I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

March 13, 2012

III. COURSE NOTIFICATION AGENDA

<table>
<thead>
<tr>
<th>Units</th>
<th>RSCR</th>
<th>Course</th>
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<tr>
<td></td>
<td>230</td>
<td>Clinical 1</td>
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Effective: Fall 2012

Expedited: Expedited administrative update to fee

Granted by VPI

Rationale for Expedited Approval: Materials fees for liability insurance are illegal, according to division staff in ALHE. This course was missed. It should be noted that this course is not compliant, and that updates to the fees will require a change to the active course record. L. Miller will attach the existing fee report to the active course record, and update the fee information in CurricUNET so that no fee appears on the active course. The fee removal will be effective Fall 2012. L. Miller has advised the division to bring this course into review-cycle compliance ASAP to avoid inactivation and to ensure it can continue to be offered.

MODIFY: Materials fee (on active CurricUNET course)

Materials Fee Status: Removing fee of $12.00

UC Transfer Articulation: History Subject Area Review Results

From: Jennifer Forsberg [mailto:Jennifer.Forsberg@ucop.edu]
Sent: Wednesday, December 21, 2011 4:14 PM
To: Ruth Cranley
Subject: History Subject Area Review Results - Modesto Junior College

Dear Community College Articulation Officer:

Below you will find a detailed breakdown of the courses identified by the UCOP transfer articulation staff as a part of the 2011 UC history subject area review. The designated courses for your college are divided into the following sections:

- courses submitted by you and approved upon review
- courses submitted by you and not approved (these should be resubmitted during the 2012-2013 TCA cycle)
- courses identified by the reviewer but not submitted (these need to be submitted during the 2012-2013 TCA cycle)
- courses submitted by you that are not part of this review (thus approved without review)

In reviewing your courses, we have strived to give valuable and detailed feedback about courses that do not meet the established requirements. Should you or your faculty have questions about the results, Dawn and I would be happy to set up a conference call with you to go over the results and give further feedback.

Submitted and retained
HIST 101  History of the United States to 1877
HIST 102  History of the United States Post Civil War
HIST 104  Western Civilization to 1650
HIST 105  Western Civilization since 1650
HIST 106  World Civilization to the 16th Century
HIST 107  World Civilization from the 16th Century
HIST 145  History of Latin America

Submitted and phased out

None

Not submitted and phased out

None

Submitted and automatically retained (not part of review)

HIST 119  Social and Cultural History of 20th Century America

Courses that currently have phase out notices are due to be phased out after summer 2013; this will us time to work with you to make the course(s) transferable. If you wish to re-submit these course(s) for review during the 2012-2013 TCA cycle, please submit outline(s) in OSCAR in the 2012 calendar year.

If your outlines have gone through curriculum committee review and you’d like us to take a look at them ahead of the 2012-2013 TCA cycle, send them to me for an unofficial review (meaning, the course will not be marked as retained until it goes through the official TCA review, but we can look at it to see if there are any problems that should be addressed).

As a reminder, you can find the criteria for the history subject review in the 2011 UC TCA letter, found here: http://info.assist.org/tca_guidelines.html

Best regards,

Jennifer

Jennifer Forsberg
University of California Office of the President
Student Affairs/Transfer Articulation Analyst
1111 Franklin Street, 9th Floor
Oakland, CA 94607
(510) 987-0907
IV. COURSE CONSENT AGENDA

V. COURSE DISCUSSION AGENDA

INACTIVATIONS

EHS 250  Landscape Irrigation  3
Effective: Summer 2013
INACTIVATE
Program Impact:
  1. Environmental Horticultural Science A.S. Degree
  2. Landscape and Park Maintenance Certificate of Achievement

INTDS 215  Interior Design Studio 1  2
Effective: Summer 2013
INACTIVATE
Program Impact:
  Stand Alone

MACH 310  Advanced Topics in Machining  1
Effective: Summer 2013
INACTIVATE
Program Impact:
  1. CNC Programmer Certificate of Achievement
     CNC Programmer Skills Recognition Award
  2. Machine Tool Technology 2 Certificate of Achievement

UPDATES (including modifications/reactivations)

PLSC 235  Plant Propagation/Production  3
Effective: Summer 2013
MODIFY: Hours/face to face modalities, content, typical assignments, textbooks, course goal, leaning goals, methods of assessment
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete PLSC 200.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Periodic Review
Program Impact:
  1. Fruit Science A.S. Degree

NEW COURSES

None

VI. PROGRAM NOTIFICATION AGENDA
Program Learning Outcomes

**C: Mechanized Agriculture Technician**

**Adopt**

**Effective:** Summer 2012, *Expedited*, pending a directive to produce a 2012-2013 Catalog Addendum

*Students who earn a Certificate of Achievement in Mechanized Agriculture Technician will be able to:*

