



Curriculum Committee

AGENDA

Tuesday, October 25, 2016

Yosemite 213 2:40 PM

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

October 11, 2016

III. COURSE NOTIFICATION AGENDA

CCCCO Course Approvals

(None)

Course Activity Report

(None)

C-ID Approvals

(None)

IV. COURSE CONSENT AGENDA

GUIDE 111	Career Exploration Proposed Effective Term: Summer 2017 Expedited! Rationale for Expedited Approval: To minimize fees for students, materials fees are being removed. Fees will be covered instead through a college grant. MODIFY: Materials fee Rationale: See rationale for expedited approval. Materials Fee Status: Removing fee of \$23	1
SOCSC 154	Movies with a Message Proposed Effective Term: Spring 2017 Expedited! Rationale for Expedited Approval: SOCSC 154 was approved for a modification on October 11, 2016 with three disciplines listed: History (M), Humanities (M), and Social Science (M). C. Hudelson noted that this course is taught by all social science disciplines and a few more disciplines needed to be added to CurricUNET as they were missing. H. Townsend has added the requested disciplines to CNET and this information is here for the purpose of the record. MODIFY: Discipline(s) Rationale: See rationale for expedited approval. Proposed Discipline(s): Administration of Justice (NM), Anthropology (M), Economics (M), Geography (M), Philosophy (M), Political Science (M), Psychology (M), Sociology (M)	3

V. COURSE DISCUSSION AGENDA

INACTIVATIONS:

		UNIT
OFADM 311	Business Proofreading and Editing CCCCO Proposal Type: Inactivation Effective: Summer 2017 <u>INACTIVATE</u> Rationale: Course has been removed from certificate and degree offerings. Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).	3
OFADM 328	Machine Transcription 1 CCCCO Proposal Type: Inactivation Effective: Summer 2017 <u>INACTIVATE</u> Rationale: Course has been removed from certificate and degree offerings. Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).	1
OFADM 329	Machine Transcription 2 CCCCO Proposal Type: Inactivation Effective: Summer 2017 <u>INACTIVATE</u> Rationale: Course has been removed from certificate and degree offerings. Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).	2

MODIFICATIONS:

BIO 101	<p>Biological Principles 4</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Enrollment restrictions, typical assignments, requisite skills</p> <p>Rationale: Removal of CHEM 142 as a prerequisite as that course had been changed to remove a lab portion, thus it no longer qualifies.</p> <p>Enrollment Restrictions: Removing: (P) Satisfactory completion of CHEM 101 or CHEM 142; Requesting: (P) Satisfactory completion of CHEM 101.</p> <p>Distance Education Status: (None)</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Transfers to CSU and UC; (CC BIOL 2, BIO101+BOT101+ZOO101=BIOL2+4+6)</p> <p>C-ID Status: Approved for: (C-ID BIOL 190)</p> <p>General Education Status: Approved for: (MJC-GE: A), (CSU-GE: B2, B3), (IGETC: 5B, 5C)</p> <p>Program Impact:</p> <ul style="list-style-type: none">- Biological Sciences A.S. Degree- CSU General Education Pattern Certificate of Achievement- Chemistry A.S. Degree- Earth Sciences A.S. Degree- General Studies, Emphasis in Natural Sciences A.A. Degree- IGETC Pattern Certificate of Achievement- MJC-GE Pattern- Psychology for Transfer AA-T Degree
EHS 215	<p>Landscape Design 3</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Outcomes, objectives, content, typical assignments, methods of evaluation, textbooks, requisite skills</p> <p>Rationale: Course is being updated for periodic review.</p> <p>Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete EHS 201 and satisfactorily complete EHS 202.</p> <p>Distance Education Status: (None)</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Transfers to CSU</p> <p>C-ID Status: (None)</p> <p>General Education Status: (None)</p> <p>Program Impact:</p> <ul style="list-style-type: none">- Environmental Horticultural Science A.S. Degree- Landscape Design Certificate of Achievement- Landscape and Park Maintenance Certificate of Achievement- Nursery Production Certificate of Achievement

ENGL 48

Grammar Review

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).

ENGL 174

Introduction to Modern Asian Literature

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Field trips, description, content, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of ENGL 50 or qualification by the MJC assessment process; Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101.

Distance Education Status: Maintaining: Online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU and UC

C-ID Status: (None)

General Education Status: Approved for: (MJC-GE: C), (CSU-GE: C2), (IGETC: 3B)

Program Impact:

- CSU General Education Pattern Certificate of Achievement
- English AA-T Degree
- General Studies, Emphasis in Humanities A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern

ENGL 175**Introduction to Women's Literature****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Content, typical assignments, methods of instruction, textbooks, requisite skills**Rationale:** Course update for periodic review.**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of ENGL 50 or qualification by the MJC assessment process; Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101.**Distance Education Status:** Maintaining: Mixed modalities/hybrid, online**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC**C-ID Status:** (None)**General Education Status:** Approved for: (MJC-GE: C), (CSU-GE: C2), (IGETC: 3B)**Program Impact:**

- CSU General Education Pattern Certificate of Achievement
- English AA-T Degree
- General Studies, Emphasis in Humanities A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern
- Language Studies A.A. Degree

MUSA 145**Applied Classical Guitar****1****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Enrollment restrictions, field trips, description, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills**Rationale:** Modifying limitation on enrollment to "entry by audition" to align with C-ID Descriptors and removing co-requisites.**Enrollment Restrictions:** Removing: (C) Concurrent enrollment in or satisfactory completion of MUSA 144; Requesting: (L) Enrollment limited to students who pass an audition.**Distance Education Status:** (None)**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC; (CC MUSIC 50)**C-ID Status:** Requesting: ([C-ID MUS 160](#))**General Education Status:** Approved for: (MJC Activities)**Program Impact:**

- Music A.A. Degree
- Music AA-T Degree

OFADM 202

Intermediate Keyboarding 2

2

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to complete at least one semester of keyboarding and type a minimum of 45 gross words per minute on a five-minute timing.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 203

