on the record that the counseling department is strongly opposed to the recent change to enrollment restrictions for CHEM 143 which now has (P) MATH 90. L. Lanigan also expressed concern as a representative of the nursing program.

This revision was approved by the Curriculum Committee on 09/22/2009. M Garcia noted that this creates an additional barrier for students who are enrolled in the impacted Nursing sequence. It was reported that data show that students who satisfactorily complete MATH 90 are more likely to succeed than those who have only satisfactorily completed MATH 70. It was also added that this change may also be taking place because of the impacted sequence
for the Nursing program, given that students who do not succeed in CHEM 143 are apt to have to retake it one or more times, preventing students who may fare better from actually enrolling and moving through the sequence.
Business Operations

The Business Operations major is designed for those students seeking an A.A./A.S. degree in management and/or marketing activities of organizations. The major offers two separate tracks for those students wishing to specialize in either area.

The Management track in Business Operations will prepare students for careers in both profit and nonprofit organizations. The basic functions of management are applied in organizations of all sizes and types. These functions include planning, organization, directing, and controlling. Students will learn the theory and techniques of problem solving, communication, motivation, and quality performance.

A.A. Degree:
Business Operations: Management

• To earn an Associate in Arts Degree, the student must complete the 20 Required Units, and meet the MJC Associate Degree Requirements.

REQUIRED COURSES - COMPLETE 20 UNITS

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<th>Course</th>
<th>Units</th>
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<td>Principles of Management</td>
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<td>CMPS 202</td>
<td>3</td>
<td>Business Information Systems</td>
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<td>CMGR 215</td>
<td>3</td>
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<td>BUSAD 201</td>
<td>2</td>
<td>Financial Accounting</td>
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<td>BUSAD 218</td>
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<td>Business Law</td>
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<td>BUSAD 245</td>
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<td>General Principles of Management</td>
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Change to 206

TOTAL UNITS FOR A.A. MAJOR .................................................. 20

A.S. Degree:
Business Operations: Management

• To earn an Associate in Science Degree, the student must complete the Required units for A.A. Degree, the MJC Associate Degree Requirements in addition to the following coursework.

ELECTIVE COURSES - COMPLETE 10 UNITS

Any courses in Business Administration, Computer Science, or Office Administration

TOTAL UNITS FOR A.S. MAJOR .................................................. 30

Clerical

The Clerical A.A./A.S. Degree/Certificate programs are designed to prepare students for various types of office occupations in the clerical field. Clerical training involves the study of various procedures, duties, and practices applicable to many business offices, as well as the development and acquisition of basic skills necessary for success in those positions. Students learn keyboarding, records management, human relations, business communication, and math.

Career possibilities in the clerical field are numerous. Jobs exist in governmental agencies, schools, health facilities, stores, and in private businesses. Some of the career alternatives for clerical graduates are record keeper, file clerk, general office clerk, mail clerk, inventory clerk, receptionist, and word processor.

Certificate of Achievement: Clerical

• To earn a Certificate of Achievement, the student must complete the following coursework. Each course must be completed with a grade of C or better.

REQUIRED COURSES - COMPLETE 30 UNITS

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<td>MATH 50</td>
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<td>Business Math</td>
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<td>Records Management</td>
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<td>Office Skills</td>
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<td>4</td>
<td>10-Key on the Computer</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT .................................. 30

A.A. Degree: Clerical

• To earn an Associate in Arts Degree, the student must complete the 20 Required Units and meet MJC Associate Degree Requirements.

REQUIRED COURSES - COMPLETE 20 UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFADM 202</td>
<td>1</td>
<td>Intermediate Keyboarding</td>
<td></td>
</tr>
<tr>
<td>OFADM 231</td>
<td>2</td>
<td>Intermediate Word Processing</td>
<td></td>
</tr>
<tr>
<td>OFADM 304</td>
<td>2</td>
<td>Professional English for Business</td>
<td></td>
</tr>
<tr>
<td>OFADM 306</td>
<td>3</td>
<td>Records Management</td>
<td></td>
</tr>
<tr>
<td>OFADM 313</td>
<td>1</td>
<td>Office Skills</td>
<td></td>
</tr>
<tr>
<td>OFADM 314</td>
<td>4</td>
<td>Office Procedures and Technologies</td>
<td></td>
</tr>
<tr>
<td>OFADM 353</td>
<td>2</td>
<td>Introduction to Computers and Windows</td>
<td></td>
</tr>
<tr>
<td>OFADM 359</td>
<td>3</td>
<td>Introduction to Spreadsheet Software</td>
<td></td>
</tr>
<tr>
<td>OFADM 375</td>
<td>4</td>
<td>10-Key on the Computer</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL UNITS FOR A.A. MAJOR .................................................. 20
A.S. Degree: Office Administration

- To earn an Associate in Science Degree, the student must complete the Required courses for AA Degree, the 10 Elective units below, and the MU Associate Degree Requirements. Students should consult with an Office Administration advisor for selection of Elective Units.

**ELECTIVE COURSES - COMPLETE 10 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMGR 215</td>
<td>3</td>
<td>Business Presentation Graphics</td>
</tr>
<tr>
<td>BUSAD 310</td>
<td>3</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>BUSAD 377</td>
<td>3</td>
<td>Human Relations in Business</td>
</tr>
<tr>
<td>OFADM 252</td>
<td>3</td>
<td>Advanced Word Processing &amp; Desktop Pub.</td>
</tr>
<tr>
<td>OFADM 303</td>
<td>½</td>
<td>Keyboarding for Speed and Accuracy</td>
</tr>
<tr>
<td>OFADM 304</td>
<td>3</td>
<td>Professional English for Business</td>
</tr>
<tr>
<td>OFADM 305</td>
<td>3</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>OFADM 306</td>
<td>1</td>
<td>Records Management</td>
</tr>
<tr>
<td>OFADM 312</td>
<td>2</td>
<td>Alphabetic Notetaking</td>
</tr>
<tr>
<td>OFADM 320</td>
<td>1</td>
<td>Telephone Techniques</td>
</tr>
<tr>
<td>OFADM 328A</td>
<td>1,2</td>
<td>Monthly Billing</td>
</tr>
<tr>
<td>OFADM 328B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFADM 330</td>
<td>3</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>OFADM 331</td>
<td>3</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>OFADM 332</td>
<td>3</td>
<td>Advanced Document Processing</td>
</tr>
<tr>
<td>OFADM 333</td>
<td>3</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>OFADM 334</td>
<td>3</td>
<td>Professional English for Business</td>
</tr>
<tr>
<td>OFADM 335</td>
<td>3</td>
<td>Telephone Techniques</td>
</tr>
<tr>
<td>OFADM 336</td>
<td>3</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>OFADM 337</td>
<td>1</td>
<td>Introduction to Business Presentation Software</td>
</tr>
<tr>
<td>OFADM 338</td>
<td>1</td>
<td>Introduction to Windows</td>
</tr>
</tbody>
</table>

**UNITS IN A.S. MAJOR**

- COMPLETE 30 UNITS

**Office Support PROGRAM**

The Office Support Skills Recognition program is designed for students desiring to meet entry-level qualifications for office support positions which require keyboarding, telephone techniques, business document formatting, document organization, time management, word processing skills, Internet and e-mail protocol, and spreadsheet design.