1. Describe the various employment opportunities available within the mechanized agriculture field and demonstrate the minimum educational requirements for entrance into each.
2. Locate, read, and interpret appropriate plans, manuals and equipment documentation in order to fabricate and/or repair equipment effectively.
3. Select proper tools and equipment for various applications, staying within the desired financial restraints.
4. Maintain tools and equipment and demonstrate the value of preventative maintenance and proper equipment usage.
5. Demonstrate and relate the use of skills developed across various general education disciplines (ex. English, math, physics etc.) to help solve problems within the mechanized agriculture field.

**AA: General Studies: Emphasis in Humanities**

**Adopt**

**Effective:** Summer 2012, *Expedited*, pending a directive to produce a 2012-2013 Catalog Addendum

*In addition to demonstrating the abilities listed as General Education Student Learning Outcomes, students who earn an AA in General Studies, Emphasis in will be able to:*

1. Describe how cultural beliefs, values and practices have influenced societies in various times.
2. Analyze the ways that individuals and various cultural groups act in response to their societies and environment.
3. Demonstrate awareness of the various ways that culture, ethics, history, belief, and ethnicity affect individual experience and society as a whole.
4. Demonstrate the ability to interpret and analyze works of art for meaning and to forge aesthetic judgments.
5. Demonstrate critical thinking in the analysis of cultural production using both thematic and historical synthesis.

**Chancellor’s Office Approvals:** *PROGRAMS: CCC-501, CCC510, CCC-511, CCC-300 Application Approvals*

(No new approvals)

**Chancellor’s Office Denials: PROGRAMS**

**Chancellor’s Office Updates**

**VII. PROGRAM CONSENT AGENDA**

**VIII. PROGRAM DISCUSSION AGENDA**

Program Changes that do not require Chancellor’s Office Notification/Application

**ADOPT:**
Skills Recognition in Gerontology
**Effective Term:** Summer 2013

**CCC-501: Application for Approval - New Credit Programs**

(] (None)

**CCC-510: Substantial Changes to an Approved Credit Program**

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

**INACTIVATE:**
Agriculture Laboratory Technician Certificate of Achievement
**Effective Term:** Summer 2013

**INACTIVATE:**
Agriculture Laboratory Technician A.S. Degree
**Effective Term:** Summer 2013

**INACTIVATE:**
Food Processing Certificate of Achievement
**Effective Term:** Summer 2013

**INACTIVATE:**
Food Processing A. S. Degree
**Effective Term:** Summer 2013

**IX. UNFINISHED BUSINESS**

**Action Items**

1. Course Substitutions for Academic Awards  M. Robles / B. Adams
2. Placing Courses within Disciplines  M. Adams/B. Adams
3. Revisions to CurricUNET Course Proposal Fields and Word Report  B. Adams

**Informational Items**

1. Equating Courses and Repetitions  L. Miller
   Postponed Indefinitely
2. Independent Study and Work Experience Course Outlines  B. Adams
   Postponed Indefinitely

**X. NEW BUSINESS**

**Action Items**

1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization  L. Miller
   No Report
2. Curriculum Committee Meeting Schedule for 2012-2013  L. Miller
3. Curriculum Committee Co-Chair Election  J. Zamora
Informational Items

1. Policies for Prerequisites/Corequisites/Advisories

   M. Robles

2. Curriculum Representatives – Terms Expiring

   B. Adams

JACK SCOTT, CHANCELLOR
XI. WORKGROUPS

1. Operations Workgroup  
   J. Zamora / B. Adams / L. Miller  
   Catalog Production Update/Final Report

XII. TASK FORCES

1. CurricUNET Implementation Task Force Update  
   B. Adams / L. Miller

XIII. PUBLIC COMMENT
Curriculum Committee

MINUTES

Tuesday, March 13, 2012
Yosemite 213 2:40 PM


Others Present: L. Gerasimchuk (Administrative Assistant, Instruction Office), L. Miller (Curriculum Specialist), R. Stevenson

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

*February 28, 2012*

*Hearing no objections, the minutes of 02/28/12 were approved, with one correction*

III. NOTIFICATION

IV. CONSENT

V. DISCUSSION

INACTIVATIONS

**ENGL 198**

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**English Special Topics**

**Effective:** Summer 2013

<table>
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<tr>
<th>Program Impact:</th>
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<tr>
<td>1. English A.A. Degree</td>
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**M/S/U (J. BEEBE, M. GARCIA) to INACTIVATE ENGL 198**