Intermediate Keyboarding 3

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to possess at least one semester of keyboarding and type a minimum of 45 gross words per minute on a five-minute test; Requesting: (A) Before enrolling in this course, students are strongly advised to complete at least one semester of keyboarding and type a minimum of 45 gross words per minute on a five-minute timing.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Bookkeeping A.S. Degree
- Bookkeeping Certificate of Achievement

OFADM 231**Intermediate Word Processing****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Objectives, textbooks**Rationale:** Course update for periodic review.**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 203 and/or satisfactorily complete OFADM 330.**Distance Education Status:** Maintaining: Mixed modalities/hybrid, online**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU**C-ID Status:** (None)**General Education Status:** (None)**Program Impact:**

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement

OFADM 232**Advanced Word Processing and Desktop Publishing****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Description, outcomes, objectives, content, typical assignments, methods of instruction, textbooks**Rationale:** Course update for periodic review.**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CSCI 224 or satisfactorily complete OFADM 231 or have strong prior knowledge of word processing software.**Distance Education Status:** Maintaining: Mixed modalities/hybrid, online**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU**C-ID Status:** (None)**General Education Status:** (None)**Program Impact:**

- Clerical A.S. Degree
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement

OFADM 256**Introduction to Word Processing****1****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Outcomes, methods of instruction, textbooks**Rationale:** Course update for periodic review.**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 and/or have the ability to keyboard by touch.**Distance Education Status:** Maintaining: Mixed modalities/hybrid, online**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU**C-ID Status:** (None)**General Education Status:** (None)**Program Impact:**

- Accounting Certificate of Achievement
- Accounting A.S. Degree
- Accounting Clerk Certificate of Achievement
- Logistics And Supply Chain Management Certificate of Achievement

OFADM 259

Introduction to Spreadsheet Software

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, typical assignments, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting A.S. Degree
- Accounting Certificate of Achievement
- Accounting Clerk Certificate of Achievement
- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Logistics And Supply Chain Management Certificate of Achievement
- Logistics and Supply Chain Management A.S. Degree
- Marketing A.S. Degree
- Office Administration Certificate of Achievement
- Office Administration A.S. Degree
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement

OFADM 261

Introduction to Databases

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, methods of instruction, typical assignments, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353 and satisfactorily complete OFADM 256 and/or satisfactorily complete OFADM 259.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting Certificate of Achievement
- Accounting A.S. Degree
- Logistics And Supply Chain Management Certificate of Achievement
- Logistics and Supply Chain Management A.S. Degree
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 262

Introduction to Business Presentation Software

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, methods of instruction, typical assignments, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to demonstrate basic knowledge of computer use and have the ability to keyboard by touch.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Logistics And Supply Chain Management Certificate of Achievement
- Logistics and Supply Chain Management A.S. Degree
- Office Administration A.S. Degree
- Office Computer Applications Certificate of Achievement

OFADM 301

Beginning Keyboarding

1.5

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Objectives, content, methods of instruction

Rationale: Course update for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting Clerk Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 302

Beginning Document Processing

1.5

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives, typical assignments, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 or have ability to keyboard and type a minimum of 35 gross words per minute on a three-minute timing.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 303

Keyboarding for Speed and Accuracy

0.5

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives, content, methods of instruction

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 or possess the ability to keyboard by touch at 20 gross words per minute.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting Clerk Certificate of Achievement
- Clerical Certificate of Achievement
- Clerical A.S. Degree
- Office Administration A.S. Degree

OFADM 304

Professional English for Business

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable; (CC OFTEC 130)

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration Certificate of Achievement
- Office Administration A.S. Degree
- Office Support Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement
- Supervisory Management A.S. Degree
- Supervisory Management Certificate of Achievement

OFADM 305

Records Management

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives, content, typical assignments, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353 and have ENGL 50 eligibility.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Bookkeeping A.S. Degree
- Bookkeeping Certificate of Achievement
- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 306

Keyboarding for Accuracy

0.5

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of OFADM 303.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical Certificate of Achievement

OFADM 307

Keyboarding for Speed

0.5

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of OFADM 303.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical Certificate of Achievement

OFADM 313

Skills for the Workplace

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Title, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical Certificate of Achievement
- Clerical A.S. Degree
- Logistics And Supply Chain Management Certificate of Achievement
- Logistics and Supply Chain Management A.S. Degree
- Records Management/Data Entry Specialist Certificate of Achievement

OFADM 314

Office Procedures & Technologies

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Description, outcomes, objectives, content, typical assignments, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 202 and satisfactorily complete OFADM 262 and satisfactorily complete OFADM 231 or have prior knowledge of word processing software.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable; (CC OFTEC 131)

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting Clerk Certificate of Achievement
- Clerical Certificate of Achievement
- Clerical A.S. Degree
- Office Administration Certificate of Achievement
- Office Administration A.S. Degree
- Office Support Certificate of Achievement

OFADM 315

Today's Office

2

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Description, outcomes, objectives, typical assignments, methods of instruction, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of OFADM 202 and OFADM 314.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement

OFADM 320

Telephone Techniques

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: Course update for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: Maintaining: Mixed modalities/hybrid

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Support Certificate of Achievement

OFADM 330

Beginning Word Processing

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Enrollment restrictions, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Course update for periodic review.

Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement

OFADM 353	<p>Introduction to Computers and Windows 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Objectives, content, typical assignments, methods of instruction</p> <p>Rationale: Course update for periodic review.</p> <p>Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.</p> <p>Distance Education Status: Maintaining: Mixed modalities/hybrid, online</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Not transferable</p> <p>C-ID Status: (None)</p> <p>General Education Status: (None)</p> <p>Program Impact:</p> <ul style="list-style-type: none"> - Clerical Certificate of Achievement - Office Computer Applications Certificate of Achievement
OFADM 363	<p>Understanding the Internet 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Objectives, methods of instruction, textbooks</p> <p>Rationale: Course update for periodic review.</p> <p>Enrollment Restrictions: (None)</p> <p>Distance Education Status: Maintaining: Mixed modalities/hybrid, online</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Not transferable</p> <p>C-ID Status: (None)</p> <p>General Education Status: (None)</p> <p>Program Impact:</p> <ul style="list-style-type: none"> - Clerical Certificate of Achievement - Clerical A.S. Degree - Office Administration Certificate of Achievement - Office Computer Applications Certificate of Achievement - Office Support Certificate of Achievement
OFADM 364	<p>Grammar in the Office 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Content, typical assignments, program applicable status</p> <p>Rationale: Course update for periodic review.</p> <p>Enrollment Restrictions: (None)</p> <p>Distance Education Status: Maintaining: Mixed modalities/hybrid, online</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Not transferable</p> <p>C-ID Status: (None)</p> <p>General Education Status: (None)</p> <p>Program Impact:</p> <p>Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).</p>

OFADM 366

Proofreading Techniques

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: DE modalities, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills, program applicable status

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 304.

Distance Education Status: Requesting: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).

OFADM 375

10-Key on the Computer

1

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes

Rationale: Course update for periodic review.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 301 or have the ability to keyboard by touch.

Distance Education Status: Maintaining: Mixed modalities/hybrid, online

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Accounting Clerk Certificate of Achievement
- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Records Management/Data Entry Specialist Certificate of Achievement

NEW COURSES:

- OFADM 260** **Intermediate Spreadsheet Software** **1**
CCCCO Proposal Type: New Credit Course
Effective: Upon CCCCCO approval
ADOPT
Rationale: A majority of the 28 businesses Nancy Backlund visited on her spring 2016 sabbatical expressed the importance of office staff having an intermediate level of understanding in spreadsheet software.
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353 and satisfactorily complete OFADM 259.
Distance Education Status: Requesting: Mixed modalities/hybrid, online
Materials Fee Status: (None)
Articulation Status: Requesting: CSU
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- OFADM 316** **Introduction to Microsoft Outlook** **1**
CCCCO Proposal Type: New Credit Course
Effective: Upon CCCCCO approval
ADOPT
Rationale: The software is commonly used in the business field and it is proposed as a part of the Office Administration degree and certificate programs.
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to be familiar with the use of computer technology.
Distance Education Status: Requesting: Mixed modalities/hybrid, online
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Clerical A.S. Degree
- Clerical Certificate of Achievement
- Office Administration A.S. Degree
- Office Administration Certificate of Achievement
- Office Computer Applications Certificate of Achievement
- Office Support Certificate of Achievement

DE (Distance Education) Only Proposals

(None)

VI. PROGRAM NOTIFICATION AGENDA

Program Activity

(None)

CCCCO Program Approvals: New/Substantial Change

B.S. Respiratory Care (34010)

Regional Consortium CTE Program Approvals: New/Substantial Change

(None)

ACCJC Program Approvals: New/Substantial Change

(None)

ACCJC DE Substantive Change Proposal Needed

(None)

Program learning outcomes for the following programs were modified in CurricUNET

(None)

VII. PROGRAM CONSENT AGENDA

(None)

VIII. PROGRAM DISCUSSION AGENDA

**Application for Approval - New Credit Programs - Requires CCCCCO and ACCJC Approval
(Formerly the CCC-501)**

(None)

**Substantial Changes to an Approved Credit Program – Requires CCCCCO and ACCJC Approval
(Formerly the CCC-510)**

(None)

Non-Substantial Changes to Approved Program or Change of Active–Inactive Status – Requires CCCCCO Approval (Formerly the CCC-511)

MODIFICATIONS:

UNITS

MODIFY:

CLERICAL PROGRAM

A.S. Degree: Clerical

30 (Previously 29.5)

MODIFY: PLOs, program requirements, total units

Effective: Upon CCCCCO Approval

Rationale: To update the Clerical program award reflect industry needs.

MODIFY:

CLERICAL PROGRAM

Certificate of Achievement: Clerical

32 (Previously 30)

MODIFY: PLOs, program requirements, total units

Effective: Upon CCCCCO Approval

Rationale: To update certificate for current industry needs and to create a more stackable certificate.

MODIFY:

OFFICE ADMINISTRATION PROGRAM

A.S. Degree: Office Administration

29-30 (Previously 27.5)

MODIFY: PLOs, program requirements, total units

Effective: Upon CCCCCO Approval

Rationale: To update the Office Administration program to make it more relevant to industry needs.

MODIFY: **OFFICE ADMINISTRATION PROGRAM**
Certificate of Achievement: Office Administration 32-33 (Previously 32)
MODIFY: PLOs, program requirements, total units
Effective: Upon CCCCCO Approval
Rationale: Updating certificate to current industry needs and to make it stackable with our degree.

MODIFY: **OFFICE COMPUTER APPLICATIONS PROGRAM**
Certificate of Achievement: Office Computer Applications 15-16 (Previously 17)
MODIFY: PLOs, program requirements, total units
Effective: Upon CCCCCO Approval
Rationale: Update to allow for course completion flexibility and industry needs.

MODIFY: **OFFICE ADMINISTRATION PROGRAM**
Certificate of Achievement: Office Support 17-18 (Previously 18)
MODIFY: PLOs, program requirements, total units
Effective: Upon CCCCCO Approval
Rationale: Update to allow for course completion flexibility and industry needs.

MODIFY: **RECORDS MANAGEMENT PROGRAM**
Certificate of Achievement: Records Management/Data Entry Specialist 15-16 (Previously 16)
MODIFY: Program requirements, total units
Effective: Upon CCCCCO Approval
Rationale: Update to allow for course completion flexibility and industry needs.

INACTIVATIONS:

INACTIVATE: **WORD PROCESSING PROGRAM**
Certificate of Achievement: Word Processing 31.5
INACTIVATE
Effective: Upon CCCCCO Approval
Rationale: This certificate is out of date.