**Skills Recognition Award: Office Support**

- To earn a Skills Recognition Award, the student must complete the following coursework. Each course must be completed with a grade of C or better.

**REQUIRED COURSES - COMPLETE 17 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFADM 301</td>
<td>1½</td>
<td>Beginning Keyboarding</td>
</tr>
<tr>
<td>OFADM 302</td>
<td>1½</td>
<td>Beginning Document Processing</td>
</tr>
<tr>
<td>OFADM 202</td>
<td>3</td>
<td>Intermediate Keyboarding</td>
</tr>
<tr>
<td>OFADM 330</td>
<td>3</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>OFADM 231</td>
<td>3</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>CMGR 278</td>
<td>3</td>
<td>Spreadsheet Software</td>
</tr>
<tr>
<td>OFADM 361</td>
<td>1</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>OFADM 362</td>
<td>1</td>
<td>Introduction to Business Presentation Software</td>
</tr>
<tr>
<td>OFADM 353</td>
<td>1</td>
<td>Introduction to Windows</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR SKILLS RECOGNITION AWARD**

- COMPLETE 17 UNITS

**Office Computer Applications PROGRAM**

The Office Computer Applications Skills Recognition award will be given for occupational preparation and/or career supplementation and/or career upgrade. These courses will help students meet the “computer” requirements needed for today’s office worker: keyboarding, advanced document preparation including mail merge and linking/embedding documents, spreadsheet design and analysis, computer presentation design, information management utilizing a database, and the Windows operating system.

**Skills Recognition Award: Office Computer Applications**

- To earn a Skills Recognition Award, the student must complete the following coursework. Each course must be completed with a grade of C or better.

**REQUIRED COURSES - COMPLETE 17 UNITS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFADM 301</td>
<td>1½</td>
<td>Beginning Keyboarding</td>
</tr>
<tr>
<td>OFADM 302</td>
<td>1½</td>
<td>Beginning Document Processing</td>
</tr>
<tr>
<td>OFADM 202</td>
<td>3</td>
<td>Intermediate Keyboarding</td>
</tr>
<tr>
<td>OFADM 330</td>
<td>3</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>OFADM 231</td>
<td>3</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>CMGR 278</td>
<td>3</td>
<td>Spreadsheet Software</td>
</tr>
<tr>
<td>OFADM 361</td>
<td>1</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>OFADM 362</td>
<td>1</td>
<td>Introduction to Business Presentation Software</td>
</tr>
<tr>
<td>OFADM 353</td>
<td>1</td>
<td>Introduction to Windows</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR SKILLS RECOGNITION AWARD**

- COMPLETE 17 UNITS
The Records Management/Data Entry Specialist Skills Recognition award is designed for students desiring to meet entry-level requirements for records management and data entry employees: keyboarding, filing rules and their applications, manual and computer filing system development, telephone techniques, time management skills, ten-key data entry and math calculations.

**Skills Recognition Award:**
**Records Management/Data Entry**

- To earn a Skills Recognition Award, the student must complete the following coursework. Each course must be completed with a grade of C or better.

**REQUIRED COURSES - COMPLETE 16 UNITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFADM 301</td>
<td>Beginning Keyboarding</td>
<td>1½</td>
</tr>
<tr>
<td>OFADM 302</td>
<td>Beginning Document Processing</td>
<td>1½</td>
</tr>
<tr>
<td>OFADM 304</td>
<td>Professional English for Business</td>
<td>3</td>
</tr>
<tr>
<td>OFADM 306</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OFADM 313</td>
<td>Office Skills</td>
<td>3</td>
</tr>
<tr>
<td>OFADM 361</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>OFADM 375</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>BUSAD 300</td>
<td>Machine Calculations</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR SKILLS RECOGNITION** ......................................................... 16

The Retail Management Certificate Program is designed for individuals who are interested in or are currently employed in the retail industry and seek advancement into a managerial position in that field. Course work includes: retail store management, information systems, business mathematics, workplace writing, accounting, human resource management, marketing and business communications. Certificates are awarded to students in recognition of completion of specified requirements, which indicate proficiency. All certificate Required Courses must be passed with a "C" grade or better. Interested students should consult division advisors.

**Certificate of Achievement:**
**Retail Management (WAFC)**

- To earn a Certificate of Achievement, the student must complete the following coursework. Each course must be completed with a grade of C or better.

**REQUIRED COURSES - COMPLETE 30 UNITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 50</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 50</td>
<td>Basic Composition and Reading</td>
<td>3 OR</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition and Reading</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 201</td>
<td>General Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 202</td>
<td>Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPCOM 100</td>
<td>Fundamentals of Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPCOM 101</td>
<td>Basic Voice and Articulation</td>
<td>3 OR</td>
</tr>
<tr>
<td>SPCOM 102</td>
<td>Introduction to Human Communication</td>
<td>3 OR</td>
</tr>
<tr>
<td>SPCOM 106</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 240</td>
<td>Principles of Management</td>
<td>3 OR</td>
</tr>
<tr>
<td>SUPR 351</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 310</td>
<td>Bookkeeping</td>
<td>3 OR</td>
</tr>
<tr>
<td>BUSAD 201</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 246</td>
<td>Store Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 377</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 274</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 210</td>
<td>Business Communication</td>
<td>3 OR</td>
</tr>
<tr>
<td>OFADM 311</td>
<td>Business Proofreading and Editing</td>
<td>3</td>
</tr>
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</table>

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT** ........................................... 30
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 200</td>
<td>[NP] Spreadsheet Skills for Financial Accounting</td>
<td>3 OR</td>
</tr>
<tr>
<td>BUSAD 204</td>
<td>[NP] Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 336</td>
<td>[NP] Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 300</td>
<td>[NP] Machine Calculation</td>
<td>2</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES - COMPLETE 6 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPC 201</td>
<td>[NP] General Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CMPC 202</td>
<td>[NP] Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 377</td>
<td>[NP] Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 230</td>
<td>[NP] Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MATH 50</td>
<td>[NP] Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 319</td>
<td>[NP] Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 218</td>
<td>[NP] Business Law</td>
<td>4</td>
</tr>
</tbody>
</table>

Student may complete whichever course was not used in the REQUIRED units.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 336</td>
<td>[NP] Tax Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT** ........................................... 24

---

**A.A. Degree: Accounting**

To earn an Associate in Arts Degree, the student must complete the MJC Associate Degree Requirements in addition to the following coursework.