**FDP 200**

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**Basic Food Processing**

**Effective:** Summer 2013

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<tr>
<td>1. Agriculture Laboratory Technician A.S. Degree</td>
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<td>2. Agriculture Laboratory Technician Certificate of Achievement</td>
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<tr>
<td>3. Food Processing Certificate of Achievement</td>
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<tr>
<td>4. Food Processing A.S. Degree</td>
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**M/S/U (J. BEEBE, M. GARCIA) to INACTIVATE FDP 200**
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Effective Date</th>
<th>Status</th>
<th>Program Impact</th>
</tr>
</thead>
</table>
| FDP 381    | Food Products Microanalysis-B-Mold | 2            | Summer 2013    | Inactivate   | 1. Food Processing Certificate of Achievement  
2. Food Processing A.S. Degree  
3. Agriculture Laboratory Technician Certificate of Achievement  
4. Agriculture Laboratory Technician A.S. Degree |
|            |                                    |              |                | M/S/U (J. BEEBE, M. GARCIA) to Inactivate FDP 381 |
| FDP 383    | Enzymes in the Food Industry       | 1            | Summer 2013    | Inactivate   | 1. Food Processing Certificate of Achievement  
2. Food Processing A.S. Degree  
3. Agriculture Laboratory Technician Certificate of Achievement  
4. Agriculture Laboratory Technician A.S. Degree |
|            |                                    |              |                | M/S/U (J. BEEBE, M. GARCIA) to Inactivate FDP 383 |
| GERM 52    | Introduction to Practical German 2 | 3            | Summer 2013    | Inactivate   | Stand Alone |
|            |                                    |              |                | M/S/U (J. BEEBE, M. GARCIA) to Inactivate GERM 52 |
| PLSC 385   | Pruning                            | 1            | Summer 2013    | Inactivate   | Stand Alone |
|            |                                    |              |                | M/S/U (J. BEEBE, M. GARCIA) to Inactivate PLSC 385 |
UPDATES (including modifications/reactivations)

ADJU 212  Criminal Investigation  3
Effective: Summer 2013
MODIFY description, enrollment restrictions, content, methods of instruction, typical assignments, textbooks, course goal, learning goals, methods of assessment
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ADJU 201
Distance Education Status: Maintaining Online
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Periodic Review
Program Impact:
1. Administration of Justice A.S. Degree
2. Administration of Justice A.A. Degree
M/S/U (J. BEEBE, M. GARCIA) to MODIFY ADJU 212  During blanket approval, M. Adams noted that there was a typo in the Student Learning Goals for this course. “…in to a state” should read “in a state.” This was corrected during the meeting.
M/S/U (L. HATCH, S. CIRCLE) to APPROVE ENROLLMENT RESTRICTIONS for ADJU 212  M. Adams noted during blanket approval that there appears to be an issue with goals matching requisite skills. B. Adams was aware of this and reported to the committee that this is a CurricUNET issue. She has entered an issue in the Governet ticket system to request resolution of the problem.

ADJU 213  Patrol Procedures  3
Effective: Summer 2013
MODIFY description, enrollment restrictions, content, methods of instruction, typical assignments, textbooks, learning goals, methods of assessment
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ADJU 201
Distance Education Status: Requesting Online
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Periodic Review
Program Impact:
1. Administration of Justice A.S. Degree
2. Administration of Justice A.A. Degree
M/S/U (J. BEEBE, M. GARCIA) to MODIFY ADJU 213
M/S/U (L. HATCH, S. CIRCLE) to APPROVE ENROLLMENT RESTRICTIONS for ADJU 213
M/S/U (M. LYNCH, S. CIRCLE) to APPROVE MODALITY for ADJU 213
ADJU 217  Substance Abuse  3
Effective: Summer 2013
MODIFY: description, requisite skills, content, methods of instruction, typical assignments, textbooks, course goal, leaning goals, methods of assessment
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ADJU 201; and satisfactorily complete ADJU 202
Distance Education Status: Maintaining Online
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Requesting (MJC-GE: B, E) (CSU-GE: D7, E)
Rationale: Periodic Review
Program Impact:
  1. Administration of Justice A.S. Degree
  2. Administration of Justice A.A. Degree
M/S/U (J. BEEBE, M. GARCIA) to MODIFY ADJU 217
M/S/U (L. HATCH, S. CIRCLE) to MAINTAIN ENROLLMENT RESTRICTIONS for ADJU 217
M/S/U (E. KERR, R. CRANLEY) to PLACE ADJU 217 on (MJC-GE:B,E) and to REQUEST PLACEMENT on (CSU-GE:D7, E) with M. Garcia noting during discussion of the approval that R. Cranley (in the approval stream) had found other Substance Abuse courses (Sac City College) had been placed in similar CSU-GE areas. He noted that in his own searches, the course - while previously approved - had since had GE approval removed. R. Cranley explained that she had used a different search method. Various ASSIST searches were conducted at the meeting, and it was determined that even though SCC did not have the GE designation any longer, other colleges with similar course titles had GE designations.
M/S/U (M. LYNCH, S. CIRCLE) to MAINTAIN DE MODALITY for ADJU 217

