I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

October 8, 2013

III. COURSE NOTIFICATION AGENDA

CCCO Approvals: Courses

(NONE)

Course Activity Report

<table>
<thead>
<tr>
<th>ART</th>
<th>Course</th>
<th>Credits</th>
<th>Effective</th>
<th>Action</th>
<th>Rationale</th>
<th>Materials Fee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Ceramics 2</td>
<td>3</td>
<td>Summer 2014</td>
<td>MODIFY</td>
<td>Materials fees per request of the VPI.</td>
<td>Maintaining fee of $15</td>
</tr>
<tr>
<td>ART</td>
<td>Ceramics 3</td>
<td>3</td>
<td>Summer 2014</td>
<td>MODIFY</td>
<td>Materials fees per request of the VPI.</td>
<td>Maintaining fee of $15</td>
</tr>
<tr>
<td>ART</td>
<td>Sculpture 2</td>
<td>3</td>
<td>Spring 2014</td>
<td>Expedited</td>
<td>To pass savings on to the student</td>
<td>Removing $15 fee</td>
</tr>
<tr>
<td>ART</td>
<td>Sculpture 3</td>
<td>3</td>
<td>Spring 2014</td>
<td>Expedited</td>
<td>To pass savings on to the student</td>
<td>Removing fee of $15</td>
</tr>
</tbody>
</table>
**ESL 34 39**  
Vocabulary Power 1  
**Effective:** Summer 2014  
**Expedited:**  
**MODIFY** Course ID  
**Rationale:** ESL 39 was originally approved with the course ID ESL 31 at the 02/19/13 curriculum meeting. When L. Miller went to submit an application to the CCCCO, she discovered that the course ID had been used 20 years prior for “Reading 1B” and therefore was not available because of the Course ID’s role in student transcripts. Working with S. Berger, the course ID ESL 39 was selected as a replacement for 31.

**GERM 199 ABC**  
Independent Study  
**Effective:** Summer 2014  
**INACTIVATE**  
**Program Impact:**  
Stand-Alone

**SPAN 101**  
Spanish 1  
**MODIFY** Methods of Instruction  
**Rationale:** Methods of Instruction revised per direction of committee on 10/08/13 as follows:  
- Instructor led drills and exercises  
- Supervision of oral and written practice activities  
- Discussion of assigned readings  
- Lecture/discussion of grammatical structures, vocabulary, and culture

**SPAN 102**  
Spanish 2  
**MODIFY** Methods of Instruction  
**Rationale:** Methods of Instruction revised per direction of committee on 10/08/13 as follows:  
- Instructor led drills and exercises  
- Supervision of oral and written practice activities  
- Discussion of assigned readings  
- Lecture/discussion of grammatical structures, vocabulary, and culture

### IV. COURSE CONSENT AGENDA

*(NONE)*

### V. COURSE DISCUSSION AGENDA

**INACTIVATIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATV 172</td>
<td>Recording Arts 1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Effective:</strong> Summer 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>INACTIVATE</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Program Impact:</strong> Stand-Alone</td>
<td></td>
</tr>
<tr>
<td>RATV 178</td>
<td>Recording Arts 2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Effective:</strong> Summer 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>INACTIVATE</strong></td>
<td></td>
</tr>
</tbody>
</table>
Program Impact:  
Stand-Alone

WKFSK 802  The Art of Active Listening  
Effective: Summer 2014  
INACTIVATE
Program Impact:  
Stand-Alone

WKFSK 803  Troubleshooting on the Job  
Effective: Summer 2014  
INACTIVATE
Program Impact:  
Stand-Alone

WKFSK 804  The Art of Teamwork  
Effective: Summer 2014  
INACTIVATE
Program Impact:  
Stand-Alone

WKFSK 820  Applied Mathematics for the Workplace  
Effective: Summer 2014  
INACTIVATE
Program Impact:  
Stand-Alone

WKFSK 821  Locating Information  
Effective: Summer 2014  
INACTIVATE
Program Impact:  
Stand-Alone

MODIFICATIONS/REACTIVATIONS

ART 108  Ceramics 1  
Effective: Summer 2014  
MODIFY Materials fees, repeat policy, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks  
Rationale: Course is being updated to clarify course material fees per request of the VPI.  
Enrollment Restrictions: None  
Distance Education Status: None  
Materials Fee Status: Maintaining of $15  
Articulation Status: Transfers to CSU and UC.  
General Education Status: Approved for (MJC: Activities).  
Program Impact:  
- Art A.A. Degree  
- Studio Arts A.A.-T Degree  
- Art History A.A.-T Degree
ART 159  Mural Painting 3  
**Effective:** Summer 2014  
**MODIFY** Title, enrollment restriction, textbooks, requisite skills.  
**Rationale:** This course is being updated in the prerequisite and prerequisite skills area to create a proper relationship between painting courses related in content. The title is also being changed to represent the move away from strict sequencing.  
**Enrollment Restrictions:** Removing: (P) Satisfactory completion of ART 158. Requesting: (P) Satisfactory completion of ART 147 or ART 148.  
**Distance Education Status:** None  
**Materials Fee Status:** None.  
**Articulation Status:** Transfers to CSU and Requesting: UC.  
**General Education Status:** Approved for (MJC: Activities).  
**Program Impact:**  
- Stand Alone

ART 160  Appreciation of Art 3  
**Effective:** Summer 2014  
**MODIFY** Description, outcomes, objectives, content, textbooks.  
**Rationale:** Minor modifications are being made to this course, which had been given conditional approval for a C-ID descriptor. The catalog description has been expanded, and one item regarding art historical methodologies has been added to both the course content and the objectives. The textbooks were also updated, as were the CLOs, which now match the official CLOs listed on PiratesNet.  
**Enrollment Restrictions:** None.  
**Distance Education Status:** Maintaining Online.  
**Materials Fee Status:** None.  
**Articulation Status:** Transfers to CSU and UC. Requesting (CID ARTH 100)  
**General Education Status:** Approved for (MJC: GE: C) (CSU-GE: C1) (IGETC: 3A).  
**Program Impact:**  
- Art A.A. Degree  
- Art Gallery / Museum Studies Skills Recognition Award  
- CSU-GE Certificate of Achievement  
- Computer Graphics Applications Certificate of Achievement  
- Computer Graphics Applications A.S. Degree  
- General Studies, Emphasis in Humanities A.A. Degree  
- MJC-GE Pattern A.A. Degree Major  
- Photography A.A. Degree

CMPGR 217  Computer Illustration Software 3  
**Effective:** Summer 2014  
**MODIFY** Repeat policy, objectives, textbooks, requisite skills.  
**Rationale:** Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix.  
**Enrollment Restrictions:** Maintaining: (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 Online, Mixed Modalities/Hybrid Course.  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU.  
**General Education Status:** Not approved for GE.  
**Program Impact:**  
- Computer Graphics Applications A.S. Degree  
- Computer Graphics Applications Certificate of Achievement  
- Computer Graphics Applications A.S. Degree  
- Word Processing Certificate of Achievement
CMPGR 226  3D Graphics and Animation 2  3
Effective: Summer 2014
MODIFY Repeat policy, objectives, requisite skills.
Rationale: Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix.
Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to have successfully completed CMPGR 225.
Distance Education Status: Maintaining Online Course, Mixed Modalities/Hybrid Course.
Materials Fee Status: None
Articulation Status: Transfers to CSU.
General Education Status: Not approved for GE.
Program Impact:
- Computer Graphics Applications A.S. Degree

CMPGR 236  Advanced Photoshop  3
Effective: Summer 2014
MODIFY Enrollment restrictions, repeat policy, objectives, content, textbook, requisite skills.
Rationale: Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix.
Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to have successfully completed CMPGR 235 or a similar foundation course in Photoshop.
Distance Education Status: Maintaining Online Course, Mixed Modalities/Hybrid Course.
Materials Fee Status: None
Articulation Status: Transfers to CSU.
General Education Status: Not approved for GE
Program Impact:
- Computer Graphics Applications Certificate of Achievement
- Computer Graphics Applications A.S. Degree

CMPGR 284  Beginning After Effects  3
Effective: Summer 2014
MODIFY Title, repeat policy, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks, requisite skills
Rationale: “Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix. Course title is being modified to reflect current industry standards.”
Enrollment Restrictions: Maintaining (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: Online, Mixed Modalities/Hybrid
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status Maintaining (MJC Activities)
Program Impact:
- Computer Graphics Applications A.S. Degree
- Computer Graphics Applications Certificate of Achievement
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Effective:</th>
<th>MODIFIED</th>
<th>Rationale:</th>
<th>Enrollment Restrictions:</th>
<th>Distance Education Status:</th>
<th>Articulation Status:</th>
<th>General Education Status:</th>
<th>Program Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 235</td>
<td>Plant Propagation/Production</td>
<td>3</td>
<td>Summer 2014</td>
<td>Discipline, title, enrollment restrictions, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks, requisite skills.</td>
<td>Course is being updated for periodic review.</td>
<td>Requesting: (A) before enrolling in this course, students are strongly advised to satisfactorily complete EHS 210 or satisfactorily complete PLSC 200.</td>
<td>None</td>
<td>None</td>
<td>Not approved for GE</td>
<td>- Fruit Science A.S. Degree</td>
</tr>
<tr>
<td>PLSC 235</td>
<td></td>
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<tr>
<td>ENGL 50</td>
<td>Basic Composition and Reading</td>
<td>5</td>
<td>Summer 2014</td>
<td>Outcomes, objectives, content, textbooks, methods of instruction.</td>
<td>This is part of the 5 year review cycle and course update.</td>
<td>Maintaining: (P) Satisfactory completion of ENGL 49 or qualification by the MJC assessment process.</td>
<td>None</td>
<td>None</td>
<td>Does not transfer</td>
<td>- Professional Selling Certificate of Achievement</td>
</tr>
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<td></td>
<td></td>
<td>- Retail Management (WAFC) Certificate of Achievement</td>
</tr>
<tr>
<td>MUSC 111</td>
<td>Recording Arts 1</td>
<td>2</td>
<td>Summer 2014</td>
<td>Enrollment restrictions, repeat policy, fee, DE modalities, description, outcomes, objectives, content, textbooks, methods of instruction, methods of evaluation.</td>
<td>Course is being updated to remove materials fees, remove cross-listing with RATV, add Lab Objective and Lab Content.</td>
<td>Removing: (A) before enrolling in this course, students are strongly advised to satisfactorily complete MUSC 121 and satisfactorily complete MUSC 122.</td>
<td>Requesting: Mixed Modalities/Hybrid</td>
<td>Transfer to CSU</td>
<td>Approved for (MJC: Activities)</td>
<td>(Stand-Alone) - Recording Arts Skills Recognition Award</td>
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</tr>
</tbody>
</table>
MUSC 112  Recording Arts 2

Effective: Spring 2014  Expedited

Summer 2014 NOTE: Because of implementation timelines and the types of changes being proposed, expedited approval is not feasible for Spring 2014.