**REQUIRED COURSES - COMPLETE 20 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 201</td>
<td>[1] Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 300</td>
<td>[1] Financial Accounting on Spreadsheet</td>
<td>2</td>
</tr>
</tbody>
</table>

**UNITS IN A.A. MAJOR.............................................................................. 20

---

**A.S. Degree: Accounting**

To earn an Associate in Science Degree, the student must complete the MJC Associate Degree Requirements in addition to the coursework below.

**REQUIRED COURSES COMPLETE 20 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 201</td>
<td>[1] Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES - COMPLETE 10 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 319</td>
<td>[3] Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 204</td>
<td>[3] Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 274</td>
<td>[3] Human Resources Management</td>
<td>3 OR</td>
</tr>
<tr>
<td>BUSAD 100</td>
<td>[1] Success in Business</td>
<td>1½</td>
</tr>
</tbody>
</table>

**UNITs IN A.S. MAJOR.............................................................................. 30

---

**Certificate of Achievement: Bookkeeping**

To earn a Certificate of Achievement, the student must complete the following coursework. Each course must be completed with a grade of C or better.

**REQUIRED COURSES - COMPLETE 19 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 50</td>
<td>[NP] Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 310</td>
<td>[NP] Bookkeeping 1</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 320</td>
<td>[NP] Bookkeeping 2</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 203</td>
<td>[NP] Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 319</td>
<td>[NP] Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 300</td>
<td>[NP] Machine Calculation</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 200</td>
<td>[NP] Spreadsheet Skills for Financial Accounting</td>
<td>2</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES - COMPLETE 6 UNITS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPC 202</td>
<td>[NP] Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 248</td>
<td>[NP] Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 259</td>
<td>[NP] Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>OFADM 203</td>
<td>[NP] Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OFADM 305</td>
<td>[NP] Records Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 377</td>
<td>[NP] Human Relations in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT** ........................................... 25

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**Bookkeeping PROGRAM**

The Bookkeeping Certificate is designed for students planning to enter the job market at the entry level as a bookkeeper/accounting clerk after completing the required program courses here at Modesto Junior College. Student should have keyboarding skills. If not, he/she should take a beginning keyboarding course.

In the Bookkeeping A.A./A.S. Degree program at Modesto Junior College, students learn to analyze and enter transactions in journals, post to ledgers, complete worksheets, prepare the company's payroll, calculate employer payroll taxes, prepare the federal and state payroll tax forms, use various bookkeeping registers, prepare adjusting and closing entries, prepare classified earnings and capital statements, and prepare balance sheets. Students also learn about depreciation, bad debts, cost of goods sold, notes receivable, notes payable, inventory valuation and business taxes. The use of computers is also an important part of the bookkeeping program.
Hello!

We have just received notification from Stephanie Low of CCCCO Academic Affairs that, effective October 6, 2009, MJC has approval to award a Certificate of Achievement in **Child Development Associate Teacher**.

- I will create this award in Datatel today
- Sean will notify the curriculum committee of the approval on the 10/20/09 agenda
- It will appear in the next MJC catalog as a Certificate and not as a Skills Recognition.

Have a good day –
Letitia

-----Original Message-----
From: Letitia Senechal
Sent: Monday, September 21, 2009 8:46 AM
To: Pam Guerra-Schmidt
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Child Development

Yes, outlines were sent last week.

-----Original Message-----
From: Pam Guerra-Schmidt
Sent: Sunday, September 20, 2009 5:55 PM
To: Letitia Senechal
Cc: Laurie Prusso
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Child Development

Oops, Hi again, I realize that I’m reading my emails out of order Letitia. It sounds like you are already sending forward the course outlines for this certificate. Thank you, Pam

-----Original Message-----
From: Letitia Senechal
Sent: Monday, September 14, 2009 12:27 PM
To: Laurie Prusso; Pam Guerra-Schmidt; Karen Walters Dunlap; Kenneth White; Maurice McKinnon
Cc: Colleen Norby; Karen Tabacco; Barbara Adams; Adrienne Peek
Subject: FW: Modesto Junior College - Cert. of Achievement Denials - Child Development

Hello, Stakeholders in the “Child Development Associate Teacher” Certificate of Achievement Application (CCC-501)

In the event some of you may not be aware, the original Certificate of Achievement application (CCC-501) for Child Development Associate Teacher was recently changed from “pending” status to “denied” at the CCCCO.
Apparently, the CCCCO had been waiting for action on our end – which was to send the certificate’s corresponding course outlines. When we did not for many months, the status changed as a consequence. The good news is that Stephanie Low has given us another limited opportunity to address these problems. For one application, the extension was granted until December.

So, FYI, I have taken action to resolve problems with THIS application with the Chancellor’s Office. Please let me know if you have any questions or comments. Unfortunately, problems with three other applications are not so simple and thus cannot be resolved at my desk.

Cheers –
Letitia

From: Letitia Senechal
Sent: Monday, September 14, 2009 12:02 PM
To: 'Low, Stephanie'
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Child Development

Hello, Stephanie –

Thank you very much for your feedback on these applications. Stakeholders for each of the applications have been notified about the deficiencies and are taking various steps to resolve them.

However, I can easily address the “course outlines” issue for the Child Development Associate Teacher application. I have burned a CD and am ready to mail it to the division of Academic Affairs. To whom should I address it and should I enclose any other materials to help contextualize it for your staff?

Thanks again!
Letitia

From: Low, Stephanie [mailto:low@CCCCO.edu]
Sent: Tuesday, September 08, 2009 2:07 PM
To: Letitia Senechal
Cc: Karen Walters Dunlap; George Boodrookas
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Child Development

Dear Letitia,

The Child Development Associate Teacher is missing course outlines. George and James corresponded in October about the electronic submission of course outlines. George promised to mail the outlines on a “pin drive” but James never received it. The rest of the application is complete, so the certificate can be approved with submission of course outlines.

Stephanie Low
Acting Dean, Academic Affairs Division
California Community Colleges Chancellor’s Office
voice (916) 322-6888
Hi Stephanie –

As per our conversation earlier today, I am writing regarding the recent memo Modesto Junior College received from CCCCO Academic Affairs division alerting us that pending applications for Certificates of Achievement were to be denied because they have been pending for too long.