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

(None)

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

(None)

IX. STANDING REPORTS

- | | |
|--|-----------|
| 1. Articulation: C-ID, C-ID Newsletter | L. Miller |
| 2. Adult Education | P. Mendez |
| 3. Academic Senate Report | S. Amador |

X. UNFINISHED BUSINESS

Action Items

- | | |
|--|----------------------|
| 1. Curriculum Review Process | B. Adams |
| 2. MJC Certificate & Degree Publications | B. Adams/H. Townsend |

Informational Items

- | | |
|---|----------|
| 1. ASCCC Regional Meeting North (October 21, 2016) | B. Adams |
| 2. CurricUNET Program Training (Flex #5201) (November 15, 2016) | B. Adams |

XI. NEW BUSINESS

Action Items

(None)

Informational Items

- | | |
|---------------------------|---------|
| 1. Accelerated English 50 | A. Peek |
|---------------------------|---------|

XII. PUBLIC COMMENT



Curriculum Committee

MINUTES

Tuesday, October 11, 2016

Yosemite 213 2:40 PM

Members Present: B. Adams (Co-chair), T. Akers-Porter, S. Amador (Co-chair), F. Arias (for F. Banuelos), H. Battan (ASMJC), S. Berger, P. Brogan, K. Butler, S. Cassidy, R. Cripe, H. Duarte, M. Garcia, T. Guy, C. Howard, C. Hudelson, E. Lucas, E. Maki, P. Mendez, L. Miller, N. Sill, B. Thames (VP Instruction)

Members Absent: A. DeAngelis, J. Haynes, L. Stephan

Others Present: K. Addington (Administrative Technician), J. Hughes (Evaluator), H. Townsend (Curriculum Process Specialist)

I. APPROVAL OF ORDER OF AGENDA

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

II. APPROVAL OF MINUTES

September 27, 2016

Hearing no objections, the minutes of September 27, 2016 were approved as stated.

III. COURSE NOTIFICATION AGENDA

CCCCO Course Approvals

(None)

Course Activity Report

(None)

C-ID Approvals

(None)

In accordance with the Ralph M. Brown Act and SB 751, minutes of the MJC Curriculum committee record the votes of all committee members as follows. (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

IV. COURSE CONSENT AGENDA

Hearing no objections, the following course change was approved.

BUSAD 246	Retail Management Proposed Effective Term: Spring 2017 Expedited! Rationale for Expedited Approval: The Business Department has adjunct faculty qualified to teach Retail who are not qualified to teach the breadth of business topics. Adding the Retail and Management disciplines would allow these faculty to teach this course. MODIFY: Discipline(s) Rationale: See rationale for expedited approval. Discipline(s): Maintaining: Business (M); Requesting: Management (M), Retailing (NM)	3
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V. COURSE DISCUSSION AGENDA

INACTIVATIONS:

		UNIT
ENGL 176	Introduction to Mexican Literature CCCCO Proposal Type: Inactivation Effective: Summer 2017 INACTIVATE Rationale: Our Program Review indicated this course had not been taught since 2009, and when we discussed options, department voted to inactivate. Program Impact: <ul style="list-style-type: none">- CSU General Education Pattern Certificate of Achievement- English AA-T Degree- General Studies, Emphasis in Humanities A.A. Degree- IGETC Pattern Certificate of Achievement- MJC-GE Pattern Certificate of Achievement- Univ. Preparation: Language Studies A.A. Degree M/S/U (R. CRIPE, S. CASSIDY) to INACTIVATE ENGL 176	3
MUSA 135	Elementary Harpsichord CCCCO Proposal Type: Inactivation Effective: Summer 2017 INACTIVATE Rationale: Course has not been taught in the last two years. Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable). M/S/U (R. CRIPE, S. CASSIDY) to INACTIVATE MUSA 135	1

MODIFICATIONS:

AG 285	Agricultural Communications CCCCO Proposal Type: Non-Substantial Effective: Summer 2017 MODIFY: Field trips, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks Rationale: Course due for update per curriculum committee recommendation. Enrollment Restrictions: (None) Distance Education Status: (None) Materials Fee Status: (None) Articulation Status: Transfers to CSU C-ID Status: (None) General Education Status: (None) Program Impact: <ul style="list-style-type: none">- Agriculture: Sales, Service A.S. Degree- Agriculture: Sales, Service Technician Certificate of Achievement- Mechanized Agriculture Technician Certificate of Achievement M/S/U (R. CRIFE, S. CASSIDY) to MODIFY AG 285	3
ANSC 222	Milk Production & Technology CCCCO Proposal Type: Non-Substantial Effective: Summer 2017 MODIFY: Outcomes, objectives, typical assignments Rationale: Course is being updated for periodic review. Enrollment Restrictions: (None) Distance Education Status: (None) Materials Fee Status: (None) Articulation Status: Transfers to CSU and UC C-ID Status: (None) General Education Status: (None) Program Impact: <ul style="list-style-type: none">- Dairy Science A.S. Degree M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ANSC 222	3
ANSC 228	Dairy Management CCCCO Proposal Type: Non-Substantial Effective: Summer 2017 MODIFY: Objectives, content, textbooks Rationale: Course is being updated for periodic review. Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ANSC 220 and ANSC 224 and AGECE 200. Distance Education Status: (None) Materials Fee Status: (None) Articulation Status: Transfers to CSU C-ID Status: (None) General Education Status: (None) Program Impact: <ul style="list-style-type: none">- Dairy Science A.S. Degree M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ANSC 228 M/S/U (E. MAKI, E. LUCAS) to MAINTAIN REQUISITES for ANSC 228	3

ANSC 244

Dairy Fitting and Showing

2

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Objectives, content, methods of instruction

Rationale: Course is being updated for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable).