ADJU 234  Crime Causation  3
Effective: Summer 2013
MODIFY: description, content, methods of instruction, typical assignments, textbooks, course goal, leaning goals, methods of assessment
Enrollment Restrictions: None
Distance Education Status: Maintaining Online
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Periodic Review
Program Impact:
  1. Administration of Justice A.S. Degree
  2. Administration of Justice A.A. Degree
M/S/U (J. BEEBE, M. GARCIA) to MODIFY ADJU 234
M/S/U (M. LYNCH, S. CIRCLE) to MAINTAIN DE MODALITY for ADJU 234
ADJU 243

Domestic Violence Crisis Intervention

Effective: Summer 2013

MODIFY: enrollment restrictions, methods of instruction, typical assignments, textbooks, course goal, methods of assessment

Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete ADJU 201; Removing: (A) ADJU 242

Distance Education Status: Maintaining Online

Materials Fee Status: None

Articulation Status: Transfer to CSU

General Education Status: Not approved for GE.

Rationale: Periodic Review

Program Impact:

1. Administration of Justice A.S. Degree
2. Administration of Justice A.A. Degree

M/S/U (J. BEEBE, M. GARCIA) to MODIFY ADJU 243

M/S/U (L. HATCH, S. CIRCLE) to MODIFY ENROLLMENT RESTRICTIONS for ADJU 243

M/S/U (M. LYNCH, S. CIRCLE) to MAINTAIN MODALITY for ADJU 243

CMPGR 262

Exploring the World Wide Web

Effective: Spring 2010 (Request overridden by Office of Instruction because timeline is impossible)

Spring 2013 Expedited

Rationale for Expedited Approval: 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: Hours/face to face modalities, content, methods of instruction, typical assignments, textbooks, course goal, methods of assessment

Enrollment Restrictions: None

Distance Education Status: Maintaining Online, Mixed Modalities/Hybrid course

Materials Fee Status: None

Articulation Status: Transfer to CSU

General Education Status: Approved for GE: Activities

Rationale: To comply with newly revised code or law

Program Impact:

2. Computer Graphics Applications Certificate of Achievement
3. Computer Network Technician Certificate of Achievement

PULLED FOR DISCUSSION BY E. MAKI due to concerns about references to laboratory activities when this course is identified as a lecture-only course. Revisions to language were suggested, but many members expressed concern about editing the language when it was not clear if there truly are lab activities in the course. It was decided not to edit the proposal on behalf of the faculty when the revisions could have adverse affects on the course design.

M/S/ (L. HATCH, M. LYNCH) CMPGR 262 PROPOSAL WITHDRAWN BY DIVISION REP
PLSC 260  Plant Disease Control  3
Effective: Summer 2013
MODIFY: Field trips, content, methods of instruction, typical assignments, learning goal, methods of assessment
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfer to CSU
General Education Status: Not approved for GE
Rationale: Plant Science classes are scheduled for 5 year review cycle Fall 2011
Program Impact:
1. Crop Science A.S. Degree
2. Environmental Horticultural Science A.S. Degree
3. Fruit Science A.S. Degree
4. Soil Science A.S. Degree
5. University Preparation, Emphasis in Agricultural Sciences A.A. Univ Prep - Area of Emphasis

PULLED FOR DISCUSSION BY M. GARCIA due to concerns that the methods of instruction appeared to be student-centered as opposed to instructor-driven. It was decided that there was an ample number of instructional methods, so it would be safe to delete the student-centered methods, which also were reflected in the Typical Assignments section.

M/S/U (J. SOLA, M. ADAMS) to MODIFY PLSC 260 with a friendly amendment to modify the Methods of Instruction so that they are strictly instructor-driven.

NEW COURSES

AUTE 200  Automotive Service Management  3
Effective: Summer 2013 pending CCCCO approval.
ADOPT
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status: Not approved for GE
Rationale: It was recognized and supported by the automotive advisory committee as a needed course to prepare students for the role of service manager. The course will also help prepare students for the Automotive Service Excellence (ASE) certification test C-1 exam
Program Impact:
Stand Alone

PULLED FOR DISCUSSION BY M. ADAMS due to concerns that the course is requesting transfer to CSU, but had not identified comparable courses. J. Beebe explained that the course units would be used to apply toward CSU Stanislaus Applied Leadership Studies program, and other courses of analogous content were visible on ASSIST for this program. R. Cranley noted that she, too, had observed that about the search results; however, none of the courses reflected management. She did find a management course, but it was upper division. E. Maki noted that J. Beebe’s explanation could have helped had it been provided in the rationale.