Rationale for Expedited Approval: "To ensure student progression within program" We would like to have the materials fee removed for the Spring 2014 semester.

MODIFY Field trips, repeat policy, materials fee, DE modalities, description, objectives, content, methods of instruction, methods of evaluation, textbooks

Rationale: Course is being updated to remove materials fees, remove cross-listing with RATV, add Lab Objective and Lab Content.

Enrollment Restrictions: Maintaining (A) Satisfactory completion of MUSC 111.

Distance Education Status: Requesting: Mixed Modalities/Hybrid

Materials Fee Status: Removing fee of $5

Articulation Status: Transfer to CSU

General Education Status: Approved for (MJC Activities)

Program Impact:
(Stand-Alone)
- Recording Arts Skills Recognition Award

PEM 141 XA  Advanced Touch Football

Effective: Spring 2014  Expedited

Rationale for Expedited Approval: "The California Community College Athletic Association, the governing body for community college athletics, has set a limit to the number of contact hours allowed per year. In order to adhere to this regulation it is necessary to offer the 1/2 unit version of this course for the spring semester."

MODIFY Unit Variability (PEM 141X will need to be reactivated), Units, Repeat rationale, outcomes, objectives, textbooks

Rationale: "It is necessary to add a variable unit option to this course so that the hour constrictions, set forth by the California Community College Athletic Association, will be adhered to."

Enrollment Restrictions: Maintaining (A) Before enrolling in this course, students are strongly advised to have previously participated in high school and/or intercollegiate sports requiring strength, agility, and physical conditioning.

Distance Education Status: None

Materials Fee Status: None

Articulation Status: Transfers to CSU and UC

General Education Status: Approved for (MJC Activities)

Program Impact:
- Kinesiology AA-T Degree

PHILO 105  Reasoning

Effective: Summer 2014

MODIFY DE modalities, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Update of course per compliance requirements.

Enrollment Restrictions: Maintaining (P) Satisfactory completion of ENGL 101

Distance Education Status: Requesting Online

Materials Fee Status: None

Articulation Status: Transfers to UC and CSU, Requesting (CID PHIL 110)

General Education Status: Approved for (MJC-GE:D2) (CSU-GE:A3)(IGETC:1B)

Program Impact:
- Elementary Teacher Education AA-T degree (Pending)
- CSU-GE Certificate of Achievement
- General Studies, Emphasis in Language in Rationality AA Degree
- MJC-GE Pattern
PLSC 250  
Plant Nutrition and Fertilizer  
Effective: Spring 2014 Expedited!  
Rationale for Expedited Approval: "Somehow this course made it through the last round of updates and the lab portion was removed. The lab portion needs to be reinstated due to the fact that this course is scheduled to be taught in the Spring 2014 and without the lab we will lose our articulation agreements with several state colleges."
MODIFY Hours, objectives, content, methods of evaluation  
Rationale: "This course is being updated due to the fact that the last time it was updated it somehow was done without the lab portion being included."
Enrollment Restrictions: None  
Distance Education Status: None  
Materials Fee Status: None  
Articulation Status: Transfers to CSU  
General Education Status: Not approved for GE  
Program Impact:
- Crop Science A.S. Degree  
- Environmental Horticultural Science A.S. Degree  
- Fruit Science A.S. Degree  
- Landscape and Park Maintenance Certificate of Achievement  
- Nursery Production Certificate of Achievement  
- Soil Science A.S. Degree  
- University Preparation, Emphasis in Agricultural Sciences A.A. Degree

SPAN 109  
Spanish for Spanish Speakers 1  
Effective: Summer 2014  
MODIFY Enrollment restrictions, description, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks  
Rationale: "Course Outline is due for a major revision. Would like request consideration for CID SPAN 220."
Enrollment Restrictions: Modifying (A) Before enrolling in this course, students are strongly advised to understand and be able to communicate in Spanish with near native fluency. Some formal academic study in the language is also desired.
Distance Education Status: Maintaining Online, Requesting Mixed Modalities/Hybrid  
Materials Fee Status: None  
Articulation Status: Transfers to UC and CSU. Requesting (CID SPAN 220)  
General Education Status: Approved for (MJC-GE:C)(CSU-GE:C2) IGETC:3B,6A)  
Program Impact:
- CSU-GE Certificate of Achievement  
- General Studies, Emphasis in Humanities A.A. Degree  
- Spanish A.A. Degree
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Effective</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 110</td>
<td>Spanish for Spanish Speakers 2</td>
<td>5</td>
<td>Summer 2014</td>
<td>MODIFY DE Modalities, description, outcomes, objectives, content, methods of instruction, methods of evaluation, requisite skills. Rationale: “Periodic review. This course is due for a major revision. Submit for CID SPAN 230 review after approved.” Enrollment Restrictions: Maintaining (P) Satisfactory completion of SPAN 109.</td>
</tr>
<tr>
<td>THETR 100</td>
<td>Introduction to Theatre Arts</td>
<td>3</td>
<td>Spring Expedited Summer 2014</td>
<td>NOTE: Expedited approval is not necessary to begin the C-ID review process. Rationale for Expedited Approval: “Update needed to be CI-D THETR 111 approved.”</td>
</tr>
<tr>
<td>THETR 190</td>
<td>Theatre Production Workshop</td>
<td>1</td>
<td>Spring Expedited Summer 2014</td>
<td>NOTE: Expedited approval is not necessary to begin the C-ID review process. Rationale for Expedited Approval: Needs to be submitted to C-ID by January, 2014 MODIFY Variable unit status (THETR 190 B will need inactivation) Repeatability rationale, description, outcomes, objectives, content, methods of evaluation, textbooks. Rationale: To meet requirements for the transfer model curriculum. R. Cranley will submit for CID# THTR 192 consideration.</td>
</tr>
</tbody>
</table>

**Program Impact:**
- CSU-GE Certificate of Achievement
- Design & Technical Theatre Skills Recognition Award
- Theatre A.A. Degree
- Theatre AA-T Degree
THETR 196  

Stage Management  

Effective: Summer 2014  

**MODIFY** Units, title, hours, description, outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks, requisite skills  

**Rationale:** Periodic review  

**Enrollment Restrictions:** Maintaining (A) Satisfactory completion of THETR 100  

**Distance Education Status:** None  

**Materials Fee Status:** None  

**Articulation Status:** Transfers to CSU. Requesting UC.  

**General Education Status** Approved for (MJC Activities)  

**Program Impact:**  
- Design & Technical Theatre Skills Recognition Award  
- Theatre A.A. Degree

### NEW COURSES

MATH 89  

Intermediate Algebra Essentials  

Effective: Summer 2014  

**ADOPT**  

**Rationale:** To prepare a new prerequisite pathway for many transfer-level mathematics courses  

**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 70 or qualification by MJC assessment process.  

**Distance Education Status:** None  

**Materials Fee Status:** None  

**Articulation Status:** Not a transfer-level course  

**General Education Status** Requesting (MJC-GE:D2)  

**Program Impact:**  
- Stand-Alone

### VI. PROGRAM NOTIFICATION AGENDA

**CCCCO Approvals: Programs**

- AA-T English

### VII. PROGRAM CONSENT AGENDA

### VIII. PROGRAM DISCUSSION AGENDA

**Program Learning Outcomes**  

(NONE)

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

**Application for Approval - New Credit Programs** (Formerly the CCC-511)  

(NONE)

**Substantial Changes to an Approved Credit Program** (Formerly the CCC-510)  

(NONE)
Non-Substantial Changes to Approved Program or Change of Active–Inactive Status (Formerly the CCC- 511)

AS: Associate Degree Nursing 64-66
MODIFY Program prerequisites, requirement sequencing, elective repeatability, units in major
Effective: Upon CCCC0 Approval
Rationale: Program is being modified to modify program prerequisites.

IX. STANDING REPORTS

1. Transfer Model Curriculum (Associate Degrees for Transfer)  
   B. Adams
2. C-ID  
   R. Cranley
3. CurricUNET Implementation/Issues  
   B. Adams/L. Miller
4. Outcomes Assessment Workgroup (OAW)  
   K. Ennis

X. UNFINISHED BUSINESS

Action Items

1. Policies for Prerequisites/Corequisites/Advisories  
   M. Robles
   No report.

2. Independent Study Course Outlines  
   B. Adams

Informational Items

1. Equating Courses and Repetitions  
   L. Miller
   Postponed Indefinitely

XI. NEW BUSINESS

Informational Items

1. MJC Graduation Requirements  
   M. Robles
2. New Language Regarding Credit Course Competition and Athletics Courses  
   B. Adams
3. Distance Education Committee Representative  
   J. Hamilton

Action Items

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

2. LOGST Prefix  
   P. Mendez

3. Program Learning Outcomes Prompt  
   B. Adams
4. COR Policy document

XII. PUBLIC COMMENT
Curriculum Committee

MINUTES

Tuesday, October 08, 2013
Yosemite 213 2:40 PM


Members Absent: J. Beebe, L. Hatch, P. Mendez

Others Present: J. Hughes (Evaluator), J. McGarry (BUSAD), L. Kropp (BUSAD), L. Miller (Curriculum Specialist), N. Sill (BUSAD)

I. APPROVAL OF ORDER OF AGENDA

J. McGarry requested introductions. C. Mulder requested that the business of guests in attendance be handled as early as possible in the agenda. B. Adams noted that she was withdrawing NEW BUSINESS Action Items 3 and 4.