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY ANSC 244

EHS 210

Introduction to Environmental Horticulture Science

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Outcomes, objectives, content, methods of instruction, methods of evaluation, textbooks

Rationale: Course is being updated for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Agriculture Business A.S. Degree
- Agriculture Business AS-T Degree (Pending)
- Agriculture Science A.S. Degree
- Commercial Floristry Technician Certificate of Achievement
- Environmental Horticultural Science A.S. Degree
- Landscape Design Certificate of Achievement
- Landscape and Park Maintenance Certificate of Achievement
- Nursery Production Certificate of Achievement
- Soil Science A.S. Degree
- University Preparation, Emphasis in Agricultural Sciences A.S. Degree

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY EHS 210

EHS 220

Turfgrass Management

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: Course is being updated for periodic review.

Enrollment Restrictions: (None)

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Transfers to CSU

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- Environmental Horticultural Science A.S. Degree

- Landscape and Park Maintenance Certificate of Achievement

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY EHS 220

ELW 901

(Previously ESL 901)

Beginning English for Life and Work

0

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Prefix, title, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: All ELW courses are being revised as part of the regular curriculum review cycle.

Department is changing the ESL prefix to ELW (English for Life and Work).

Enrollment Restrictions: (None)

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- English for Life and Work: Elementary Certificate of Completion (In process)

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY ELW 901

ELW 902

(Previously ESL 902)

Elementary English for Life and Work

0

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Prefix, title, enrollment restrictions, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: The course is being modified as part of the regular curriculum review cycle. Department is changing the ESL prefix to ELW (English for Life and Work).

Enrollment Restrictions: Removing: (P) Satisfactory completion of ESL 901 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of ELW 901 or qualification by the MJC assessment process.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- English for Life and Work: Elementary Certificate of Completion (In process)

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY ELW 902

M/S/U (E. MAKI, E. LUCAS) to MODIFY REQUISITES for ELW 902

ELW 903 **Higher Elementary English for Life and Work** **0**
(Previously ESL 903) **CCCCO Proposal Type:** Non-Substantial
Effective: Summer 2017
MODIFY: Prefix, title, enrollment restrictions, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills
Rationale: Course is being revised as part of the regular curriculum review cycle. Department is changing the ESL prefix to ELW (English for Life and Work).
Enrollment Restrictions: Removing: (P) Satisfactory completion of ESL 902 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of ELW 902 or qualification by the MJC assessment process.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- English for Life and Work: Elementary Certificate of Completion (In process)
M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ELW 903
M/S/U (E. MAKI, E. LUCAS) to MODIFY REQUISITES for ELW 903

ELW 904 **Intermediate English for Life and Work** **0**
(Previously ESL 904) **CCCCO Proposal Type:** Non-Substantial
Effective: Summer 2017
MODIFY: Prefix, title, enrollment restrictions, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills
Rationale: Course is being modified as part of the curriculum review cycle. Department is changing the ESL prefix to ELW (English for Life and Work).
Enrollment Restrictions: Removing: (P) Satisfactory completion of ESL 903 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of ELW 903 or qualification by the MJC assessment process.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- English for Life and Work: Proficient Certificate of Completion (In process)
M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ELW 904
M/S/U (E. MAKI, E. LUCAS) to MODIFY REQUISITES for ELW 904

ELW 905
(Previously ESL 905)

High Intermediate English for Life and Work

0

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Prefix, title, enrollment restrictions, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Course revision is occurring as part of the regular curriculum review cycle. Department is changing the ESL prefix to ELW (English for Life and Work).

Enrollment Restrictions: Removing: (P) Satisfactory completion of ESL 904 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of ELW 904 or qualification by the MJC assessment process.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- English for Life and Work: Proficient Certificate of Completion (In process)

M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ELW 905

M/S/U (E. MAKI, E. LUCAS) to MODIFY REQUISITES for ELW 905

ELW 906
(Previously ESL 906)

Low Advanced English for Life and Work

0

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Prefix, title, enrollment restrictions, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: The course is being revised as part of the regular curriculum review cycle. Department is changing the ESL prefix to ELW (English for Life and Work).

Enrollment Restrictions: Removing: (P) Satisfactory completion of ESL 905 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of ELW 905 or qualification by the MJC assessment process.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

- English for Life and Work: Proficient Certificate of Completion (In process)

M/S/U (R. CRIFE, S. CASSIDY) to MODIFY ELW 906

M/S/U (E. MAKI, E. LUCAS) to MODIFY REQUISITES for ELW 906

MUSA 155	<p>Vocal Master Class 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Description, typical assignments, methods of instruction</p> <p>Rationale: Course update for periodic review.</p> <p>Please Note: Course enrollment restrictions were removed and approved as a consent item on 9/27/2016.</p> <p>Enrollment Restrictions: (None)</p> <p>Distance Education Status: (None)</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Transfers to CSU</p> <p>C-ID Status: (None)</p> <p>General Education Status: Approved for: (MJC Activities)</p> <p>Program Impact:</p> <ul style="list-style-type: none"> - Music AA-T Degree <p>M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUSA 155</p> <p>M/S/U (E. LUCAS, E. MAKI) to MAINTAIN PLACEMENT of MUSA 155 on MJC ACTIVITIES</p>
MUSA 173	<p>Applied Brass and Percussion 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Title, objectives, methods of instruction, requisite skills</p> <p>Rationale: Periodic review for compliance and for C-ID alignment.</p> <p>Enrollment Restrictions: Maintaining: (L) Enrollment limited to students who pass an audition.</p> <p>Distance Education Status: (None)</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Transfers to CSU and UC</p> <p>C-ID Status: Approved for: (C-ID MUS 160)</p> <p>General Education Status: Approved for: (MJC Activities)</p> <p>Program Impact:</p> <ul style="list-style-type: none"> - Music A.A. Degree - Music AA-T Degree <p>M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUSA 173</p> <p>M/S/U (E. MAKI, E. LUCAS) to MAINTAIN REQUISITES for MUSA 173</p> <p>M/S/U (E. LUCAS, E. MAKI) to MAINTAIN PLACEMENT of MUSA 173 on MJC ACTIVITIES</p>
MUSA 183	<p>Applied Woodwinds 1</p> <p>CCCCO Proposal Type: Non-Substantial</p> <p>Effective: Summer 2017</p> <p>MODIFY: Title, enrollment restrictions, description, objectives, methods of instruction</p> <p>Rationale: Periodic review for compliance and for C-ID alignment.</p> <p>Enrollment Restrictions: Maintaining: (L) Enrollment limited to students who pass an audition.</p> <p>Distance Education Status: (None)</p> <p>Materials Fee Status: (None)</p> <p>Articulation Status: Transfers to CSU and UC; (CC: MUSIC 52)</p> <p>C-ID Status: Approved for: (C-ID MUS 160)</p> <p>General Education Status: Approved for: (MJC Activities)</p> <p>Program Impact:</p> <ul style="list-style-type: none"> - Music A.A. Degree - Music AA-T Degree <p>M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUSA 183</p> <p>M/S/U (E. MAKI, E. LUCAS) to MAINTAIN REQUISITES for MUSA 183</p> <p>M/S/U (E. LUCAS, E. MAKI) to MAINTAIN PLACEMENT of MUSA 183 on MJC ACTIVITIES</p>

