



## Curriculum Committee

# AGENDA

Tuesday, November 8, 2016

Yosemite 213 2:40 PM

### I. APPROVAL OF ORDER OF AGENDA

### II. APPROVAL OF MINUTES

October 25, 2016

### III. COURSE NOTIFICATION AGENDA

#### CCCCO Course Approvals

(None)

#### Course Activity Report

(None)

#### C-ID Approvals

(None)

### IV. COURSE CONSENT AGENDA

(None)

### V. COURSE DISCUSSION AGENDA

#### **INACTIVATIONS:**

UNIT

FTECH 301XABC

Incident Command Systems

CCCCO Proposal Type: Inactivation

Effective: Summer 2017 **Expedited!**

**Rationale for Expedited Approval:** Course has never been offered and needs to be removed from the 2017-2018 catalog.

**INACTIVATE**

**Rationale:** Course is not being offered and needs to be inactivated.

**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).

0.5-3

## **MODIFICATIONS:**

### **CSCI 211**

#### **Unix/Linux Administration**

**3**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2018

**MODIFY:** DE modalities, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

**Rationale:** Course is being updated for periodic review.

**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of CSCI 210.

**Distance Education Status:** Maintaining: Mixed modalities/hybrid; Removing: Online

**Materials Fee Status:** (None)

**Articulation Status:** Transfers to CSU and UC

**C-ID Status:** (None)

**General Education Status:** (None)

**Program Impact:**

- Computer Science A.S. Degree

### **HUMSR 120**

#### **Professional Development in the Helping Professions**

**3**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Spring 2017 **Expedited!**

**Rationale for Expedited Approval:** The ability to offer Distance Education modality will allow greater student access and enable students to continue progressing in the program.

**MODIFY:** DE modalities, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

**Rationale:** Course is being updated for compliance and to add Distance Education modalities.

**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 101.

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

**Materials Fee Status:** (None)

**Articulation Status:** Transfer to CSU

**C-ID Status:** (None)

**General Education Status:** (None)

**Program Impact:**

- Chemical Dependency Counseling A.A. Degree
- Chemical Dependency Counseling Certificate of Achievement
- Human Services Certificate of Achievement
- Human Services A.A. Degree
- Human Services/ Chemical Dependency Counseling A.A. Degree

**MATH 10****Introduction to Math****4****CCCCO Proposal Type:** Substantial**Effective:** Upon CCCCCO Approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** CB21 code (prior to college level), enrollment restrictions, DE modalities, description, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Removing: (A) Before enrolling in this course, students are strongly advised to Qualification by MJC Assessment Process.**Distance Education Status:** Removing: Teleclass; Requesting: Mixed modalities/hybrid**Materials Fee Status:** (None)**Articulation Status:** Not transferable; (CC MATH 601)**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).

**MATH 20****Pre-Algebra****5****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** Enrollment restrictions, DE modalities, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills, CB24 (program status)**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Removing: (A) Before enrolling in this course, students are strongly advised to have eligibility for READ 82 or higher; Removing: (P) Satisfactory completion of MATH 10 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of MATH 9 or MATH 10 or qualification by the MJC assessment process.**Distance Education Status:** Removing: Teleclass; Maintaining: Mixed modalities/hybrid**Materials Fee Status:** (None)**Articulation Status:** Not transferable; (CC MATH 602)**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).

**MATH 70****Elementary Algebra for STEM Majors**

5

**CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** Title, enrollment restrictions, DE modalities, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Removing: (P) Satisfactory completion of MATH 20 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of MATH 19 or MATH 20 or qualification by the MJC assessment process.**Distance Education Status:** Removing: Teleclass, teleweb; Maintaining: Mixed modalities/hybrid**Materials Fee Status:** (None)**Articulation Status:** Not transferable; (CC MATH 101)**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).