Hearing no objections, the order of the agenda was approved.

II. APPROVAL OF MINUTES

September 24, 2013

Hearing no objections, the minutes of 09/24/13 were approved.

III. COURSE NOTIFICATION AGENDA

CCCO Approvals: Courses

(NONE)

IV. COURSE CONSENT AGENDA

ADJU 215  Firearms and Range Application
Effective: Spring 2014 Expedited
MODIFY: Enrollment Restrictions, Materials fees
Rationale: Course was approved at 9/10/13 meeting. Since that meeting, Penal Code Section has changed and the materials fees have changed. The District requires both state and federal background check for the Department of Justice form.

Enrollment Restrictions: Modifying: (L) Enrollment limited to students who have submitted a Live Scan Application to the State of California Department of Justice for fingerprint clearance. This course is restricted under California Penal Code Section 29800; course requires handling and possessing of firearms. Convicted felons, persons addicted to any narcotic or convicted of any offense involving the violent use of a firearm are not allowed to enroll in the course based on Penal Code Section 29800.

Materials Fees: Increase from $57 to $74

Hearing no objections, the committee approved the modifications to ADJU 215 Enrollment Restrictions for hearing no objections, the committee approved the modified enrollment restrictions for
V. COURSE DISCUSSION AGENDA

### INACTIVATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Effective</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 62</td>
<td>Preparatory Ornamental Shrub and Tree</td>
<td>Summer 2014</td>
<td>INACTIVATE</td>
</tr>
</tbody>
</table>

**Program Impact:**
- Stand-Alone

M/S/U (E. MAKI, M. LYNCH) to INACTIVATE EHS 62

### MODIFICATIONS/REACTIVATIONS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Effective</th>
<th>Rationale for Expedited Approval</th>
<th>Rationale</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>Program Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJU 216</td>
<td>Advanced Firearms and Range Application</td>
<td>Spring 2014</td>
<td>Expedited!</td>
<td>To ensure student progression within program.</td>
<td></td>
<td></td>
<td></td>
<td>Transfers to CSU</td>
<td>Not approved for GE</td>
<td>Administration of Justice A.S. Degree</td>
</tr>
</tbody>
</table>

**Rationale:**
- ADJU 216 is the next course for the progression of the firearms curriculum.
- Furthermore, the course needs to be updated with correct number of lecture units/hours to follow Carnegie unit values.

**Enrollment Restrictions:**
- Maintaining: (P) Satisfactory completion of ADJU 215;
- Requesting: (L) Enrollment limited to students who have submitted a Live Scan Application to the State of California Department of Justice for fingerprint clearance. This course is restricted under California Penal Code Section 29800; course requires handling and possessing of firearms. Convicted felons, persons addicted to any narcotic or convicted of any offense involving the violent use of a firearm are not allowed to enroll in the course based on Penal Code Section 29800.

**Distance Education Status:** None

**Materials Fee Status:** Requesting fee of $74

**Articulation Status:** Transfers to CSU

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

**Program Impact:**
- Administration of Justice A.S. Degree
- Administration of Justice AS-T Degree

M/S/U (E. MAKI, M. LYNCH) to MODIFY ADJU 216

M/S/U (C. VAUGHN, M. LYNCH) to MODIFY REQUISITES for ADJU 216

M/S/U (L. LANIGAN, S. BERGER) to ADOPT FEE for ADJU 216

M/S/U (E. LYNCH, C. VAUGHN) to EXPEDITE MODIFICATIONS of ADJU 216
BUSAD 50  
Business Computations  3  
Effective: Summer 2014  
MODIFY Methods of instruction  
Rationale: This course was just approved effective Fall 2013. We are resubmitting to align with BUSAD curriculum review cycle.  
Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete MATH 20 or qualify by placement through the MJC assessment process.  
Distance Education Status: Maintaining Online Course, Mixed Modalities/Hybrid Course  
Materials Fee Status: None  
Articulation Status: Does not transfer  
General Education Status: Not approved for GE.  
Program Impact:  
- Accounting Certificate of Achievement  
- Bookkeeping A.S. Degree  
- Clerical A.S. Degree  
M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 50  
B. Adams informed the committee at the end of proposal voting that BUSAD faculty are doing an exceptional job of checking alignment of courses with programs (awards), and that the committee can anticipate seeing changes to BUSAD awards being brought before committee.  
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 50  
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 50  

BUSAD 200  
Spreadsheet Skills for Financial Accounting  2  
Effective: Summer 2014  
MODIFY Enrollment restrictions, description, objectives, content, methods of instruction, assignments, textbooks, methods of evaluation.  
Rationale: Periodic Curriculum Review  
Enrollment Restrictions: Requesting: (P) Satisfactory completion of BUSAD 310 or (C) concurrent enrollment in or satisfactory completion of BUSAD 201; Removing: (P) satisfactory completion of BUSAD 320.  
Distance Education Status: Maintaining Online Course, Mixed Modalities/Hybrid Course  
Materials Fee Status: None  
Articulation Status: Transfers to CSU.  
General Education Status: Not approved for GE.  
Program Impact:  
- Accounting A.A. Degree  
- Accounting A.S. Degree  
- Accounting Certificate of Achievement  
- Bookkeeping Certificate of Achievement  
- Bookkeeping A.S. Degree  
- Bookkeeping A.A. Degree  
- Marketing A.S. Degree  
M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 200  
M/S/U (C. VAUGHN, M. LYNCH) to MODIFY REQUISITES for BUSAD 200  
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 200
### BUSAD 201
**Financial Accounting**

**Effective:** Summer 2014  
**MODIFY** Assignments, textbooks, outcomes, methods of evaluation.  
**Rationale:** Curriculum review cycle for BUSAD.  
**Enrollment Restrictions:** Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete BUSAD 310 and ENGL 50 or qualify by Assessment Process.  
**Distance Education Status:** Maintaining Online Course, Mixed Modalities/Hybrid Course  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU and UC.  
**General Education Status:** Approved for (CC: BUSAD 2A) (C-ID: ACCT 110=Financial Accounting)  
**Program Impact:**  
- Accounting Certificate of Achievement  
- Accounting A.A. Degree  
- Accounting A.S. Degree  
- Business Administration A.A. Degree  
- Business Administration AS-T Degree  
- Business Operations: Management A.A. Degree  
- Computer Information Systems A.A. Degree  
- International Business Certificate of Achievement  
- Marketing A.S. Degree  
- Professional Selling Certificate of Achievement  
- Real Estate A.S. Degree  
- Real Estate Certificate of Achievement  
- Real Estate A.A. Degree Major  
- Supervisory Management A.S. Degree  
- Retail Management (WAFC) Certificate of Achievement  
- Supervisory Management A.A. Degree  

M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 201  
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 201  
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 201

### BUSAD 202
**Managerial Accounting**

**Effective:** Summer 2014  
**MODIFY** Assignments, textbooks.  
**Rationale:** Curriculum cycle for BUSAD  
**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of BUSAD 201  
**Distance Education Status:** Maintaining Online Course, Mixed Modalities/Hybrid Course  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU and UC  
**General Education Status:** Approved for (CC: BUSAD 2B) (C-ID: ACCT 120=Managerial Accounting)  
**Program Impact:**  
- Accounting A.S. Degree  
- Accounting Certificate of Achievement  
- Accounting A.A. Degree  
- Accounting A.S. Degree  
- Business Administration A.A. Degree  
- Business Administration AS-T Degree  
- Computer Information Systems A.A. Degree  

M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 202  
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 202  
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 202
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Effective Start</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 203</td>
<td>Computer Accounting</td>
<td>3</td>
<td>Summer 2014</td>
<td>MODIFY</td>
</tr>
<tr>
<td>BUSAD 210</td>
<td>Business Communication</td>
<td>3</td>
<td>Summer 2014</td>
<td>MODIFY</td>
</tr>
</tbody>
</table>

**Rationale:**
- This course is being updated in our normal curriculum review cycle.

**Enrollment Restrictions:**
- Maintaining: (P) satisfactory completion of BUSAD 201 or BUSAD 310; Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete BUSAD 320 if BUSAD 310 is used to satisfy the prerequisite.