MUST 101**Music Fundamentals****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Title, field trips, description, outcomes, content, typical assignments, methods of instruction, textbooks**Rationale:** Periodic Review and change title from "Music Fundamentals 1" to "Music Fundamentals". We used to offer two similar courses Music Fundamentals 1 and Music Fundamentals 2 but we no longer do. Therefore the distinction is unnecessary.**Enrollment Restrictions:** (None)**Distance Education Status:** Maintaining: Online**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC**C-ID Status:** Approved for: ([C-ID MUS 110](#))**General Education Status:** Approved for: (MJC-GE: C)**Program Impact:**

- General Studies, Emphasis in Humanities A.A. Degree
- MJC-GE Pattern Certificate of Achievement
- Music A.A. Degree
- Recording Arts Skills Recognition Award

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUST 101**M/S/U (E. MAKI, M. GARCIA) to MAINTAIN DE for MUST 101**

S. Berger commented that the DE Addendum looked too brief. B. Adams referred to the new look of the addendum and noted that typically more information was included before the change to additional field. E. Maki interjected that MUST 101 was not being taught online at this time but was kept on the DE Addendum for the possibility of future online instruction. B. Adams recommended that E. Maki follow up with A. Sabre to ask if the content of the DE Addendum could be modified, which could be added as a consent item on a future agenda.

M/S/U (E. LUCAS, L. MILLER) to MAINTAIN PLACEMENT of MUST 101 on GE PATTERN**MUST 121****Music Theory 1****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Field trips, grading policy, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of MUST 101; Maintaining: (C) Concurrent enrollment in MUST 131.**Distance Education Status:** (None)**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC; (CC: MUSIC 20A)**C-ID Status:** Approved for: ([C-ID MUS 120](#))**General Education Status:** Approved for: (MJC-GE: C), (CSU-GE: C1), (IGETC: 3A)**Program Impact:**

- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Humanities A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern Certificate of Achievement
- Music A.A. Degree
- Music AA-T Degree

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUST 121**M/S/U (E. MAKI, E. LUCAS) to MAINTAIN REQUISITES for MUST 121****M/S/U (E. LUCAS, L. MILLER) to MAINTAIN PLACEMENT of MUST 121 on GE PATTERN(S)**

MUST 122

Music Theory 2

3

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2017

MODIFY: Description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Course is being updated for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of MUST 121; Maintaining: (C) Concurrent enrollment in MUST 132.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Transfers to CSU and UC; (CC: MUSIC 20B)

C-ID Status: Approved for: [C-ID MUS 130](#)

General Education Status: Approved for: (MJC-GE: C), (CSU-GE: C1), (IGETC: 3A)

Program Impact:

- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Humanities A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern Certificate of Achievement
- Music A.A. Degree
- Music AA-T Degree

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY MUST 122

M/S/U (E. MAKI, E. LUCAS) to MAINTAIN REQUISITES for MUST 122

M/S/U (E. LUCAS, L. MILLER) to MAINTAIN PLACEMENT of MUST 122 on GE PATTERN(S)

SOCSC 154**Movies With a Message****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Description, outcomes, objectives, content, typical assignments, methods of evaluation, textbooks**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** (None)**Distance Education Status:** (None)**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC**C-ID Status:** (None)**General Education Status:** Approved for: (MJC-GE: C), (CSU-GE: C1)**Program Impact:**

- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Humanities A.A. Degree
- MJC-GE Pattern Certificate of Achievement

SOCSC 154 pulled for discussion by T. Guy who referred to outdated information on the Course Outline of Record (COR) from a previous cross-listing with FILM 154 (which no longer exists) questioning information that may no longer be applicable. T. Guy noted the technical reference to TV and film in Objective #9. Division Representative, C. Hudelson, approved the removal of the parenthetical phrase "camera angles, placement of actors or objects within the frame, camera movement" from Objective #9. T. Guy noted that under Course Content, the first paragraph refers to repeatability, yet the course is not repeatable. "The class will offer different topics or themes...as to warrant repeated enrollment in the course..." C. Hudelson commented that SOCSC 154 was designed to do applied social sciences and that the paragraph was intended so that instructors of any discipline could teach their material, furthermore, noting that the assigned disciplines should be broader. B. Adams mentioned that currently the disciplines assigned to SOCSC 154 are History, Humanities, and Social Science and additional disciplines could be added as a Course Consent item on a future agenda. C. Hudelson indicated she would bring this item to the next BBSS Division meeting. Discussion ensued and it was determined that the paragraph in question was problematic and could be removed and still keep the quality of standard. Per the will of the Curriculum Committee, the paragraph was deleted from SOCSC 154's course content. T. Guy called into question Methods of Instruction (MOI) Item #6 "Analysis of films (in writing and directed class discussions)" and asked how they are going to instruct "in writing". He also noted that "discussions" are mentioned twice under the MOI. Per the will of the Curriculum Committee, Item #6 was modified to read, "Instructor led analysis of films.", and MOI Item #3 "Discussions" was removed.