M/S/U (J. BEEBE, P. UPTON) to ADOPT AUTE 200
AUTEC 211 Introduction to Alternative Fuels and Advanced Technology Vehicles 3
Effective: Fall 2012 Spring 2013 pending CCCCO approval. Expedited!
NOTE: The Instruction office has overridden the request for FALL 2012 implementation because scheduling deadlines have passed for FALL 2012, and this new course will require both YCCD Board of Trustees approval as well as CCCCO CCC-530 approval prior to any scheduling taking place.
Rationale for Expedited Approval: Course has been developed to comply with current CTE Collaborative Grant Workplan activities. Course is also a critical component of the alternative fuels footprint for the Automotive Program.
ADOPT Enrollment Restrictions: Requesting (P) Satisfactory completion of AUTEC 368.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status: Not approved for GE
Rationale: It was recognized and supported by the automotive advisory committee as a needed course to prepare students for the role of service manager. The course will also help prepare students for the Automotive Service Excellence (ASE) certification test C-1 exam
Program Impact: Stand Alone

PULLED FOR DISCUSSION BY M. ADAMS due to concerns that the overall course goal did not seem to reflect the full scope of the course as evidenced in the learning goals and content. It was decided to add a clause culled from the student learning goals to the course goal
M/S/U (M. GARCIA, M. LYNCH) to ADOPT AUTEC 211
M/S/U (L. HATCH, S. CIRCLE) to APPROVE ENROLLMENT RESTRICTIONS for AUTEC 211
M/S/U (M. ADAMS, J. BEEBE) to EXPEDITE IMPLEMENTATION for AUTEC 211.

VI. PROGRAM NOTIFICATION AGENDA

Program Learning Outcomes

Chancellor’s Office Approvals: PROGRAMS: CCC-501, CCC510, CCC-511, CCC-300 Application Approvals
(Non)

Chancellor’s Office Denials: PROGRAMS

Chancellor’s Office Updates

VII. PROGRAM CONSENT AGENDA

VIII. PROGRAM DISCUSSION AGENDA

Program Changes that do not require Chancellor’s Office Notification/Application

CCC-501: Application for Approval - New Credit Programs
(Non)

CCC-510: Substantial Changes to an Approved Credit Program

CCC-511: Non-Substantial Changes to Approved Program or Change of Active-Inactive Status
IX. UNFINISHED BUSINESS

Quorum was lost during unfinished business, so no vote could be taken on action items.

Action Items

1. Course Substitutions for Academic Awards
   M. Robles / B. Adams
   M. Robles was not present to report, but B. Adams spoke on her behalf to inform that L. Miller and M. Robles have not yet met to design a form.

2. Placing Courses within Disciplines
   M. Adams/B. Adams
   B. Adams opened discussion of this item by reporting that she had spoken with CurricUNET (Travis) on the proposed design of the interface for placing courses. Travis informed B. Adams that using a drop down list was a much better use of the available technology than to merely create a text box into which faculty could write disciplines. Multiple disciplines would be able to be selected. This was better news than anticipated, since this was the original goal of the design, and the concern was that CurricUNET would not be able to deliver it.
   B. Adams was also pleased to share the new electronic “Placing Courses within Disciplines” form for use by those divisions who want to “fast-track” placement of compliant courses in disciplines. This form would be used for those courses that are compliant and which may have recently gone through the curriculum process. The form previously proposed would have been a Word form, but L. Miller consulted with J. Sigman (web developer) who suggested using Google forms instead. This technology allows for the development of an electronic form, for which a spreadsheet database is automatically created in the background. The form can then be embedded into any website. The committee liked the concept, however, it was noted that a disadvantage is that only one course could be submitted at a time. L. Miller said it could be designed that way; however, that was not a clear specification when she created the form from the original draft of the template. It was also unclear whether the disciplines list should include only those disciplines offered at the college, or whether it should include all possible disciplines. M. Adams clarified that the list should be inclusive of all disciplines on the Minimum Qualifications for Faculty and Administrators in the California Community Colleges because MJC may want to offer those disciplines in the future. Questions arose about who could submit a form and if the form could be used for non-compliant courses. It had been determined at a previous meeting that non-compliant courses would not be eligible for the fast-track process. L. Miller noted she should emphasize the relationship to the ASCCC list on the form, and that she should also emphasize the fact that this process may be used for compliant courses only.