**Distance Education Status:**
- Maintaining Online Course, Mixed Modalities/Hybrid Course.

**Materials Fee Status:**
- None

**Articulation Status:**
- Transfers to CSU

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

**Program Impact:**
- Accounting Certificate of Achievement
- Accounting A.A. Degree
- Accounting A.S. Degree
- Bookkeeping A.S. Degree
- Bookkeeping Certificate of Achievement
- Bookkeeping A.A. Degree

**BUSAD 203 (E. MAKI, M. LYNCH) to MODIFY BUSAD 203**

**BUSAD 210 (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 210**

**BUSAD 203 (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 203**

**Program Impact:**
- Bookkeeping A.S. Degree
- Business Administration AS-T Degree
- Business Operations: Management A.A. Degree
- General Studies, Emphasis in Language and Rationality A.A. Degree
- MJC-GE Pattern A.A. Degree Major
- Marketing A.A. Degree
- Office Administration Certificate of Achievement
- Office Administration A.A. Degree
- Office Administration A.S. Degree
- Professional Selling Certificate of Achievement
- Retail Management (WAFC) Certificate of Achievement
- Supervisory Management A.A. Degree
- Supervisory Management A.S. Degree
- Word Processing Certificate of Achievement

**BUSAD 203 (E. MAKI, M. LYNCH) to MODIFY BUSAD 210**

**BUSAD 210 (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 210**

**BUSAD 203 (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 210**
BUSAD 230  Personal Finance  3
Effective: Summer 2014
MODIFY Textbooks.
Rationale: Curriculum review cycle for BUSAD.
Enrollment Restrictions: None
Distance Education Status: Maintaining Online Course, Mixed modalities/Hybrid Course.
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status: Approved for (MJC-GE:E)
Program Impact:
- Accounting Certificate of Achievement
- Bookkeeping A.S. Degree
M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 230
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 230
M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF BUSAD 230 on GE PATTERN(S)

BUSAD 240  Principles of Management  3
Effective: Summer 2014
MODIFY Textbooks, content, outcomes, objectives, methods of instruction, methods of evaluation.
Rationale: This course is being updated in our normal curriculum review cycle.
Enrollment Restrictions: None
Distance Education Status: Maintaining Online Course, Mixed modalities/Hybrid Course.
Materials Fee Status: None
Articulation Status: Transfers to CSU
General Education Status: Approved for (MJC-GE:B); (CC: BUSAD 40)
Program Impact:
- Accounting A.S. Degree
- Accounting Certificate of Achievement
- Bookkeeping A.S. Degree
- Business Operations: Management A.A. Degree
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
- MJC-GE Pattern A.A. Degree Major
- Retail Management (WAFC) Certificate of Achievement
- Supervisory Management A.A. Degree
- Supervisory Management A.S. Degree
M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 240
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 240
M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF BUSAD 240 on GE PATTERN(S)
**BUSAD 245**  
Principles of Marketing  
**Effective:** Summer 2014  
**MODIFY** Textbooks, outcomes.  
**Rationale:** Curriculum review cycle for BUSAD.  
**Enrollment Restrictions:** None  
**Distance Education Status:** Maintaining Online Course, Mixed modalities/Hybrid Course.  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU, Approved for (CC: BUSAD 30)  
**General Education Status:** Not approved for GE  
**Program Impact:**  
- Accounting A.S. Degree  
- Bookkeeping A.A. Degree  
- Bookkeeping A.S. Degree  
- Business Operations: Management A.A. Degree  
- Marketing A.A. Degree  
- Professional Selling Certificate of Achievement  
- Supervisory Management A.S. Degree  
- Supervisory Management A.A. Degree  
  
**M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 245**  
**M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 245**

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**BUSAD 274**  
Human Resources Management  
**Effective:** Summer 2014  
**MODIFY** Textbooks, methods of evaluation.  
**Rationale:** Curriculum review cycle for BUSAD.  
**Enrollment Restrictions:** None  
**Distance Education Status:** Maintaining Online Course, Mixed modalities/Hybrid Course.  
**Materials Fee Status:** None  
**Articulation Status:** Transfers to CSU  
**General Education Status:** Not approved for GE  
**Program Impact:**  
- Accounting A.S. Degree  
- Accounting Certificate of Achievement  
- Bookkeeping A.S. Degree  
- Retail Management (WAFC) Certificate of Achievement  
- Supervisory Management Certificate of Achievement  
- Supervisory Management A.S. Degree  
- Supervisory Management A.A. Degree  
- Supervisory Management in Public Safety Skills Recognition Award  
  
**M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 274**  
**M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for BUSAD 274**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Effective</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>BUSAD 300</td>
<td>Machine Calculation</td>
<td>2</td>
<td>Summer 2014</td>
<td>MODIFY Hours, description, content, requisite skills, methods of instruction, objectives, outcomes, methods of evaluation.</td>
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<td>Rationale: It is part of the BUSAD program scheduled for fall 2013 curriculum review cycle.</td>
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<td>Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete MATH 20 or qualify by placement through the MJC assessment process.</td>
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<td>Materials Fee Status: None</td>
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<td>Articulation Status: Does not transfer.</td>
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<td>General Education Status: Not approved for GE.</td>
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<td>Program Impact:</td>
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<td></td>
<td>- Accounting Certificate of Achievement</td>
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<td>- Accounting Clerk Certificate of Achievement</td>
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<td>- Bookkeeping Certificate of Achievement</td>
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<td>- Clerical A.S. Degree</td>
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<td>- Records Management/Data Entry Specialist Certificate of Achievement</td>
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<td>BUSAD 300 pulled for discussion by M. Garcia due to concerns about methods of instruction.</td>
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<td>M/S/U (C. VAUGHN, S. BERGER) to MODIFY BUSAD 300</td>
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<td>M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for BUSAD 300</td>
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<tr>
<td>BUSAD 310</td>
<td>Bookkeeping 1</td>
<td>3</td>
<td>Summer 2014</td>
<td>MODIFY Enrollment restrictions, content, objectives, outcomes, assignments, textbooks, methods of evaluation.</td>
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<td>Rationale: This course is undergoing revision during our regular Curriculum Review Cycle.</td>
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<td>Enrollment Restrictions: Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete BUSAD 300; Requesting: (A) or satisfactorily complete BUSAD 50.</td>
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<td>Materials Fee Status: None</td>
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<td>Articulation Status: Does not transfer.</td>
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<td>General Education Status: Not approved for GE.</td>
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<td>- Accounting Certificate of Achievement</td>
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<td>- Accounting Clerk Certificate of Achievement</td>
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<td>- Professional Selling Certificate of Achievement</td>
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<td>M/S/U (E. MAKI, M. LYNCH) to MODIFY BUSAD 310</td>
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<td>M/S/U (C. VAUGHN, M. LYNCH) to MODIFY REQUISITES for BUSAD 310</td>
</tr>
</tbody>
</table>

B. Adams noted that the BUSAD 50 advisory was in replacement of MATH 50.
CLDDV 111  Health, Safety, and Nutrition  3  
Effective: Summer 2014
MODIFY Content, methods of instruction, assignments, objectives, outcomes, methods of evaluation.
Rationale: We have applied for this course to be part of the Early Childhood Curriculum Alignment Project and are addressing deficiencies they have noted.
Enrollment Restrictions: Maintaining (A) before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 50 or qualify by Assessment Process.
Distance Education Status: Maintaining: Online Course; Mixed modalities/Hybrid Course, Teleclass.
Materials Fee Status: None
Articulation Status: Transfers to CSU. Proposed for (CID ECE 220)
General Education Status: Approved for (MJC-GE:E) Approved for (CC: CHILD 31)
Program Impact:
- Child Development Site Supervisor Certificate of Achievement
- Early Childhood Education AA-T Degree (in progress)
- General Studies, Emphasis in Language and Rationality A.A. Degree
- Master Teacher Certificate of Achievement
- Master Teacher Certificate in Working With Children With Special Needs –
- Master Teacher in Infant-Toddler Development and Programs Certificate of Achievement
- Site Supervisor Certificate of Achievement
- Teacher Certificate of Achievement
M/S/U (E. MAKI, M. LYNCH) to MODIFY CLDDV 111
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for CLDDV 111
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for CLDDV 111
During discussion, M. Garcia asked about teleclass format and B. Adams displayed the DE information from CurricUNET on the projector screen. L. Lanigan stated the teleclass format is used in Nursing, where students who are at a satellite campus interact with instructor and class via live videostreaming.
M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF CLDDV 111 on GE PATTERN(S)

CMPGR 215  Business Presentation Graphics  3  
Effective: Summer 2014
MODIFY Content, outcomes, textbook, requisite skills.
Rationale: Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix.
Enrollment Restrictions: Maintaining: (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: None Maintaining: Online Course, Mixed Modalities/Hybrid Course.
Materials Fee Status: None
Articulation Status: Transfers to CSU. Approved for (CC:CMPSC 11)
General Education Status: Not approved for GE
Program Impact:
- Business Operations: Management A.A. Degree
- Computer Graphics Applications Certificate of Achievement
- Computer Graphics Applications A.S. Degree
- Marketing A.A. Degree
- Office Administration A.S. Degree
- Word Processing Certificate of Achievement
- Office Administration Certificate of Achievement
M/S/U (E. MAKI, M. LYNCH) to MODIFY CMPGR 215
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for CMPGR 215
During blanket approval of DE Addenda, L. Miller noted that the voting grid did not reflect that
the course proposal was “maintaining” DE as it did on the Course Comparison Summary Report that was used to create the agenda. She wondered that the course still somehow contained a DE component somewhere in the system, despite the fact that the course record in the system did not reflect it because the “Distance Ed Addendum” was grayed out. B. Adams explained that the faculty authors would need to complete the DE addenda and that the agenda cover sheet was in error.

<table>
<thead>
<tr>
<th>CMPGR 252</th>
<th>Desktop Publishing for Computer Graphics</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective:</strong></td>
<td>Summer 2014</td>
<td></td>
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<tr>
<td><strong>MODIFY</strong></td>
<td>Objectives, content, textbooks, requisite skills.</td>
<td></td>
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<tr>
<td><strong>Rationale:</strong></td>
<td>Course is being updated to adhere to the Spring 2013 schedule on curriculum review matrix.</td>
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<tr>
<td><strong>Enrollment Restrictions:</strong></td>
<td>Maintaining: (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.</td>
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<tr>
<td><strong>Distance Education Status:</strong></td>
<td>Maintaining Online Course, Mixed Modalities/Hybrid Course.</td>
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<tr>
<td><strong>Materials Fee Status:</strong></td>
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<tr>
<td><strong>Articulation Status:</strong></td>
<td>Transfers to CSU.</td>
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<tr>
<td><strong>General Education Status:</strong></td>
<td>Not approved for GE.</td>
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</tbody>
</table>
| **Program Impact:** | - Computer Graphics Applications Certificate of Achievement  
- Computer Graphics Applications A.S. Degree  
**CMPGR 252, SPAN 101, and SPAN 102 pulled as a block** by E. Lucas due to concerns that the methods of instruction (MOI) seemed too wordy and lengthy, perhaps too detailed. There was lengthy discussion. One member noted that overly explicit MOI could mislead an adjunct into thinking that this is the way that the course must be taught. Another member expressed concern about the role of the committee in editing the work of other faculty; regardless of its quality, is this the role of the committee? Another member expressed a belief that this sort of review and cleanup should be the role of the representative, not the committee. | |
| **M/S/U (C. MULDER, E. LUCAS) to MODIFY CMPGR 252, and SPAN 101, SPAN 102 are to be held for changes by the co-chair for editing purposes by the faculty author and notification items for SPAN 101 and 102 to appear on next agenda** | | |
| **M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for CMPGR 252** | | |