M/S/U (C. HUDELSON, M. GARCIA) to MODIFY SOCSC 154**M/S/U (E. LUCAS, L. MILLER) to MAINTAIN PLACEMENT of SOCSC 154 on GE PATTERN(S)****THETR 174****Stage Makeup****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Outcomes, typical assignments, methods of evaluation**Rationale:** Material fees needed to be increased.**Enrollment Restrictions:** (None)**Distance Education Status:** (None)**Materials Fee Status:** Increasing fee from \$70.00 to \$105.00**Articulation Status:** Transfers to CSU and UC**C-ID Status:** Approved for: [\(C-ID THTR 175\)](#)**General Education Status:** Approved for: (MJC Activities)**Program Impact:**

- Design & Technical Theatre Skills Recognition Award
- Theatre A.A. Degree
- Theatre Arts AA-T Degree

M/S/U (R. CRIPE, S. CASSIDY) to MODIFY THETR 174**M/S/U (R. CRIPE, S. CASSIDY) to INCREASE FEE for THETR 174****M/S/U (E. LUCAS, E. MAKI) to MAINTAIN PLACEMENT of THETR 174 on MJC ACTIVITIES**

NEW COURSES:

DANCE 134	Jazz 4 Advanced CCCCO Proposal Type: New Credit Course Effective: Upon CCCCCO approval <u>ADOPT</u> Rationale: This course completes the sequence of courses related in content for jazz dance. Enrollment Restrictions: Requesting: (P) Satisfactory completion of DANCE 133. Distance Education Status: (None) Materials Fee Status: (None) Articulation Status: Requesting: CSU and UC C-ID Status: (None) General Education Status: Requesting: (MJC Activities) Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable). M/S/U (R. CRIPE, S. CASSIDY) to ADOPT DANCE 134 <i>N. Still requested clarification on why the program impact for DANCE 134 indicated "Stand-Alone" and why the course was not attached to a program. B. Adams noted that once DANCE 134 is approved by the state then the course could be attached to a program.</i> M/S/U (E. MAKI, E. LUCAS) to ADOPT REQUISITES for DANCE 134 M/S/U (E. LUCAS, E. MAKI) to REQUEST PLACEMENT of DANCE 134 on MJC ACTIVITIES	1
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DE (Distance Education) Only Proposals

GUIDE 111	Career Exploration Effective: Spring 2017 Expedited! Rationale for Expedite Approval: Course is already approved for online and is being offered spring 2017. The DE addendum was left blank and is now being completed to ensure accurate record keeping. <u>MODIFY:</u> DE modalities only Rationale: Course is being offered online for spring 2017. The course has been approved for online but the DE Addendum for online was missing. Online portion of the DE Addendum is now complete. Distance Education Status: Maintaining: Mixed modalities/hybrid; Requesting: Online Program Impact: Stand-Alone (Be advised that the department will need to do a timely modification to any desired academic programs in CurricUNET to include this course as an option and to officially change the status to Program-Applicable). M/S/U (E. MAKI, M. GARCIA) to ADOPT DE for GUIDE 111 M/S/U (R. CRIPE, M. GARCIA) to EXPEDITE DE MODALITIES for GUIDE 111	1
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VI. PROGRAM NOTIFICATION AGENDA

Program Activity

(None)

CCCCO Program Approvals: New/Substantial Change

A.S. Degree: Agricultural Environmental Science (35277)
Certificate: Agricultural Environmental Science (35276)

Regional Consortium CTE Program Approvals: New/Substantial Change

(None)

ACCJC Program Approvals: New/Substantial Change

(None)

ACCJC DE Substantive Change Proposal Needed

(None)

Program learning outcomes for the following programs were modified in CurricUNET

(None)

VII. PROGRAM CONSENT AGENDA

(None)

VIII. PROGRAM DISCUSSION AGENDA

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

ADOPT:

ENGLISH FOR LIFE AND WORK: ELEMENTARY PROGRAM

Certificate of Completion: English for Life and Work: Elementary 0

ADOPT

Effective: Upon CCCCCO and ACCJC Approval

Rationale: This program has been in existence for a number of years. The sequence of courses meets the requirements of and has been coded for Career Development/College Preparation (CDCP) status. Due to technical issues, the course sequence has never been approved for CDCP program status. The department is now rectifying that by proposing the sequence as a CDCP program.

M/S/U (E. LUCAS, C. HUDELSON) to ADOPT CERTIFICATE OF COMPLETION: ENGLISH FOR LIFE AND WORK: ELEMENTARY

ADOPT:

ENGLISH FOR LIFE AND WORK: PROFICIENT PROGRAM

Certificate of Completion: English for Life and Work: Proficient 0

ADOPT

Effective: Upon CCCCCO and ACCJC Approval

Rationale: This program has been in existence for a number of years. The sequence of courses meets the requirements of and has been coded for Career Development/College Preparation (CDCP) status. Due to apparent technical issues, the course sequence has never been approved for CDCP program status. The department is now rectifying that by proposing the sequence as a CDCP program.

M/S/U (E. LUCAS, C. HUDELSON) to ADOPT CERTIFICATE OF COMPLETION: ENGLISH FOR LIFE AND WORK: PROFICIENT

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)

MODIFICATIONS:

UNITS

MODIFY:

COMMUNICATION STUDIES PROGRAM

A.A.-T.: Communication Studies

18

MODIFY: Catalog description, restricted electives

Effective: Upon CCCCCO approval

Rationale: Program is being updated to reflect new courses that have been approved and are in the CCCCCO Inventory, and courses that have received C-ID approval. This program is also being updated to conform to the Communication Studies COT Rev. 5, dated 2/1/16.