These applications are:

- Basic Fire Academy
- Machine Tool Technology 1
- Supervisory Management in Public Safety
- Child Development Associate Teacher

We would like to address any problems with these applications. The obstacle is that - because of a leadership transition that has recently taken place- we are having difficulty researching the specific nature of the problems, and determining if any action has taken place on our end to resolve them. There is limited evidence as to where we currently stand and what needs to be done. Can you help us?

At this time, we are most concerned about the Basic Fire Academy application and plan to take immediate steps to fix it. From what I can read, It appears that it may be as simple as a missing faculty load calculation for the Basic Fire Academy certificate. Can you confirm this? Were there other problems?

As for the other applications, we would make use of similar feedback, however it is not urgent. I regret the inconvenience for your area. Attached are files that we were able to find pertaining to all of our submitted Certificate of applications. We sincerely welcome and appreciate any information that you can provide. As requested, I have attached evidence we have been able to find.

Thanks, Stephanie!
Letitia

Letitia B. Senechal
Curriculum Specialist
Modesto Junior College
435 College Avenue
This should be attached to 10/20 withdrawal of Supr Mgmt in Public Safety

---

**From:** Low, Stephanie [mailto:low@CCCCO.edu]
**Sent:** Tuesday, October 13, 2009 9:23 AM
**To:** Letitia Miller
**Cc:** Karen Walters Dunlap; Barbara Adams
**Subject:** RE: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

The application for “Supervisory Management in Public Safety” has been withdrawn.

**Stephanie Low**
Acting Dean, Academic Affairs Division
California Community Colleges Chancellor's Office
voice (916) 322-6888
fax (916) 445-6268

---

**From:** Letitia Miller [mailto:millerle@yosemite.edu]
**Sent:** Tuesday, October 13, 2009 7:56 AM
**To:** Low, Stephanie
**Cc:** Karen Walters Dunlap; Barbara Adams
**Subject:** FW: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

Good morning, Stephanie –

I am writing on behalf of Barbara Adams, MJC Curriculum Committee co-chair to inform the Chancellor’s Office that MJC would like to withdraw our pending application for Certificate of Achievement in “Supervisory Management in Public Safety.”

We greatly appreciate the opportunity you gave us to resubmit our applications and address problems in the original application. Unfortunately, at this time, the faculty originator is not available to address the deficiencies noted. Stakeholders in the academic division agree that, for now, withdrawing the application is the best solution.

Thank you.
Letitia

Letitia S. Miller
Curriculum Specialist
Modesto Junior College
From: Barbara Adams  
Sent: Monday, October 12, 2009 3:20 PM  
To: Letitia Miller; Adrienne Peek  
Cc: Kenneth White; Gregory Hausmann; Dale Hoagland; Sean Fornelli; Karen Walters Dunlap  
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

Hi Letitia,

Yes, you have my consent to proceed as you have suggested.

Barbara

Barbara Adams  
Modesto Junior College  
Curriculum Co-Chair  
Speech Communication Professor  
(209) 575-6890

From: Letitia Miller  
Sent: Thursday, October 08, 2009 4:23 PM  
To: Barbara Adams; Adrienne Peek  
Cc: Letitia Miller; Kenneth White; Gregory Hausmann; Dale Hoagland; Sean Fornelli; Karen Walters Dunlap  
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

Hi Barbara and Adrienne–

Since I haven’t heard anything in response to the email below, I called Ken to follow up on the pending application for the above award. This award was originated by Frank Drummond about 5 years ago. We agreed that, since the originator is not available to address the issues with the application by the CCCCO extension deadline, we should let the application “fall away” or withdraw it. He or his colleagues can reapply at a later date – hopefully with the CCCCO feedback about errors or missing data resolved.

I suggest that we notify Curriculum that MJC is withdrawing this application due to extenuating circumstances, and attach this string regarding the specific nature of the original application’s shortcomings to the agenda.
With your consent, I will contact Stephanie Low to let her know that MJC would like to withdraw the application.

Please advise when you have a moment. Thanks again.

-Letitia

From: Letitia Senechal
Sent: Wednesday, September 23, 2009 1:23 PM
To: Kenneth White; Gregory Hausmann; Dale Hoagland
Cc: Barbara Adams
Subject: FW: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

Hi Everyone –

Below please find feedback from the Chancellor’s Office on what was a pending Certificate of Achievement application in “Supervisory Management in Public Safety.” Recently, the CCCCO denied this and three other applications because they had been pending for far too long due to deficiencies in the original application. However, she has given us an extension until early December 2009.

Can you please let Barbara Adams and myself know at your earliest convenience if you plan to pursue resubmission of your application before the deadline? We are happy to assist with your efforts.

Thank you –
Letitia

From: Low, Stephanie [mailto:lows@CCCCO.edu]
Sent: Tuesday, September 08, 2009 2:32 PM
To: Letitia Senechal
Cc: Karen Walters Dunlap; George Boodrookas
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Supervisory Management in Public Safety

Dear Letitia,

The last program, Supervisory Management in Public Safety, listed in the August 24, 2009, letter has several deficiencies. There are no course outlines of record. It’s not clear whether the LMI data is for regional, state or national data. The source cited is “EMSI Complete Employment – September 2007” which is usually statewide data, instead of regional. Finally, the Enrollment and Completer Projections need to provide a rationale for the prediction that 30 students will be trained each year.

Due to the number of deficiencies for this application, I’ll set a 90-day limit for receipt of this data. The application will be denied effective December 7, 2009, if the additional documentation has not
Hi Stephanie –

As per our conversation earlier today, I am writing regarding the recent memo Modesto Junior College received from CCCCO Academic Affairs division alerting us that pending applications for Certificates of Achievement were to be denied because they have been pending for too long.

These applications are:

- Basic Fire Academy
- Machine Tool Technology 1
- Supervisory Management in Public Safety
- Child Development Associate Teacher

We would like to address any problems with these applications. The obstacle is that - because of a leadership transition that has recently taken place - we are having difficulty researching the specific nature of the problems, and determining if any action has taken place on our end to resolve them. There is limited evidence as to where we currently stand and what needs to be done. Can you help us?

At this time, we are most concerned about the Basic Fire Academy application and plan to take immediate steps to fix it. From what I can read, it appears that it may be as simple as a missing faculty load calculation for the Basic Fire Academy certificate. Can you confirm this? Were there other problems?

As for the other applications, we would make use of similar feedback, however it is not urgent. I regret the inconvenience for your area. Attached are files that we were able to find pertaining to all of our submitted Certificate of applications. We sincerely welcome and appreciate any information that you can provide. As requested, I have attached evidence we have been able to find.