<table>
<thead>
<tr>
<th>GEOG 104</th>
<th>California Geography</th>
<th>3</th>
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<tbody>
<tr>
<td><strong>Effective:</strong></td>
<td>Summer 2014</td>
<td></td>
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<tr>
<td><strong>MODIFY</strong></td>
<td>DE modalities, content, methods of instruction, textbooks.</td>
<td></td>
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<tr>
<td><strong>Rationale:</strong></td>
<td>Periodic Review</td>
<td></td>
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<tr>
<td><strong>Enrollment Restrictions:</strong></td>
<td>Maintaining: (A) before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101.</td>
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<td>Requesting: Online Course, Mixed Modalities/Hybrid Course.</td>
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<td><strong>Materials Fee Status:</strong></td>
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<td><strong>Articulation Status:</strong></td>
<td>Transfers to CSU and UC.</td>
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<td><strong>General Education Status:</strong></td>
<td>Approved for (MJC: GE: B) (CSU-GE: D5) (IGETC: 4E)</td>
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</table>
| **Program Impact:** | - CSU General Education Pattern Certificate of Achievement  
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree  
- Geography AA-T Degree (in progress)  
- MJC-GE Pattern A.A. Degree Major  
**GEOG 104 pulled for discussion by M. Adams** expressing a minor concern that course outlines should be authored by faculty members. It was noted that there are no full-time faculty in Geography, so C. Hudelson was authoring the course. He added that it would be | |
nice to allow an adjunct to author courses as an alternative.

M/S/U (M. GARCIA, M. ADAMS) to MODIFY GEOG 104

M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for GEOG 104

M/S/U (K. ENNIS, S. CIRCLE) to MODIFY DE for GEOG 104 During blanket discussion of DE Addenda, concerns were raised about the response for effective student/instructor contact. It was also noted the approximate percentage for the hybrid modality was not included. It was noted that C. Hudelson would want to ensure a 50:50 ratio in the addendum to stay compliant with DE regulations. Minor modifications were made to reflect this.

M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF GEOG 104 on GE PATTERN(S)

### SPAN 101

<table>
<thead>
<tr>
<th>Spanish 1</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective:</strong> Summer 2014</td>
<td></td>
</tr>
<tr>
<td><strong>Modify:</strong> Field trip, outcomes, objectives, content, methods of instruction, methods of evaluation, requisite skills.</td>
<td></td>
</tr>
<tr>
<td><strong>Rationale:</strong> Course is being updated for compliance and to adhere to curriculum review matrix.</td>
<td></td>
</tr>
<tr>
<td><strong>Enrollment Restrictions:</strong> None.</td>
<td></td>
</tr>
<tr>
<td><strong>Distance Education Status:</strong> Maintaining Online Course, Mixed Modalities/Hybrid Course.</td>
<td></td>
</tr>
<tr>
<td><strong>Materials Fee Status:</strong> None</td>
<td></td>
</tr>
<tr>
<td><strong>Articulation Status:</strong> Transfers to CSU and UC.</td>
<td></td>
</tr>
<tr>
<td><strong>General Education Status:</strong> Approved for (MJC: GE: C) (CSU-GE: C2) (IGETC: 6A)</td>
<td></td>
</tr>
<tr>
<td><strong>Program Impact:</strong></td>
<td></td>
</tr>
<tr>
<td>- Art History AA-T Degree</td>
<td></td>
</tr>
<tr>
<td>- CSU General Education Pattern Certificate of Achievement</td>
<td></td>
</tr>
<tr>
<td>- General Studies, Emphasis in Humanities A.A. Degree</td>
<td></td>
</tr>
<tr>
<td>- Spanish AA-T Degree (in progress)</td>
<td></td>
</tr>
<tr>
<td>- University Preparation, Emphasis in Humanities A.A. Degree</td>
<td></td>
</tr>
<tr>
<td><strong>CMPGR 252, SPAN 101, and SPAN 102 pulled as a block</strong> by E. Lucas See CMPGR 252 for details.</td>
<td></td>
</tr>
</tbody>
</table>

M/S/U (C. MULDER, E. LUCAS) to MODIFY CMPGR 252, and SPAN 101, SPAN 102 are to be held for changes by the co-chair for editing purposes by the faculty author and notification items for SPAN 101 and 102 to appear on next agenda.

M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for SPAN 101

M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF SPAN 101 on GE PATTERN(S)

### SPAN 102

<table>
<thead>
<tr>
<th>Spanish 2</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective:</strong> Summer 2014</td>
<td></td>
</tr>
<tr>
<td><strong>Modify:</strong> Field trip, repeat policy, objectives, content, methods of instruction, methods of evaluation, textbooks, requisite skills.</td>
<td></td>
</tr>
<tr>
<td><strong>Rationale:</strong> Course is being updated for compliance and to adhere to curriculum review matrix.</td>
<td></td>
</tr>
<tr>
<td><strong>Enrollment Restrictions:</strong> Maintaining: (P) Satisfactory completion of SPAN 101.</td>
<td></td>
</tr>
<tr>
<td><strong>Distance Education Status:</strong> Maintaining; Online course and Mixed Modalities/Hybrid</td>
<td></td>
</tr>
<tr>
<td><strong>Materials Fee Status:</strong> None</td>
<td></td>
</tr>
<tr>
<td><strong>Articulation Status:</strong> Transfers to CSU and UC.</td>
<td></td>
</tr>
<tr>
<td><strong>General Education Status:</strong> Approved for (MJC: GE: C) (CSU-GE: C2) (IGETC: 3B, 6A)</td>
<td></td>
</tr>
<tr>
<td><strong>Program Impact:</strong></td>
<td></td>
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<td>- General Studies, Emphasis in Humanities A.A. Degree</td>
<td></td>
</tr>
<tr>
<td>- Spanish A.A. Degree</td>
<td></td>
</tr>
<tr>
<td><strong>CMPGR 252, SPAN 101, and SPAN 102 pulled as a block</strong> by E. Lucas See CMPGR 252 for</td>
<td></td>
</tr>
</tbody>
</table>

rev.10/18/2013 11:04 AM
details.

M/S/U (C. MULDER, E. LUCAS) to MODIFY CMPGR 252, and SPAN 101, SPAN 102 are to be held for changes by the co-chair for editing purposes by the faculty author and notification items for SPAN 101 and 102 to appear on next agenda
M/S/U (C. VAUGHN, M. LYNCH) to MAINTAIN REQUISITES for SPAN 102
M/S/U (K. ENNIS, S. CIRCLE) to MAINTAIN DE for SPAN 102
M/S/U (E. LUCAS, C. MULDER) to MAINTAIN PLACEMENT OF SPAN 102 on GE PATTERN(S)

NEW COURSES

(NONE)

VI. PROGRAM NOTIFICATION AGENDA

CCCCO Approvals: Programs

AA-T: Anthropology

The committee was notified of the CCCCO approved AA-T in Anthropology

VII. PROGRAM CONSENT AGENDA

VIII. PROGRAM DISCUSSION AGENDA

Program Learning Outcomes

(NONE)

Program Changes that do not require Chancellor's Office Notification/Application for Approval

(NONE)

Application for Approval - New Credit Programs (Formerly the CCC-501)

(NONE)

Substantial Changes to an Approved Credit Program (Formerly the CCC-510)

(NONE)
Non-Substantial Changes to Approved Program or Change of Active–Inactive Status (Formerly the CCC-511)
IX. STANDING REPORTS

1. **Transfer Model Curriculum (Associate Degrees for Transfer)**
   B. Adams
   B. Adams announced the approval of the AA-T in Anthropology. She went on to explain that the committee can anticipate review of the forthcoming proposal for an AA-T in Early Childhood Education, and that it is likely to be the most lengthy TMC template we will complete. She added that Psychology is still in progress.

   She also illustrated how approved ADTs are not static and will also change over time. Examples include the just-approved non-substantial changes to the AA-T in Studio Arts and AA-T in Art History. Applications will be required at the CCCCO for changes like this.

2. **C-ID**
   R. Cranley
   R. Cranley reported that there are now 71 courses approved for C-IDs and that MJC may be 3rd in statewide in C-ID approvals. Four courses approved today will be forwarded as soon as possible, and that she will need to wait for revisions to SPAN 101 and SPAN 102 to take place before forwarding them to C-ID reviewers.

3. **CurricUNET Implementation/Issues**
   B. Adams/L. Miller
   B. Adams informed the committee that a recent course update proposal, ART 102, did not have the lab objectives copy from the active version. A ticket was issued to Governet.

4. **Outcomes Assessment Workgroup (OAW)**
   K. Ennis
   K. Ennis was pleased to announce the designation of a new chairperson for the Outcomes Assessment Workgroup, Eileen Kerr, also a curriculum committee member.

   The largest area of concern for the OAW at present is a major list of discrepancies between what appears on PiratesNet and what appears in CurricUNET as the CLOs for a course. While PiratesNet is not where PLOs are developed, it is where students can evaluate CLOs. Faculty often look there because it is so user-friendly.

   The primary objective of the OAW is to reconcile these errors. Faculty should be prepared to confirm which set of CLOs is correct. Also, because last year was a race to generate and publish CLOs for courses, this year will provide an opportunity to review CLOs for quality and render improvements based upon revised understanding of best practices in CLO development and assessment. Faculty should be prepared for conversations aimed to help make CLOs more useful and meaningful.

   J. Dorn has developed a matrix system that effectively outlines how to meaningfully and systematically assess outcomes. While it is sophisticated, the OAW is impressed by how nicely it ties everything together.