M/S/U (E. LUCAS, C. HUDELSON) to MODIFY A.A.-T.: COMMUNICATION STUDIES

INACTIVATIONS:

(None)

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

(None)

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

(None)

IX. STANDING REPORTS

1. Articulation: C-ID, [C-ID Newsletter](#)

L. Miller

L. Miller reported that [NR200](#) has been reaffirmed for UC transferability. L. Miller mentioned that she learned a lot and that there was great mentorship at the Region 5 California Intersegmental Articulation Council (CIAC) meeting of articulation officers on October 7, 2016. She noted that conversations centered on individual issues that articulation officers are experiencing at their campuses such as Associate Degree for Transfer (ADT) articulation. L. Miller noted that she would be splitting her time between the baccalaureate degree pilot program conference in Sacramento, the Northern California CIAC regional meeting, and learning the next generation of Articulation System Stimulating Interinstitutional Student Transfer (ASSIST) in the next two weeks. L. Miller reported that there were no new C-IDs issued and asked if faculty felt well informed about the opportunities available in regards to C-IDs.

2. Adult Education

P. Mendez

P. Mendez reported that the consortium continues to meet on the second Monday of the month in Oakdale at the Oakdale Culinary Institute at 2:00 p.m. and are open to the public. P. Mendez reported that Adult Education is restricted to non-credit curriculum with efforts centered on career, basic skills, and English as a Second Language (ESL).

Conversation ensued focused on:

- Types of non-credit courses available
- Qualifications for non-credit courses
- Transitioning adult learners into employment
- Offerings according to demographics
- Non-credit courses verses credit courses
- Rigor of curriculum for non-credit courses verses credit courses

B. Adams referred to North Orange County Community College's Adult Education program as an example for non-credit programs. B. Adams recommended inviting J. Abbott, who has been involved with non-credit curriculum to speak to the Curriculum Committee. B. Thames agreed an invitation would be appropriate.

3. Academic Senate Report

S. Amador

S. Amador reported that Resolution [F16-A](#): Faculty Satisfaction Survey was discussed and passed the second reading. S. Amador noted that the survey should be going out by the end of the month via e-mail.

X. UNFINISHED BUSINESS

Action Items

1. Curriculum Review Process

B. Adams

B. Adams reported on the subcommittee's meeting, where they reviewed the historical background and how the Curriculum Review Process was established. B. Adams noted that discussion at the subcommittee meeting included how C-ID descriptors for basic skills have not yet been decided; however, once the C-ID descriptors for basic skills are finalized the review process for non-transferable courses could be looked at again. The subcommittee explored having the non-transferable courses follow the current process for the transferable courses per the [Curriculum Review Process](#) through item #8 and the possibility of having non-transfer courses follow Merced, Delta, or Columbia (the way that transferable courses are required to follow either the C-ID or CSU Stanislaus). Extensive discussion ensued. B. Thames suggested that the colleges being followed as examples should also have models and practices that work and are good for the students. B. Thames indicated she would provide the subcommittee with desired criteria for choosing which community colleges to follow. B. Adams mentioned that the subcommittee would meet on October 18, 2016 with the added criteria provided by B. Thames and that an "Invite" to subcommittee members would be sent.

2. MJC Certificate & Degree Publications

B. Adams

B. Adams observed concern that some awards that have not yet been fully approved are being advertised on campus, noting the issue with "Truth in Advertising". B. Adams recommended considering time frames and all the different approvals needed externally, that a policy or disclaimer should be discussed. Conversation ensued covering shared frustrations, consequences of inaccurate and/or outdated published information, the ACCJC and substantial changes as determined by the commission, and informing faculty of the approval process. Being respectful of time, B. Adams noted that the issue with MJC Certificate and Degree publications will continue as unfinished business and requested that the committee think of a possible motion on a policy that would clarify the process of producing and advertising award publications, in terms of the guiding principle "Truth in Advertising."

Informational Items

1. [Common Assessment Initiative](#)

B. Adams

B. Adams referred to the follow-up e-mail she received from the Chancellor's Office on October 4, 2016 regarding the Common Assessment Initiative timeline (see link above). B. Adams noted the memo indicated a limited release plan and a reminder of different types of assessment that are still available during the process.

XI. NEW BUSINESS

Action Items

2. Standing Reports - Format

B. Adams

B. Adams referred to the standing report format and ideas on making the Curriculum Committee meetings more efficient by following what the Academic Senate does. She noted that the Academic Senate asks that written reports be submitted for their standing reports which are linked to their agenda. Since the Curriculum Committee is a standing committee of the Academic Senate, it also would create consistency.

M/S/U (E. MAKI, E. LUCAS) that the standing reports be submitted in writing and the reports that should be submitted in writing can be determined by the Curriculum Co-Chairs if in time for the Instruction Office to publish it in the agenda.

Informational Items

1. **ASCCC Regional Meeting North (October 21, 2016)**

B. Adams

B. Adams noted that H. Townsend, L. Miller, and she would be attending the ASCCC Curriculum Regional Meeting North on October 21, 2016. She mentioned that the ASCCC Curriculum Regional meetings are great meetings with a lot of information on curriculum and she anticipates at least one session will be on non-credit courses.

2. **CurricUNET Program Training (Flex #5201) (November 15, 2016)**

B. Adams

B. Adams mentioned that another CurricUNET Program Training will be held on Tuesday, November 15, 2016 in the computer lab at the Center for Advanced Technologies (CAT) Building, room 113, from 3:00-4:30 p.m. She encouraged all new faculty, faculty in the review matrix next semester, or those who would benefit from the training to attend and noted that Flex #5201 has been assigned to the training.

XII. PUBLIC COMMENT

P. Mendez asked about the timeline for the Accreditation Commission for Community and Junior Colleges (ACCJC) approval of Substantive Change Proposals for programs. B. Thames mentioned that the ACCJC meets three times per year. B. Thames noted it could take six months to one year to receive approval from ACCJC, adding that courses can still be offered but MJC can't confer an award for a program that has not been approved.

M/S/U (E. LUCAS, E. MAKI) to adjourn at 4:52 PM