3. Revisions to CurricUNET Course Proposal Fields and Word Report
   B. Adams
   B. Adams presented an updated version of the Adding CLOs to the CurricUNET Database proposal. She pointed out that the use of SLOs as an acronym did not seem appropriate since discussion often includes CLOs, PLOs, and GELOs. M. Adams added that SLO is the umbrella term for all “levels” of SLOs, while CLO refers specifically to course-level learning outcomes. B. Adams pointed out that the revised mockup showed how CLOs are listed separately from the rest of the course, further illustrating the distinction between the course and the learning outcomes. When seeing the proposed report design S. Circle asked for clarification as to whether this was part of the course outline. B. Adams stated it is a separate report. At the end of the discussion, B. Adams noted that it is not quite clear if a course could be prevented from being launched if the CLO element was incomplete, and the committee would need to determine if it was appropriate. Directions could then be given to Governet to allow the submit button to appear without the CLO field being completed, or to have the submit button appear when all fields are completed, including CLOs.

Informational Items

1. Equating Courses and Repetitions
   L. Miller
   Postponed Indefinitely

2. Independent Study and Work Experience Course Outlines
   B. Adams
   Postponed Indefinitely
X. NEW BUSINESS

Action Items

1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization  L. Miller  
   No Report

Informational Items

1. CurricUNET Training scheduled for March 14, 2012 from 2:00 p.m. – 3:30 p.m., FH 111  
   B. Adams reported she will be conducting a training/drop-in session on March 14 and had sent an e-mail to faculty and deans. E. Maki stated he appreciated the e-mail indicated it would be a drop-in session also, so faculty who have had previous training would be able to attend and complete any pending course outlines.

XI. WORKGROUPS

1. Operations Workgroup  J. Zamora / B. Adams / L. Miller  
   Catalog Production Update  
   The catalog is at the printer, however, printing cannot take place until the PO is established.

XII. TASK FORCES

1. CurricUNET Implementation Task Force Update  B. Adams/L. Miller

XIII. PUBLIC COMMENT

S. Circle warmly introduced S. Shore (ESL) who has replaced D. Gilbert as a representative for Literature and Language Arts. S. Shore noted that she has a time conflict which prevents her from arriving on time for the meetings in that she must teach until 3:30 on the East Campus.

MEETING ADJOURNED AT 4:19
Proposal: Adding CLOs to CurricUNET Database (but not to the Course Outline of Record)  Jan 13, 2012

In order to house Course Student Learning Outcomes in a central location, available to faculty, staff, students, and the community at large, this proposal recommends adding the statement of course-level student learning outcomes or COURSE LEARNING OUTCOMES (CLOs) to each course’s *data record* in the CurricUNET database. The recommendation respects the decision by the Curriculum Committee and the resolution of the Senate that CLOs *should not* be placed onto the Official Course Outline of Record. Instead, the recommendation is to place them on a *separate* printout.

The rationale for doing so is two-fold. First, our courses currently all have CLOs but their location is scattered among various faculty, staff, and division office computers. There is no central repository for these, making them difficult to access when needed. It seems most logical to tie them to an existing database of our courses. Second, the visiting team from our October accreditation site visit has recommended to the ACCJC that we improve the ability of our faculty, staff, and students to access these CLOs.

Since “the devil is in the details,” this proposal is detailed to best delineate how this will be accomplished and provide concerned voices the opportunity to provide input.

**Steps**

1. Change “Overall Course Goal” to “Student Course Learning Outcomes”

2. Change “Student Learning Goals” to “Objectives” as in The Model Course Outline of Record.  
   [Already approved by Curriculum Committee (CC)]
PROPOSED STRUCTURE OF COURSE CHECKLIST with LANGUAGE CHANGES INCLUDED
3. Change input from a single paragraph to a numbered, one-by-one list.

4. Remove the “Overall Course Goal” from the Course Outline of Record, renumber, and change wording per #1

III. **DESIRED LEARNING**

A. **COURSE GOAL**

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

- speak and listen effectively in public settings and follow a structured speech preparation process, which includes selection, organization, and presentation of materials.

B. **COURSE OBJECTIVES**

1. Required Objectives

   - a. Describe the communication processes.
   - b. Demonstrate the basic knowledge which underlies the traditional rhetorical canons of invention: disposition, style, memory, and delivery, including: 1. Gathering, evaluation, and usage of information.