   E. Kerr announced that OAW will be talking to faculty to review and improve CLOs. Curriculum representatives should be ambassadors for this cause.

X. UNFINISHED BUSINESS

**Action Items**

1. **Policies for Prerequisites/Corequisites/Advisories**
   M. Robles
   M. Robles distributed a draft policy of the Prerequisite/CoRequisite/Advisory workgroup. The group is looking at establishing prerequisites based on “content only.” Revised regulations allow for colleges to do this now, as opposed to the past which required statistical validation of need in order to establish prerequisites. In order to establish them based on content only, however, a model district policy must be established. The draft document walks authors through the process of content review, which includes review of requisite course objectives. Use of a form such as this will build a body of evidence.

2. **Independent Study Course Outlines**
   B. Adams
   B. Adams reminded the representatives to spread the word regarding the upcoming inactivation of Independent Study Courses (199, 299, 399s). L. Miller created a list of active Independent Study course records in Datatel. M. Robles noted that there are many different forms being used for independent study. She will be discussing a
proposal to consolidate A&R forms from four to one at Dean’s Council. Discussion turned to the number of independent study courses the college allows students to complete. Lengthy discussion ensued.

**M/S/C (E. LUCAS, M. LYNCH) to allow a maximum of six (6) units of independent study at Modesto Junior College**

- **8 AYES**
- **6 NAYS**
- **0 ABSTENTIONS**

**Informational Items**

1. Equating Courses and Repetitions L. Miller
   - Postponed Indefinitely

**XI. NEW BUSINESS**

**Informational Items**

1. CurricUNET Formatting and Articulation Reports B. Adams/R. Cranley
   - Course outlines have been rejected by ASSIST because of formatting problems. B. Adams researched problems with one outline and found that the faculty author had not started with the CurricUNET outlining tool in the content section. While it looked fine in the CurricUNET interface, the PDF report was a disaster. She reminded the representatives to make sure that faculty know not to copy and paste. Some reps expressed concern that they cannot edit after an author edits, unless they are a co-contributor.

**Action Items**

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

2. Course Substitution M. Garcia
   - M. Garcia informed the committee that counseling is opposed to students having to wait until the last semester to be able to apply for course substitution(s). Discussion ensued on procedures at other colleges. Merced College has students apply the semester prior. Columbia College allows application at any time, but it is commonly done at graduation. Delta College requires that it be done in advance. M. Garcia noted that counseling maintains that the last semester requirement does not allow time for planning and/or alternative options. J. Hughes noted that many schools have no process at all.

**M/S/U (M. GARCIA, S. CIRCLE) to revise the course substitution process and form to allow students to apply for substitution starting at the semester prior to graduation.**

3. Relationship of Hours to Units B. Adams
4. CurricUNET Change to Units/Hours Field B. Adams

**XII. PUBLIC COMMENT**

M. Robles let the committee to know there is to be discussion of a proposal to reduce the number of Admissions and Records forms from four to one at Dean’s Council.

**MEETING ADJOURNED at 4:32 PM**
Sorry, Letitia, I missed that. It looks like we'll have to go with ESL 39.

Sara

Unfortunately, that's also in use. Can you check that spreadsheet I sent you yesterday to see what's unavailable? All of the COURSE IDs listed on the spreadsheet have been used in the past or are currently in use.

Hi Letitia,

Can we try ESL 32?

Sara

Hi Letitia and Sara,

Yes, if we can get a new number and get it on the agenda as a notification item, let's do it so we can keep things moving.

Barbara

Hello [again!] Sara 😊 –
If ESL can get a new number selected for ESL 31 as soon as possible that would be really helpful. If we can hear today or Monday, Barbara may allow it to go before the committee as notification on Tuesday. I say “may” because I have not yet gotten confirmation from her on this. The sooner we resolve the number issue, the sooner we can garner CCCCO approval.

Thanks -
Letitia

From: Letitia Miller
Sent: Thursday, October 17, 2013 2:47 PM
To: Sara Berger
Cc: Barbara Adams; Heather Townsend; Ruth Cranley; Gabriele Steiner; Susan Kincade
Subject: RE: ESL 31 - Need Clarification ASAP

Hi again, Sara –

I did an extract of all ESL course records (active and inactive) that are in Datatel. This will give a clear picture of what course IDs are legitimately appearing in CurricUNET. It appears that ESL 31 is in fact a course that was inactivated over twenty years ago. Unfortunately, at this point the district does not reuse course numbers because of their role on student transcripts.

Can you review the list and let me know what course number the ESL department would like to substitute for ESL 31? If you have time to identify those that are erroneously being used by CurricUNET, that would be helpful too. It will expedite us cleaning them up.

Thanks –
Letitia

From: Letitia Miller
Sent: Thursday, October 17, 2013 2:34 PM
To: Sara Berger
Cc: Barbara Adams; Heather Townsend; Ruth Cranley; Gabriele Steiner
Subject: RE: ESL 31 - Need Clarification ASAP

Thanks for the history, Sara.

I will need to research this. I know that there are most certainly strange test courses floating about in the system. It also could be that there are some ancient ESL courses that used these numbers in Datatel. We will dig in and find the truth, either way. Curricunet does have some test files and other files. We want to see your course approved post haste, so I will get back to you on what I find out. Datatel ultimately informs what course numbers are available.

In any case, thank you for the clarification. Barbara, chime in if you wish.

Cheers-
Letitia

From: Sara Berger
Sent: Thursday, October 17, 2013 2:32 PM
To: Letitia Miller
Cc: Barbara Adams; Heather Townsend; Ruth Cranley; Gabriele Steiner
Subject: RE: ESL 31 - Need Clarification ASAP

Hi Letitia,
ESL 31 – Vocabulary Power – is actually a new course. The ‘1’ suffix was chosen because in the event that more vocabulary courses are created at lower or higher levels, we could use ESL 21, 31, 41, etc.). I was just in Curricunet to examine this, and I’m concerned because it looks like Sean Fornelli had created several ‘test’ courses which have no content, thereby using up numbers which we could have otherwise used. I’m not really sure why he did this, and if you open up the word document, you’ll see that they are not filled out. Is there a way to delete these from Curricunet? The courses that he created which have no course content listed are:

- ESL 20L
- ESL 21
- ESL 22
- ESL 30L
- ESL 31
- ESL 32
- ESL 40L
- ESL 41
- ESL 42
- ESL 44L
- ESL 45L
- ESL 46L
- ESL 47L
- ESL 48L

Some of them are listed as ‘inactive’ and others as ‘archived’, but we have never had active courses for these numbers (except the newly proposed course, ESL 31 – Vocabulary Power). Eventually, the department intends to create another level of the vocabulary course, so we’d really appreciate it if those numbers could be removed.

Thanks,

Sara

---

From: Letitia Miller  
Sent: Thursday, October 17, 2013 2:07 PM  
To: Sara Berger  
Cc: Barbara Adams; Heather Townsend; Ruth Cranley  
Subject: ESL 31 - Need Clarification ASAP

Hi Sara –

I am trying to pursue CCCCO approval of the “new course” ESL 31 *Vocabulary Power* for Summer 2014, It was CC approved on 02/19/13.

When I dug into records to begin this process, I accidentally discovered that ESL 31 actually existed in the past as *Reading 1B*.

Here’s my conundrum:

- The course was brought through curriculum and BOT as a “NEW COURSE”
• We cannot “reuse” course numbers in Datatel.
• If *Vocabulary Power* is truly a new course, and not a reactivation/revision of *Reading 1B*, then we need to find a different course number.

**Can you please advise ASAP as to whether the ESL department intended to create:**

• Vocabulary Power as a brand new course
• Vocabulary Power is actually a revised, reactivated version of Reading

If the former, we need to find a new number ASAP and notify the curriculum committee and Board of Trustees.

Thanks!
Letitia

**Letitia S. Miller**  
Curriculum Specialist  
Modesto Junior College  
435 College Avenue  
Modesto, California 95350  
(209) 575-6469  
(209) 575-6025 (FAX)  
curriculum.comm.mjc.edu/  
www.mjc.edu/catalog
DATE: October 9, 2013

TO: MJC Curriculum Committee

FROM: Pedro Mendez, Dean of Public Safety, Technical Education and Workforce Development

RE: Request to add new prefix for the Logistics Industry “LOGST”

Dear Curriculum Committee Members:

Over the past several years, the MJC Technical Education & Workforce Development Division has been participating in planning meetings around training and education needs for the Logistics Industry. Active participating members at these meetings include CVS, Kohl’s, Grainger, Costco, Frito Lay, G3 Enterprise, Trader Joe’s Distribution, Sysco, Patterson Unified School District, Stanislaus County Office of Education, CSU Stanislaus and The Stanislaus County Alliance Work Net.

Despite training efforts through the Workforce Development Department in training over 130 residents, there remains a continued lack of CTE college credit curriculum that establishes courses available to all students interested in preparing for this industry. Over the past 3 years, Patterson Unified School District has invested resources in putting in place a “Logistics Pathway” for their students. Merced County Office of Education has also created an option for their students. CSU Stanislaus also offers a track for Supply Chain Management at the university level. What is missing is the CTE pathway by Modesto Junior College.

We are requesting a new prefix LOGST which will enable us to begin to develop college course work and short CTE certificates relevant to the industry. The LOGST prefix courses will help ensure courses available for the community.

Thank you for your attention and consideration of this request.
Sure, let's put under New Business as information item with the subject line above and we can attach the language in full agenda.