Thanks, Stephanie!
Letitia

Letitia B. Senechal
Curriculum Specialist
Modesto Junior College
435 College Avenue
Modesto, California 95350
(209) 575-6469
(209) 575-6025 (FAX)
old.mjc.edu/curriculum/
curriculum.comm.mjc.edu/
www.mjc.edu/catalog
To: MJC Curriculum Committee  
From: Jeff Weaver, Machine Tool Technology  
Date: October 13, 2009  
Re: Request To Revise Requirements Machine Tool Technology Program

Effective with the 2010-2011 catalog, please replace MACH 399 with MACH 395 in the following awards in the Machine Tool Technology program:

- **Skills Recognition***: Machine Tool Technology 1 (16 unit)
- **Certificate of Achievement*: Machine Tool Technology 2 (30 unit certificate)
- **AS Degree**: Machine Tool Technology

**RATIONALE:**
The 399 “Independent study” series of classes have been inappropriately used for many years at MJC as a means for students to have access to additional lab time to further develop skills and gain units that were required for various certificates and degrees. At least in the Machine Tool Technology area, there was nothing “independent” or off site about what the student was required to accomplish. These MACH 399 A&B classes were directed project lab classes, using school facilities, during regularly scheduled labs, and under direct instructor supervision. The new MACH 395 series – Advanced Machine Tool Technology Lab (A=1 unit@3Hr/wk lab time and B=2 units@6Hr/wk lab time) more accurately reflects the activities in which the student is involved, reduces inappropriate state mandated paperwork (which was seldom submitted), and results in the school being appropriately compensated for services provided to the student. The change is in the name of the class only.

---

**MACHINE TOOL TECHNOLOGY PROGRAM**

**Skills Recognition Award:**

**Machine Tool Technology 1**

- To earn a Skills Recognition Award, student must complete the 16 required units. Each course must be completed with a C or better.

**REQUIRED COURSES - COMPLETE 16 UNITS**

<table>
<thead>
<tr>
<th>CRSE</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 211D</td>
<td>1</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>MACH 212D</td>
<td>2</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>MACH 213C</td>
<td>3</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>MACH 399</td>
<td>3</td>
<td>Independent Study</td>
</tr>
<tr>
<td>MACH 399ABC</td>
<td>3</td>
<td>Advanced Machine Tool Technology Laboratory</td>
</tr>
<tr>
<td>WELD 200</td>
<td>1</td>
<td>Arc &amp; Gas Welding</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS FOR SKILLS RECOGNITION AWARD** .......... 16

**Certificate of Achievement:**

**Machine Tool Technology 2**

- To earn a Certificate of Achievement, student must complete the 27 required units and one course from the elective

**REQUIRED COMPETENCIES FOR CERTIFICATE**

<table>
<thead>
<tr>
<th>CRSE</th>
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</thead>
<tbody>
<tr>
<td>MATH 20</td>
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<td>Elementary Algebra</td>
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</table>

**REQUIRED COURSES - COMPLETE 27 UNITS**

<table>
<thead>
<tr>
<th>CRSE</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH 211E</td>
<td>1</td>
<td>Machine Tool Technology 1</td>
</tr>
<tr>
<td>MACH 212E</td>
<td>2</td>
<td>Machine Tool Technology 2</td>
</tr>
<tr>
<td>MACH 213D</td>
<td>3</td>
<td>Machine Tool Technology 3</td>
</tr>
<tr>
<td>WELD 200</td>
<td>1</td>
<td>Arc &amp; Gas Welding</td>
</tr>
<tr>
<td>MACH 219</td>
<td>2</td>
<td>Introduction to CNC Mill Programming</td>
</tr>
<tr>
<td>MACH 220</td>
<td>2</td>
<td>CNC Machine Tool Programming</td>
</tr>
<tr>
<td>MACH 222</td>
<td>2</td>
<td>CNC Machine Operations</td>
</tr>
<tr>
<td>MACH 300</td>
<td>2</td>
<td>Independent Study</td>
</tr>
<tr>
<td>MACH 395ABC</td>
<td>3</td>
<td>Advanced Machine Tool Technology Laboratory</td>
</tr>
<tr>
<td>MACH 310</td>
<td>3</td>
<td>Advanced Topics in Machining</td>
</tr>
<tr>
<td>MACH 218</td>
<td>3</td>
<td>Intro to CNC Lathe Programming</td>
</tr>
<tr>
<td>ENGTC 376</td>
<td>2</td>
<td>Mechanical Blue Print Reading</td>
</tr>
<tr>
<td>ENGR 220</td>
<td>2</td>
<td>Basic Engineering Graphics 1</td>
</tr>
<tr>
<td>INTEC 376</td>
<td>2</td>
<td>Mechanical Blue Print Reading</td>
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<tr>
<td>WELD 204</td>
<td>2</td>
<td>Gas Metal Arc Welding</td>
</tr>
<tr>
<td>WELD 206</td>
<td>2</td>
<td>Gas Tungsten Arc Welding</td>
</tr>
</tbody>
</table>

**TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT** .......... 30

**A.S. Degree: Machine Tool Technology**

- To earn an Associate in Science Degree, student must complete the 27 Required units, 3 elective units, and meet the MJC Associate Degree requirements. The classes within this series is intended to address the needs of those who wish to obtain an AS degree in Machine Tool Technology or are interested in advancing the skills developed while obtaining the Machine Tool Technology 1 certificate.

**UNITS IN A.S. MAJOR** .......... 30

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* Currently pending CCCCCO approval as Certificate of Achievement
Sean Fornelli

From: Letitia Miller
Sent: Tuesday, October 13, 2009 9:53 AM
To: Sean Fornelli
Cc: Barbara Adams
Subject: FW: IMPORTANT: Modesto Junior College - Cert. of Achievement Denials - Machine Tool Technology

Sean –

Please include this string with incoming revisions to Jeff Weaver’s program revisions on the 10/20 agenda (assuming Jeff submits his revisions in time). Barbara may provide additional instructions.

Thank you!
Letitia

From: Low, Stephanie [mailto:lows@CCCCO.edu]
Sent: Tuesday, October 13, 2009 9:09 AM
To: Letitia Miller
Subject: RE: IMPORTANT: Modesto Junior College - Cert. of Achievement Denials - Machine Tool Technology

I can make this change in the existing application. Please send the MACH 395 outline.

Thanks!

Stephanie Low
Acting Dean, Academic Affairs Division
California Community Colleges Chancellor's Office
voice (916) 322-6888
fax (916) 445-6268

From: Letitia Miller [mailto:millerle@yosemite.edu]
Sent: Tuesday, October 13, 2009 8:37 AM
To: Low, Stephanie
Subject: FW: IMPORTANT: Modesto Junior College - Cert. of Achievement Denials - Machine Tool Technology

Hi Stephanie –

While in the process of addressing the deficiency in the MJC CCC-501 application for “Machine Tool Technology 1,” the faculty author discovered that a course currently required in the award is not what is intended.