5. Create an action in the Courses menu called “CLOs Only”, with a very short approval stream: **Author → CCRep → Dean → CC Committee/Co-Chairs → Implementation**, with the implementation taking place immediately to allow additional course modifications during the academic year (unlike the current “wait until May” for course actions).
6. Create a new Course Learning Outcomes Report

Report should look like this, more or less, showing the basic catalog description information at the top and the CLOs at the bottom.

![Course Learning Outcomes Report Example](image-url)
7. Add these new Course Learning Outcomes reports to the Search Window

![Course Learning Outcomes Search Window]

**Phase 2**

Design and get CurricUNET to create a cross-tabulation matrix, to be implemented instead of “Match Assessments” checkboxes currently used.

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Speak Well</th>
<th>Give persuasive speeches</th>
<th>Be prepared to speak for work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Speak clearly</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Speak softly</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3. Carry a big stick</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>4. Speak in long sentences</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>5. Speak in short sentences</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Use this same approach to replace the current “Match Assessments” checkboxes.

The following items need to be mapped:

- Objectives → CLOs
- Objectives → Assessments (Soon to be Objectives → Methods of Evaluation, per CC approval)
  - Actually, map both CLOs and Objectives against both Formative and Summative Evaluations
- Requisite Skills → Prerequisite Skills
CurricUNET Revisions – Placement of Courses within Disciplines would be added to cover page.

### Revisions to Course Outline Word Report

<table>
<thead>
<tr>
<th>Discipline(s)</th>
<th>XXXX YYYY</th>
</tr>
</thead>
</table>

If CurricUNET is not able to provide the ASCCC link in the discipline field, a link will be provided on the left hand side of the page with the other Internet links.

### Revisions to Course Outline Word Report

<table>
<thead>
<tr>
<th>Discipline(s)</th>
<th>XXXX YYYY</th>
</tr>
</thead>
</table>

MJC Curriculum Committee
Placement of Courses within Disciplines DRAFT
2/28/12 Meeting
MJC Process for Placing Courses within Disciplines – Course Proposals Submitted in CurricUNET

1. Course author will choose appropriate discipline(s) from the ASCCC Disciplines List. The link to the Disciplines List is located in CurricUNET.

2. Discipline proposal will be reviewed by Technical Review in the normal Technical Review process.

3. Discipline proposal will be reviewed by Curriculum Committee in the normal Committee Member review process.

4. The discipline proposal will be considered an element of the course and will be voted on within the course vote, and will not require a separate vote.

MJC Process for Placing Courses within Disciplines – Course Proposals Not Submitted in CurricUNET

1. If a department wishes to propose assignment of courses to discipline(s) in an expedient manner and the courses are in compliance and not in need of being updated in CurricUNET, a proposal may be submitted to the committee for review and voting purposes. The proposal will be included in the appropriate Curriculum Committee agenda.

2. The proposal will be typed on a Word document that includes the following components:
   a. Faculty Requestor(s) and Division(s)
   b. Course Number and Name
   c. Proposed Discipline(s)
   d. Rationale for placement

3. The proposal will be submitted to the Office of Instruction, via e-mail or hard copy.

4. Discipline proposal will be reviewed by Technical Review Committee.

5. Proposal will be placed on next available agenda and the Word document will be included in the full agenda for Committee Review. The proposal will also be e-mailed via the Curriculum Committee distribution list before the scheduled meeting.

6. The discipline proposal will be voted on under separate consideration than the typical voting categories (course outlines, requisites, local requirements, GE placements, distance education modalities, materials fees).
A sample Word proposal follows: (a formal template would be created by Instruction Office after approval of process, then reviewed and approved by Curriculum Committee):

REVISED: SEE FOLLOWING PAGES

MIC Proposal for Placement of Courses within Disciplines

1. Date: 2/22/12
2. Faculty Requestor(s)/Division(s): Barbara Adams, Arts, Humanities, & Communications
3. Course Number and Name: SPCOM 100 – The Art of Public Speaking
4. Proposed Discipline(s): Communication Studies (Speech Communication)
5. Rationale for Placement: SPCOM 100 should be classified in this single discipline, Communication Studies (Speech Communication) because the preparation needed to teach the course clearly falls under the minimum qualifications listed for the discipline of Communication Studies (Speech Communication) in the document, *Minimum Qualifications for Faculty and Administrators – California Community Colleges*, January 2012 edition.