Thanks!
B

-----Original Message-----
From: Letitia Miller
Sent: Friday, October 18, 2013 12:16 PM
To: Barbara Adams
Subject: RE: New Language Regarding Credit Course Repetition and Athletics Courses

Do you want an informational item on agenda for this? If so, just tell me where

-----Original Message-----
From: Barbara Adams
Sent: Friday, October 18, 2013 12:12 PM
To: Cheryl Mulder
Cc: Letitia Miller; Ruth Cranley
Subject: FW: New Language Regarding Credit Course Repetition and Athletics Courses

Cheryl,
FYI

Barbara

Curriculum Committee Meeting Fall 2013 Schedule Sept. 10 & 24; Oct. 8 & 22; Nov. 5 & 19; Dec. 3 Meetings start at 2:40 PM in Yosemite 213 Barbara Adams Curriculum Co-Chair Speech Communication Professor Modesto Junior College (209) 575-6890

-----Original Message-----
From: Stanskas, Peter-John [mailto:stanska@SBCCD.CC.CA.US]
Sent: Friday, October 18, 2013 10:58 AM
To: CURRICULUM@LISTSERV.CCCNEXT.NET
Subject: New Language Regarding Credit Course Repetition and Athletics Courses

Colleagues,

As we have struggled to clarify the new regulations regarding repeatable courses, an error was identified at the System Advisory Committee on Curriculum (SACC) this week. I presented the scenario at SACC regarding a conditioning course that might be offered for a particular unit value in the summer term and then the same course offered for a different number of units during the fall term that serve as an athletic conditioning course for a specific sport. We, faculty, did not understand the
basis for the Chancellor’s Office rejection of this in the past. After much clarification of the question, the following FAQ was developed and the new language for the Repetition Guidelines was developed.

I was impressed with the Chancellor’s Office staff and their willingness to hear the argument presented again and admit their error in interpretation. I realize this will cause the some irritation among athletics faculty and curriculum committees that have been struggling to comply with the regulations and their interpretation. In the long run, I hope this new interpretation will serve our students and faculty best.

The FAQs and updated language for the Credit Course Repetition Guidelines should be out in the next few weeks from the Chancellor’s Office in response to questions from the field. I requested permission to send this excerpt to you immediately. The attached document may be easier to read than the pasted language below.

I look forward to seeing you at Curriculum Regionals and/or Fall Plenary next month!

John Stanskas

John Stanskas, Ph.D.
Faculty Chair of Chemistry
ASCCC South Representative, Curriculum Chair San Bernardino Valley College
(909) 384-8268
jstanskas@valleycollege.edu

New FAQ – Repeatable Courses
Can a district properly designate an intercollegiate athletic course and the conditioning course in support of the athletic course as repeatable, and permit a student to repeat the course if the units of the course vary depending on the semester the course is taken? Can a student, for example, take the following courses for the units indicated? And, may a district claim apportionment for the enrollment of the student in the following courses? (In this example Sport 111 is the conditioning course which supports Sport 112, and Sport 112 is the course in which student athletes are enrolled to participate on the Basketball team that is sponsored by the district.)

<table>
<thead>
<tr>
<th></th>
<th>Summer semester</th>
<th>Fall semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Sport 111 - .5 unit</td>
<td>Sport 111 – 2.5 units</td>
<td>Sport 112 – 1 unit</td>
</tr>
<tr>
<td></td>
<td>Sport 112 – 1 unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>Sport 111 - .5 unit</td>
<td>Sport 111 – 2.5 units</td>
<td>Sport 112 – 2 units</td>
</tr>
<tr>
<td></td>
<td>Sport 112 – 1 unit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes, a student may take all of the courses in the example above if the district has properly designated the courses as repeatable pursuant to section 55041(a)(2). And, yes, a district may properly claim apportionment for the enrollment of the student in all of the courses in the example above, as long as no more than 175 hours per fiscal year is claimed for student enrollment in courses dedicated to the sport and no more than 175 hours per fiscal year is claimed for enrollment in courses that focus on conditioning or skill development for the sport. (See Guidelines, pp. x and y.) [See Guideline amendment below]

Repeatable Courses (§§ 55040(b)(1), 55041)

Beginning January 2013, district policy may designate only three types of courses as repeatable:

- courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor's degree,
- intercollegiate athletics, and
- intercollegiate academic or vocational competition.
§ 55041(a)(1)-(3), and see Appendix B - table 3.)

Courses that are not one of the three types above may NOT be designated as repeatable. If a course is properly designated by district policy as repeatable, then all students may enroll in that course more than one time, subject to specified limitations. Courses in these categories that are offered for differing unit values (i.e., variable unit courses) are not precluded from being designated as repeatable if all other requirements for the designation have been met. However, regardless of the unit value of an enrollment, each "take" of the course counts as an individual enrollment towards any applicable student or apportionment limit as discussed below. Courses that are offered for differing unit values (i.e., variable units) are not precluded from being designated as repeatable if all other requirements for the designation have been met. However, regardless of unit value, each "take" of the course counts as an enrollment.

The Three Types of Courses that a District Policy may Designate as Repeatable:

2) Intercollegiate Athletics (§ 55041(a)(2)):

District policy may designate courses in intercollegiate athletics as repeatable. Intercollegiate athletic courses are limited to the following:

- those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district, or
- a conditioning course which supports the organized competitive sport.

(§ 55000(q).)

These types of courses are intended to be narrowly construed, meaning the course is either the one that the athlete must be enrolled in to participate in the sport that is sponsored by the district or the course that is devoted to conditioning the athlete to safely participate in the competitive sport. Typical sports theory courses, e.g. courses in which students watch a game film and discuss the film with coaches, are not conditioning courses that support the organized competitive sport and thus, are not courses that a district may properly designate as repeatable.

Student enrollment limit: The regulations do not specify the maximum number of times a student may enroll in the same intercollegiate athletic course. However, student athletes are required to enroll in a minimum number of degree applicable units. Colleges should check the most recent regulations of the California Community College Athletic Association to determine if they are in compliance.

Apportionment limit: Unlike other repeatable courses, apportionment limits for repeatable courses in intercollegiate athletics are governed by two separate regulations, section 58161(d) and section 58162. Section 58161(d) limits the apportionment a district may receive for the student's attendance in a course properly designated as a repeatable intercollegiate athletic course to up to four semester or six quarter enrollments in that course as defined in section 55000(l). If the properly designated repeatable intercollegiate course is offered for variable units, each enrollment in the course counts toward the enrollment limit of four regardless of the unit value of each enrollment. Thus, if a student enrolls in a conditioning course in support of soccer (which has been properly designated as a repeatable intercollegiate athletic course) for .5 units during the summer session and the same course, but for 2 units during the spring session, the student will have enrolled in the same course two times and the college can claim apportionment for those two enrollments plus up to two more enrollments, but no more. (But, see section 58162, discussed below for additional apportionment limitations.) Put another way, the unit value of the course (even if it varies by term) is not relevant in determining the total number of enrollments.

Section 58162 specifies that a district may claim apportionment for the attendance of students in intercollegiate athletic courses of no more than 350 contact hours per enrolled student for each sport each fiscal year. A fiscal year starts July 1 and ends the following June 30. (§ 58003.4.) Of the 350 contact hours per fiscal year, a district may claim no more than 175 contact hours per fiscal year in intercollegiate athletic courses dedicated to the sport and no more than 175 contact hours per fiscal year in intercollegiate courses that focus on conditioning or skill development for the sport. Thus, for example, if a
student enrolls multiple times in an intercollegiate athletic course dedicated to the sport and reaches 175 contact hours in less than four semester or six quarter enrollments in a given fiscal year, then, notwithstanding section 58161(d), the maximum number of enrollments that a district may claim apportionment for in the intercollegiate athletic course dedicated to the sport during that fiscal year is the number through which the student reached the 175 hour limit. Put another way, if each enrollment in the intercollegiate athletic course dedicated to the sport nets 50 student contact hours, then the maximum number of enrollments a district could receive apportionment for, would be three semester or five quarter enrollments, as the fourth semester or sixth quarter enrollment would exceed the 175 hour limit. Districts must institute controls to truncate contact hours to allowable amounts. This limitation on class hours for apportionment purposes has no bearing on the total number of hours that may be required of a student in a given sport.

The regulations do not restrict how districts may distribute the 175 contact hours in intercollegiate courses that focus on conditioning or skill development for the sport for an eligible student throughout the fiscal year, whether in the same semester as the sport, in a different semester, or in summer, so long as the student does not exceed 175 total hours during the entire fiscal year. However, districts should consult the Bylaws and other rules adopted by the California Community College Athletic Association which further restrict how these hours may be distributed. (See, Bylaw 3.19, www.cccaasports.org/constitution.asp.)
Cheryl,

FYI

Barbara

Curriculum Committee Meeting Fall 2013 Schedule Sept. 10 & 24; Oct. 8 & 22; Nov. 5 & 19; Dec. 3 Meetings start at 2:40 PM in Yosemite 213 Barbara Adams Curriculum Co-Chair Speech Communication Professor Modesto Junior College (209) 575-6890

-----Original Message-----
From: Stanskas, Peter-John [mailto:pstanska@SBCCD.CC.CA.US]
Sent: Friday, October 18, 2013 10:58 AM
To: CURRICULUM@LISTSERV.CCCNEXT.NET
Subject: New Language Regarding Credit Course Repetition and Athletics Courses

Colleagues,

As we have struggled to clarify the new regulations regarding repeatable courses, an error was identified at the System Advisory Committee on Curriculum (SACC) this week. I presented the scenario at SACC regarding a conditioning course that might be offered for a particular unit value in the summer term and then the same course offered for a different number of units during the fall term that serve as an athletic conditioning course for a specific sport. We, faculty, did not understand the basis for the Chancellor's Office rejection of this in the past. After much clarification of the question, the following FAQ was developed and the new language for the Repetition Guidelines was developed.

I was impressed with the Chancellor's Office staff and their willingness to hear the argument presented again and admit their error in interpretation. I realize this will cause the some irritation among athletics faculty and curriculum committees that have been struggling to comply with the regulations and their interpretation. In the long run, I hope this new interpretation will serve our students and faculty best.

The FAQs and updated language for the Credit Course Repetition Guidelines should be out in the next few weeks from the Chancellor's Office in response to questions from the field. I requested permission to send this excerpt to you immediately. The attached document may be easier to read than the pasted language below.

I look forward to seeing you at Curriculum Regionals and/or Fall Plenary next month!