Essentially, he wants to replace one course with another. MACH 395 – Advanced Machine Tool Technology Laboratory would replace the missing course outline - MACH-399 Independent Study.

The faculty member is revising the award requirements through the local curriculum process. He would also like this change to be reflected in the pending application. However, the content of the CCC-501 application would not change at all.

We’re not clear on CCCCO protocol in this circumstance. Can you please advise whether we need to
• **Withdraw** the pending application and send a new, signed CCC-501 with the **new** requirements (including the MACH 395 outline)

• **Send only the new requirements** (and the MACH 395 outline) with a request that they replace the old in the pending application

• **Other (?)**

Your assistance is always appreciated. 😊

Thanks again –

Letitia

---

**Letitia S. Miller**
Curriculum Specialist
Modesto Junior College
435 College Avenue
Modesto, California 95350
(209) 575-6469
(209) 575-6025 (FAX)
old.mjc.edu/curriculum/
curriculum.comm.mjc.edu/
www.mjc.edu/catalog

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**From:** Barbara Adams  
**Sent:** Monday, October 12, 2009 3:21 PM  
**To:** Letitia Miller  
**Cc:** Adrienne Peek; Jeffrey Beebe; Mark Anglin; Pedro Mendez; Jeff Weaver; Sean Fornelli  
**Subject:** RE: IMPORTANT: Modesto Junior College - Cert. of Achievement Denials - Machine Tool Technology

Hi Letitia,

Yes, I would support the revision of changing 399 to 395 as Jeff is proposing.

We also need to include the proposed program revision in the 10/20/09 agenda so the committee may approve it at the local level. (Sean, this would be similar to what you prepared for the PE degree revision on the 10/6/09 agenda.)

Let me know if there are any other issues to resolve.

Thanks!

Barbara

Barbara Adams  
Modesto Junior College  
Curriculum Co-Chair  
Speech Communication Professor  
(209) 575-6890

---

**From:** Letitia Miller  
**Sent:** Thursday, October 08, 2009 3:35 PM
Hi Barbara –

Here’s an update on MACH 399. I just spoke at length with Jeff, who is very eager to see this situation resolved. Here are the key points of the issue.

1. When these applications (to retain Certificate of Achievement status at the CCCCO) were submitted in Spring 2008, no changes to award requirements were permitted by leadership because of the compressed application window and the fact that Curriculum Committee review would not be able to review/approve changes in the compressed timeframe.

2. Jeff Weaver shared that the reference to MACH 399 is in error, and has been for some time. He believed the change had been made on the books, but neither of us are not clear if/how it came through curriculum in the past, if it was missed etc. He would rather have 395 in its place.

3. He would like to see it removed from the program for the purposes of this application, and is ALSO in the process of preparing a proposal for the next curriculum meeting requesting that MACH 399 be struck from multiple awards and replaced with MACH 395 effective 2010-2011. I plan to assist him.

Questions for You

1. Would you support a revision to this program (replace 399 with 395) as an emergency item for the purposes of this application? Of course we could notify the committee on 10/20/09.

2. If so, do you want me to call Stephanie Low to inquire as to if/how we can make such a change to the requirements on this pending application?

3. Do you have other recommendations as to how to proceed?
Hello, Mark, Pedro, and Jeff -

As many of you may know, the Chancellor’s Office denied the Spring 2008 application for Certificate of Achievement in Machine Tool Technology 1. However, Stephanie Low, Acting Dean of Academic Affairs, CCCC0 has kindly given us an extension to address problems with the application. In this case, it is simply a missing approved course outline of record for and Independent Study course.

Can you advise – do you plan to respond to the extension, meaning are steps being taken to prepare and launch this outline? We are not clear on this.

From what I understand, steps have been taken to assist your area to this end. A shell outline for MACH 399 exists in CurricUNET and simply needs to be launched no later than Monday, November 9 by either Mark, Pedro, Jeff B. and/or Jeff Weaver. If launch later than that date, we will not be able to approve the course in time to honor the CCCC0 extension, and the 2008 application will then be denied. 😞

Conversely, if you do not plan to take advantage of the resubmission, please advise Barbara Adams and me ASAP.

Thank you – we would really like to see your program get approval from the state.

Letitia

---

From: Low, Stephanie [mailto:laws@CCCCO.edu]
Sent: Tuesday, September 08, 2009 2:13 PM
To: Letitia Senechal
Cc: Karen Walters Dunlap; George Boodrookas
Subject: RE: Modesto Junior College - Cert. of Achievement Denials - Machine Tool Technology

Dear Letitia,

Based on an email on November 12, 2008, from James to George Railey, the application for a certificate in Machine Tool Technology is missing one course outline of record for “MACH 399-Independent Study.” Please provide this outline, which is all that is necessary for approval of the certificate.

Stephanie Low  
Acting Dean, Academic Affairs Division  
California Community Colleges Chancellor's Office  
voice (916) 322-6888  
fax (916) 445-6268

---

From: Letitia Senechal [mailto:senechall@yosemite.edu]
Sent: Wednesday, September 02, 2009 5:22 PM
To: Low, Stephanie
Cc: Karen Walters Dunlap; George Boodrookas
Subject: Modesto Junior College - Cert. of Achievement Denials

Hi Stephanie –
As per our conversation earlier today, I am writing regarding the recent memo Modesto Junior College received from CCCCCO Academic Affairs division alerting us that pending applications for Certificates of Achievement were to be denied because they have been pending for too long.

These applications are:

- Basic Fire Academy
- Machine Tool Technology 1
- Supervisory Management in Public Safety
- Child Development Associate Teacher

We would like to address any problems with these applications. The obstacle is that - because of a leadership transition that has recently taken place- we are having difficulty researching the specific nature of the problems, and determining if any action has taken place on our end to resolve them. There is limited evidence as to where we currently stand and what needs to be done. Can you help us?

At this time, we are most concerned about the Basic Fire Academy application and plan to take immediate steps to fix it. From what I can read, It appears that it may be as simple as a missing faculty load calculation for the Basic Fire Academy certificate. Can you confirm this? Were there other problems?

As for the other applications, we would make use of similar feedback, however it is not urgent. I regret the inconvenience for your area. Attached are files that we were able to find pertaining to all of our submitted Certificate of applications. We sincerely welcome and appreciate any information that you can provide. As requested, I have attached evidence we have been able to find.