Note: A formal template would be created by Instruction Office after approval of process, then reviewed and approved by Curriculum Committee.
COURSE DISCIPLINES REQUEST FORM (Fast-Track!) DRAFT

The proposal has been drafted and posted as an online Google Form at curriculum.comm.mjc.edu/disciplinesform.htm. When faculty authors complete and submit this form, the responses are stored in a Google spreadsheet. The form and spreadsheet are connected to the Gmail account of L. Miller, Curriculum Specialist (Google Forms technology must be linked to a Gmail account).
Requestor (2) Division
What division does this faculty member belong to?
- AGENV
- ALHE
- AHC
- BBSS
- FCS
- LIBR
- LLA
- PUBS
- SME
- TECH
- STSRV

Proposed Disciplines *
Check all disciplines in which the requestor(s) wish to place the course above,
- Accounting
- Addiction paraprofessional training
- Administration of justice (police science, corrections, law enforcement)
- Aeronautics
- Agriculture
- Agricultural business and related services
- Agricultural engineering
- Agricultural production (animal science, plant science, beekeeping, aquaculture)
- Air conditioning, refrigeration, heating (solar energy technician)
- Animal training and management (Exotic animal training)
- Anthropology
- Appliance repair (vending machines)
- Architecture
- Art history
- Astronomy
- Athletic training
- Auto body technology
- Automotive technology
- Aviation
- Banking and finance
- Barbering
- Bicycle repair
- Biological sciences
- Biotechnology
- Bookbinding
- Broadcasting technology
- Building codes and regulations
- Building maintenance
- Business
- Business education
- Business machine technology
- Cabinet making
- Cardiovascular technology
- Carpentry
- Ceramist technology
- Film studies
- Fire technology
- Flight attendant training
- Fluid mechanics technology
- Folk dance
- Foreign languages
- Forestry/natural resources
- Furniture making
- Geography
- Gerontology
- Graphic arts
- Gunsmithing
- Health
- Health care ancillaries
- Health information technologies
- Heavy duty equipment mechanics
- Health services director/health services coordinator/college nurse
- History
- Hotel and motel services
- Humanities
- Industrial design
- Industrial maintenance
- Industrial relations
- Industrial safety
- Industrial technology
- Instructional design
- Insurance
- Interior design
- Interdisciplinary studies
- Janitorial services
- Jewelry
- Journalism
- Labor relations
- Law
- Learning assistance instructors
- Legal assisting (paralegal)
- Library science
- Linguistics
- Licensed vocational nursing
- Locksmithing
- Machine tool technology
- Management
- Manufacturing technology
- Marine engine technology
- Marketing
- Martial arts/self-defense
- Masonry
- Mass communication
- Materials testing technology
- Mathematics
- Media production
- Medical instrument repair
- Military studies
- Mining and metallurgy
- Mortuary science
- Motorcycle repair
- Multimedia
- Music
- Music management
- Medical instrument repair
- Music merchandising
- Nursing
- Nursing science/clinical practice
- Nutritional science/dietetics
- Occupational therapy
- Occupational therapy assisting
- Office technologies
- Ornamental horticulture
- Pharmacy technology
- Philosophy
- Photography
- Photographic technology/commercial photography
- Physical education
- Physical sciences
- Physical therapy assisting
- Physics/astronomy
- Piano tuning and repair
- Plastics
- Plumbing
- Political science
- Printing technology
- Private security
- Prosthetics and orthotics
- Psychiatric technician
- Psychology
- Public relations
- Radiological technology
- Radiation therapy
- Reading
- Real estate
- Recreational administration
- Registered veterinary technician
- Rehabilitation technician
- Religious studies
- Respiratory technician
- Respiratory technologies
- Restaurant management
- Retailing
- Robotics
- Sanitation and public health technology
- Search and rescue
- Sheet metal
☐ Boating
☐ Ship and boat building
☐ Shoe rebuilding
☐ Sign language, American
☐ Sign language/English interpreting
☐ Small business development
☐ Small engine mechanics
☐ Social science
☐ Sociology
☐ Special education
☐ Speech communication
☐ Speech language pathology
☐ Stagecraft
☐ Steamfitting
☐ Surgical technology
☐ Telecommunication technology
☐ Theater arts
☐ Travel services
☐ Upholstering
☐ Vision care technology
☐ Watch and clock repair
☐ Welding
☐ Women's studies

**Rationale for Placement**
Provide a thorough explanation as to why this course should be placed in the disciplines selected in "Proposed Disciplines" above.

---

**Consultation with other disciplines**
This field will demonstrate that the initiators of this request have contacted appropriate faculty to ensure that appropriate disciplines are requested.

☐ I (we) certify that appropriate discipline faculty have been contacted.

**Additional Comments**
Please use this field to provide any additional comments or information that may not have been elicited by the above prompts.

---

Submit

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Modesto Junior College
Proposed Curriculum Committee Meeting Dates
*for the 2012-2013 Academic Year*

<table>
<thead>
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<th>Meeting Date</th>
<th>Faculty Submission Deadline</th>
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<th>Location</th>
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