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New FAQ – Repeatable Courses

Can a district properly designate an intercollegiate athletic course and the conditioning course in support of the athletic course as repeatable, and permit a student to repeat the course if the units of the course vary depending on the semester the course is taken? Can a student, for example, take the following courses for the units indicated? And, may a district claim apportionment for the enrollment of the student in the following courses? (In this example Sport 111 is the conditioning course which supports Sport 112, and Sport 112 is the course in which student athletes are enrolled to participate on the Basketball team that is sponsored by the district.)

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<td>Sport 112 – 1 unit</td>
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Year 2
Sport 111 - .5 unit
Sport 111 – 2.5 units
Sport 112 – 2 units
Sport 112 – 1 unit

Yes, a student may take all of the courses in the example above if the district has properly designated the courses as repeatable pursuant to section 55041(a)(2). And, yes, a district may properly claim apportionment for the enrollment of the student in all of the courses in the example above, as long as no more than 175 hours per fiscal year is claimed for student enrollment in courses dedicated to the sport and no more than 175 hours per fiscal year is claimed for enrollment in courses that focus on conditioning or skill development for the sport. (See Guidelines, pp. x and y.) [See Guideline amendment below]

Repeatabl Courses (§§ 55040(b)(1), 55041)

Beginning January 2013, district policy may designate only three types of courses as repeatable:

1) courses for which repetition is necessary to meet the major requirement of California State University (CSU) or University of California (UC) for completion of a bachelor's degree,
2) intercollegiate athletics, and
3) intercollegiate academic or vocational competition.

(§ 55041(a)(1)-(3), and see Appendix B - table 3.)

Courses that are not one of the three types above may NOT be designated as repeatable. If a course is properly designated by district policy as repeatable, then all students may enroll in that course more than one time, subject to specified limitations. Courses in these categories that are offered for differing unit values (i.e., variable unit courses) are not precluded from being designated as repeatable if all other requirements for the designation have been met. However, regardless of the unit value of an enrollment, each "take" of the course counts as an individual enrollment towards any applicable student or apportionment limit as discussed below. Courses that are offered for differing unit values (i.e., variable units) are not precluded from being designated as repeatable if all other requirements for the designation have been met. However, regardless of unit value, each "take" of the course counts as an enrollment.

The Three Types of Courses that a District Policy may Designate as Repeatable:

2) Intercollegiate Athletics (§ 55041(a)(2)):

District policy may designate courses in intercollegiate athletics as repeatable. Intercollegiate athletic courses are limited to the following:
those courses in which student athletes are enrolled to participate in an organized competitive sport sponsored by the district, or
.a conditioning course which supports the organized competitive sport.

(§ 55000(q).)

These types of courses are intended to be narrowly construed, meaning the course is either the one that the athlete must be enrolled in to participate in the sport that is sponsored by the district or the course that is devoted to conditioning the athlete to safely participate in the competitive sport. Typical sports theory courses, e.g. courses in which students watch a game film and discuss the film with coaches, are not conditioning courses that support the organized competitive sport and thus, are not courses that a district may properly designate as repeatable.

Student enrollment limit: The regulations do not specify the maximum number of times a student may enroll in the same intercollegiate athletic course. However, student athletes are required to enroll in a minimum number of degree applicable units. Colleges should check the most recent regulations of the California Community College Athletic Association to determine if they are in compliance.

Apportionment limit: Unlike other repeatable courses, apportionment limits for repeatable courses in intercollegiate athletics are governed by two separate regulations, section 58161(d) and section 58162. Section 58161(d) limits the apportionment a district may receive for the student's attendance in a course properly designated as a repeatable intercollegiate athletic course to up to four semester or six quarter enrollments in that course as defined in section 55000(l). If the properly designated repeatable intercollegiate course is offered for variable units, each enrollment in the course counts toward the enrollment limit of four regardless of the unit value of each enrollment. Thus, if a student enrolls in a conditioning course in support of soccer (which has been properly designated as a repeatable intercollegiate athletic course) for .5 units during the summer session and the same course, but for 2 units during the spring session, the student will have enrolled in the same course two times and the college can claim apportionment for those two enrollments plus up to two more enrollments, but no more. (But, see section 58162, discussed below for additional apportionment limitations.) Put another way, the unit value of the course (even if it varies by term) is not relevant in determining the total number of enrollments.

Section 58162 specifies that a district may claim apportionment for the attendance of students in intercollegiate athletic courses of no more than 350 contact hours per enrolled student for each sport each fiscal year. A fiscal year starts July 1 and ends the following June 30. (§ 58003.4.) Of the 350 contact hours per fiscal year, a district may claim no more than 175 contact hours per fiscal year in intercollegiate athletic courses dedicated to the sport and no more than 175 contact hours per fiscal year in intercollegiate courses that focus on conditioning or skill development for the sport. Thus, for example, if a student enrolls multiple times in an intercollegiate athletic course dedicated to the sport and reaches 175 contact hours in less than four semester or six quarter enrollments in a given fiscal year, then, notwithstanding section 58161(d), the maximum number of enrollments that a district may claim apportionment for in the intercollegiate athletic course dedicated to the sport during that fiscal year is the number through which the student reached the 175 hour limit. Put another way, if each enrollment in the intercollegiate athletic course dedicated to the sport nets 50 student contact hours, then the maximum number of enrollments a district could receive apportionment for, would be three semester or five quarter enrollments, as the fourth semester or sixth quarter enrollment would exceed the 175 hour limit. Districts must institute controls to truncate contact hours to allowable amounts. This limitation on class hours for apportionment purposes has no bearing on the total number of hours that may be required of a student in a given sport.

The regulations do not restrict how districts may distribute the 175 contact hours in intercollegiate courses that focus on conditioning or skill development for the sport for an eligible student throughout the fiscal year, whether in the same semester as the sport, in a different semester, or in summer, so long as the student does not exceed 175 total hours during the entire fiscal year. However, districts should consult the Bylaws and other rules adopted by the California Community College Athletic Association which further restrict how these hours may be distributed. (See, Bylaw 3.19, www.cccaasports.org/constitution.asp.)
MJC PROGRAM LEARNING OUTCOMES PROMPT/CATALOG LANGUAGE

The MJC Curriculum Committee recognizes the importance of consistency and accuracy in catalog language because it makes it clear and easy to identify for readers.

Because the current Modesto Junior College catalog has inconsistencies in the introductory phrases for Program Learning Outcomes associated with awards, the following proposal is for committee review and action.

For the 2014-2015 catalog and future catalogs, the introductory phrase for all program learning outcomes listed will be “Upon satisfactory completion of this award, the student should be prepared to…” to ensure consistency of catalog language.

Following are screenshots from CurricUNET to reflect current language and placement in Program Learning Outcomes field and proposed language and placement in Program Learning Outcomes field.

Existing Format:

Upon satisfactory completion of this program, the student should be prepared to….
Proposal:

Upon satisfactory completion of this award, the student should be prepared to….
MJC COURSE OUTLINE OF RECORD
Revision to COR Policy, last approved at 11/04/08 meeting
Policy is being updated to reflect MJC Curriculum Committee action to remove Overall Course Goal field from CurricUNET Course Proposals, approved at the 9/24/13 Curriculum Committee Meeting

The MJC Curriculum Committee recognizes the central role the course outline of record plays in the curriculum process. In addition, the committee recognizes MJC faculty may follow a clear framework for writing a course outline of record by referencing the Spring 2008 ASCCC publication, “The Course Outline of Record: A Curriculum Reference Guide.” Therefore, MJC course outlines of record shall include the following components not only to comply with Title 5 regulations, but also to ensure consistent, quality outlines.

Degree-Applicable and Non degree-Applicable Courses
A rationale shall be provided in the course data summary for the purpose of meeting the need criteria stipulated in the Program and Course Approval Handbook (CCCCO, 2008).

Components of MJC Course Outline of Record:
- Course Title
- Catalog Description
- Grading Policy
- Units
- Contact Hours (Lecture, Lab, Discussion)
- Content
  - Required Lecture
  - Required Lab
  - Recommended Lecture
  - Recommended Lab
- Prerequisites, Corequisites, Advisories, and Limitations on Enrollment
- Prerequisite Skills and Limitations on Enrollment justification (if applicable to course)
- Objectives (Required – Lecture, Lab; Recommended – Lecture, Lab)
- Overall Course Goal
- Methods of Instruction
- Methods of Evaluation
  - Formative Evaluations (to inform for the purposes of tailoring the learning experience)
  - Summative Evaluations (for the purpose of a final determination of the student’s mastery of the subject materials)
- Typical Assignments
  - Intensity – Evidence of student work outside of class time
  - Difficulty and Level – Evidence of critical thinking and learning skills appropriate for a college course
- Required Text and Other Instructional Materials
- Modality of Instruction (Distance Education addendums)

Noncredit Courses
MJC course outlines of record for noncredit courses shall include the following components not only to comply with Title 5 regulations, but also to ensure consistent, quality outlines.

A rationale shall be provided in the course data summary for the purpose of meeting the need criteria stipulated in the Program and Course Approval Handbook (CCCCO, 2008).

The Components of MJC Course Outline of Record for noncredit courses will contain all of the same components as MJC Course Outline of Record for degree-applicable and non degree-applicable courses except for grading policy and units.

Components of MJC Course Outline of Record:
- Course Title
- Catalog Description
- Contact Hours (Lecture, Lab, Discussion)
- Content (Required – Lecture, Lab; Recommended – Lecture, Lab)
- Prerequisites, Corequisites, Advisories, and Limitations on Enrollment
- Prerequisite Skills and Limitations on Enrollment justification (if applicable to course)
- Objectives (Required – Lecture, Lab; Recommended – Lecture, Lab)
- Overall Course Goal
- Methods of Instruction
- Methods of Evaluation
  - Formative Evaluations (to inform for the purposes of tailoring the learning experience)
  - Summative Evaluations (for the purpose of a final determination of the student’s mastery of the subject materials)
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- Required Text and Other Instructional Materials
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