Thanks, Stephanie!
Letitia

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California Community Colleges
APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Fire Academy Program/Basic & Advanced
Modesto Junior College
Yosemite Community College District

PLANNING SUMMARY

Recommended T.O.P. Code 2133.00 Estimated FTE Faculty Workload
Units for Degree Major or Area of Emphasis 17 Number of New Faculty Positions 1
Total Units for Degree NA Est. Cost, New Equipment $0
Required Units-Certificate NA Cost of New/Remodeled Facility $0
Projected Annual Completers 55 Est. Cost, Library Acquisitions $0
Projected Net Annual Labor Demand (CTE) 1450

When will this program undergo review as part of college’s Program Evaluation Plan? Month/Semester/ Fall Year_2010

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. Number the sections of the narrative to match the lists below. If appropriate, you may note that a section is “not applicable” but do not re-number the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission
1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need
5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee (CTE only)
12. Recommendations of Advisory Committee (CTE only)
Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards
13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)
Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources
15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance
19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND ONE COPY OF THIS FORM AND ALL ATTACHMENTS
<table>
<thead>
<tr>
<th><strong>REQUIRED SIGNATURES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Program Title</strong></td>
</tr>
</tbody>
</table>

**LIBRARY AND LEARNING RESOURCES**
Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER</th>
<th>TYPED OR PRINTED NAME</th>
</tr>
</thead>
</table>

**CAREER TECHNICAL EDUCATION ONLY:**
Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, ADMINISTRATOR OF CTE</th>
<th>TYPED OR PRINTED NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE</td>
<td>TYPED OR PRINTED NAME</td>
</tr>
</tbody>
</table>

Program was recommended for approval by Regional Occupational Consortium on __________________________ (date).

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, CHAIR, REGIONAL CONSORTIUM</th>
<th>TYPED OR PRINTED NAME</th>
</tr>
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</table>

**LOCAL CURRICULUM APPROVAL**
Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, CHAIR, CURRICULUM COMMITTEE</th>
<th>TYPED OR PRINTED NAME</th>
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<tbody>
<tr>
<td>DATE</td>
<td>SIGNATURE, ARTICULATION OFFICER</td>
<td>TYPED OR PRINTED NAME</td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE, CHIEF INSTRUCTIONAL OFFICER</td>
<td>TYPED OR PRINTED NAME</td>
</tr>
<tr>
<td>DATE</td>
<td>SIGNATURE, PRESIDENT, ACADEMIC SENATE</td>
<td>TYPED OR PRINTED NAME</td>
</tr>
</tbody>
</table>

**COLLEGE PRESIDENT**
All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, PRESIDENT OF THE COLLEGE</th>
<th>TYPED OR PRINTED NAME</th>
</tr>
</thead>
</table>

**DISTRICT APPROVAL**
On _____________ (date), the governing board of the __________________________ District approved the instructional program attached to this application.

<table>
<thead>
<tr>
<th>DATE</th>
<th>SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT</th>
<th>TYPED OR PRINTED NAME</th>
</tr>
</thead>
</table>

**SUBMIT ORIGINAL AND ONE COPY OF THIS FORM AND ALL ATTACHMENT**
California Community Colleges

New Program - Basic/Advanced Fire Academy

A.1.a - Basic Knowledge and Skills of a firefighter as set by the State Fire Marshal

As a result of satisfactory completion of this course, the student should be prepared to:

Enter the Fire Service as a volunteer or paid firefighter by meeting the employment requirements of most California Fire Departments. The student will use basic firefighter knowledge and skills, with an emphasis on the “hands on” approach to skills development. This course conforms to the standards for certification by the State Board of Fire Services and the Office of State Fire Training.

A.1.b – Advanced Fire Academy

Advanced Fire Academy is the second of two courses of the firefighter. This course includes instruction in ventilation, vehicle extrication, ICS 200, 67-hour Wildland Firefighting, Confined Space Awareness, Lo-Angle Rope Rescue Operations, Hazmat Operations/Decon.

CHANGES TO AN APPROVED CREDIT PROGRAM

Criteria A.2 Catalog Descriptions

Introduction to fundamental knowledge and skills of a firefighter as set by the State Fire Marshal. Successful completion of the course fulfills educational requirements for Fire Fighter 1 and meets most fire department entry-level testing pre-requisites.

Criteria A.3 New Requirements

FSCI - 301 - Fire Protection Organization - 3 units
EMS - 350 - First Responder with Health Care - 3 units
EMS 390 - Emergency Medical Technician 1 - 6 units

Criteria A.4 Background and Rationale

If Needed
Criteria B.6 Enrollment and Completer Projections

It is difficult to derive at a solid number of completers for this program at this time, due to current economics. Most Fire Departments have a freeze on hiring. But, with an increase in retirements due to “Baby Boomers” leaving the fire service at age 50 years old the state will need a significant number of new firefighters.

Criteria B.7 Impact on other colleges in the region

Each of the neighboring community colleges (Merced and Delta) do not have Basic/Advanced Fire Academies. Neither of these colleges places a great emphasis on the certificate program and places the greatest amount of effort on the AS degree programs. The program here at MJC is proposing, the student can move onto a career if he/she chooses or continue and obtain more advanced certificates.

Criteria B.8 Labor Market and Job Availability

Labor market statistics for the central valley counties: Calaveras, Fresno, Kern, Kings, Madera, Merced, San Benito, San Joaquin, Stanislaus, Tulare, Tuolumne, reflect the growing need for new firefighters.

2009 Occupational Jobs ------------------------------------------ 2113
2019 Occupational Jobs -------------------------------------------2871

Criteria C.9 Curriculum Standards

Transferability - N/A
Attachments - A - Course Outlines
B - Articulation Agreements - N/A

Criteria D.10 Adequate Resources

At this time the impact on faculty and facility will continue to be good. The Regional Fire Training Center is one of the best facilities in California at this time. In the future this facility will be in need of more classroom space.
Criteria E.11 Compliance

The Regional Fire Training Center is a state of the art fire training facility operated under a unique partnership between the Yosemite Community College District (Modesto Junior College), the City of Modesto (Modesto Fire Department), and the County of Stanislaus (Stanislaus County Fire Districts).

The Regional Fire Training Center was constructed in 1994 at a cost of 5.4 Million dollars. The center includes many important features that would not have been possible if not for the partnership approach.

Many unique challenges have been overcome to make this center a reality. We would like to share with you the issues surrounding a project of this magnitude. This will include:

- The scope of the project
- The history of the project
- Organizational structure
- Current funding arrangements
- Revenue opportunities
- Operations

The Regional Fire Training Center has been an Accredited Training Center since 1994. The Center had an accreditation inspection May of 2008. The Regional Fire Training Center has been given a new 5 year accreditation at that time.
## California Community Colleges

### Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

<table>
<thead>
<tr>
<th>College</th>
<th>Modesto Junior College</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Yosemite CCD</td>
</tr>
<tr>
<td>Date FormSubmitted</td>
<td>09/29/2009</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Letitia S. Miller</td>
</tr>
<tr>
<td>Phone #</td>
<td>(209) 575-6469</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:millerle@mjc.edu">millerle@mjc.edu</a></td>
</tr>
</tbody>
</table>

**Check one** of the four boxes below to indicate the type of change.

**If you select Option 1 or 2, complete fields A – K below:**

- ☐ 1. Non-substantial change to previously approved program
- ☐ 2. Change from INACTIVE to ACTIVE status.

For revised and reactivated programs, attach **proposed program description** and **requirements** – catalog description, list of required course titles, units, and other completion requirements.

**If you select Option 3 or 4, complete fields A, B & C below:**

- ☐ 3. Remove/Delete entry from current college program inventory
- ☑ 4. Change from ACTIVE to INACTIVE status.

**Briefly describe change/update:** Curriculum leadership has determined that this degree is noncompliant with Title 5, §55806, §55063(a)(1), CCCCO legal advisory 05-08, and ASCCC Resolution 13.02 F06. Faculty in the disciplines have been encouraged to revise the noncompliant degree but have not yet submitted a revision. At this time, the degree is being inactivated in hopes of reactivating it as a compliant degree in the future.

### Fields

<table>
<thead>
<tr>
<th>Unique Code</th>
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<th>AS REVISED (fill in updated fields only)</th>
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<td>10641</td>
<td>N/A – Unique code cannot change.</td>
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<tr>
<td>2201.00</td>
<td>Attach list of required courses.</td>
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</tr>
<tr>
<td>Behavioral and Social Sciences</td>
<td>Attach list of required courses.</td>
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</table>

| Certificate Units | | |
| Degree Type | | |
| Year Approved | 1970 | N/A - Use CCC-510 for Substantial Change. |
| Transfer Status | | N/A - Use CCC-510 for Substantial Change. |
| Occupational Status | | |
| Date Program Change Approved by Curriculum Committee (month/year) | | |
| Comments (appear on Inventory of Approved and Projected Programs) | | |

**Date Program Reactivated**

2008-2009
SUBMIT ONE COPY OF THIS FORM AND ALL ATTACHMENTS.
Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

College Modesto Junior College
District Yosemite CCD
Date Form Submitted 10/05/09

Contact Person Letitia S. Miller
Phone # (209) 575-6469
E-mail millerle@mjc.edu

10/02/09
SIGNATURE, CHIEF INSTRUCTIONAL OFFICER
Karen Walters Dunlap, Ph.D

Check one of the four boxes below to indicate the type of change.

If you select Option 1 or 2, complete fields A – K below:
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For revised and reactivated programs, attach proposed program description and requirements – catalog description, list of required course titles, units, and other completion requirements.

If you select Option 3 or 4, complete fields A, B & C below:
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☑ 4. Change from ACTIVE to INACTIVE status.

Briefly describe change/update:
Program has been inactive locally for many years as the result of a faculty retirement. There has been mention of intent to reactivate the program locally, however, budget cuts and staffing shortages have prohibited that.

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<tr>
<td>B T.O.P. Code</td>
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<tr>
<td>C Local Title</td>
<td>Fashion Merchandising/Visual Merchandising</td>
<td>Attach list of required courses.</td>
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<tr>
<td>D Certificate Units</td>
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<tr>
<td>E Degree Units</td>
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<tr>
<td>F Degree Type</td>
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<td>G Year Approved</td>
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<td>H Transfer Status</td>
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California Community Colleges
Non-Substantial Changes to Approved Program or Change of Active–Inactive Status

College: Modesto Junior College
District: Yosemite CCD
Date Form Submitted: 10/05/09
Contact Person: Letitia S. Miller
Phone #: (209) 575-6469
E-mail: millerle@mjc.edu

Date Processed

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Briefly describe change/update:
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<tr>
<td>B T.O.P. Code</td>
<td>1303.20</td>
<td></td>
</tr>
<tr>
<td>C Local Title</td>
<td>Image Consultant/Personal Shopper</td>
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<tr>
<td>D Certificate Units</td>
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<td>Attach list of required courses.</td>
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<tr>
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☒ 4. Change from ACTIVE to INACTIVE status.

Briefly describe change/update:
Program has been inactive locally for many years as the result of a faculty retirement. There has been mention of intent to reactivate the program (currently inclusive of a Certificate of Achievement, Associate of Arts and Associate of Science degrees), however, budget cuts and staffing shortages have prohibited such activity.
SUBMIT ONE COPY OF THIS FORM AND ALL ATTACHMENTS.
October 14, 2009

Karen Walters-Dunlap
Vice President of Instruction
Modesto Junior College
435 College Ave.
Modesto, CA 95350-5800

SUBJECT: Certification for Local Approval of Credit Courses

Dear Dr. Walters-Dunlap:

California Education Code (CEC) and Title 5 §55100 permit community college districts to approve, without prior approval by the Chancellor of the California Community Colleges, nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program (commonly known as "stand-alone" courses). This regulation requires that:

➢ The college curriculum committee and all other persons who will be involved in the curriculum approval process have completed training on course approval.
➢ The district will submit certification that all faculty and staff involved in the curriculum approval process have completed training.

Congratulations! **Modesto Junior College is certified to approve stand-alone credit courses in the 2009-2010 academic year.**

The process for reporting approved courses is facilitated through the MIS or IT staff at your college or district. For information, please refer to the instructions in the Program and Course Approval Handbook, 3rd Edition on page 91.

Sincerely,

\[5. Low\]

Stephanie Low, Acting Dean
Academic Affairs Division
California Community Colleges, Chancellor’s Office
To: Curriculum Committee

From: MJC Computer Graphics Department

Date: 10/16/2009

Re: Expedited Approval Request for All Classes Utilizing To Be Arranged Lab Hours

Due to clarified guidelines regarding TBA lab hours from the California Community Colleges Chancellor’s Office, it is clear that our physical lab facilities are insufficient to accommodate our current enrollment. As suggested in these guidelines, we are adding online and hybrid modality options to all of our classes that utilize TBA lab hours, that don’t already utilize these modalities. As per direction from our Division Dean, these standards must be applied by the spring 2010 semester.

Classes requesting expedited approval for this reason are:

CMPGR 203/Art103
CMPGR 215
CMPGR 217
CMPGR 225
CMPGR 226
CMPGR 235
CMPGR 236
CMPGR 252
CMPGR 265
CMPGR 284

Other TBA Lab classes in our discipline are currently approved for online and hybrid modalities:

CMPGR 202/Art102
CMPGR 263
CMPGR 267
CMPGR 268

Questions can be addressed to Brian Sinclair at X6406, or sinclairb@mjc.edu.