**MATH 89****Intermediate Algebra for Non-STEM Majors**

4

**CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** Title, enrollment restrictions, description, objectives, content, typical assignments, methods of evaluation, textbooks, requisite skills**Rationale:** To better align with the Non-STEM pathway.**Enrollment Restrictions:** Removing: (P) Satisfactory completion of MATH 70 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of MATH 29 or MATH 70 or qualification by the MJC assessment process.**Distance Education Status:** Maintaining: Mixed modalities/hybrid, online**Materials Fee Status:** (None)**Articulation Status:** Not transferable; (CC Math Competency Req. Satisfied)**C-ID Status:** (None)**General Education Status:** Approved for: (MJC-GE: D2)**Program Impact:**

- General Studies, Emphasis in Language and Rationality A.A. Degree
- MJC-GE Pattern

**MATH 90****Intermediate Algebra for STEM Majors**

5

**CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** Title, enrollment restrictions, DE modalities, description, objectives, typical assignments, methods of instruction, methods of evaluation, textbooks**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Removing: (P) Satisfactory completion of MATH 70 or MATH 71 and MATH 72 or qualification by the MJC assessment process; Requesting: (P) Satisfactory completion of MATH 70 or qualification by the MJC assessment process.**Distance Education Status:** Maintaining: Mixed modalities/hybrid; Removing: Teleclass; Requesting: Online**Materials Fee Status:** (None)**Articulation Status:** Not transferable; (CC MATH 104)**C-ID Status:** (None)**General Education Status:** Approved for: (MJC-GE: D2)**Program Impact:**

- General Studies, Emphasis in Language and Rationality A.A. Degree
- MJC-GE Pattern

**MATH 134****Elementary Statistics**

4

**CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** DE modalities, methods of instruction, textbooks, requisite skills**Rationale:** Update Methods of Instruction, textbook, and Distance Ed Addendum is being added.**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of MATH 90 or MATH 89 or qualification by the MJC assessment process; Maintaining: (A) Before enrolling in this course, students are strongly advised to also enroll in MATH 135 Problem Solving Skills and Technology for MATH 134.**Distance Education Status:** Requesting: Mixed modalities/hybrid**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC; (CC MATH 2)**C-ID Status:** Approved for: ([C-ID MATH 110](#))**General Education Status:** Approved for: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)**Program Impact:**

- Administration of Justice AS-T Degree
- Agricultural Sciences A.S. Degree
- Agriculture Animal Sciences AS-T Degree (Pending)
- Agriculture Business AS-T Degree (Pending)
- Agriculture Plant Science AS-T Degree (Pending)
- Anthropology AA-T Degree
- Biological Sciences A.S. Degree
- Business Administration AS-T Degree
- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Language and Rationality A.A. Degree
- IGETC Pattern Certificate of Achievement
- Kinesiology AA-T Associate of Arts for Transfer
- MJC-GE Pattern
- Mathematics AS-T Degree
- Psychology for Transfer AA-T Degree
- Sociology AA-T Degree

<b>MATH 135</b>	<p><b>Problem Solving Skills and Technology for MATH 134</b> <span style="float: right;"><b>1</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017 <b>Expedited!</b></p> <p><b>Rationale for Expedited Approval:</b> Course made the Curriculum Committee deadline for summer 2017 effective date request.</p> <p><b>MODIFY:</b> Enrollment restrictions, DE modalities, methods of instruction, methods of evaluation, requisite skills</p> <p><b>Rationale:</b> We are updating this course to be aligned with the other problem solving courses in the department. We are also adding Distance Ed Addendum.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (C) Concurrent enrollment in MATH 134; Requesting: (P) Satisfactory completion of MATH 89 or MATH 90 or qualification by the MJC assessment process.</p> <p><b>Distance Education Status:</b> Requesting: Mixed modalities/hybrid, online</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Transfers to CSU and UC</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b> 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>
<b>MUSA 163</b>	<p><b>Applied Music (Violin and Viola)</b> <span style="float: right;"><b>1</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2018</p> <p><b>MODIFY:</b> Content, methods of instruction</p> <p><b>Rationale:</b> Course is being updated for periodic review.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (L) Enrollment limited to students who pass an audition.</p> <p><b>Distance Education Status:</b> (None)</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Transfers to CSU and UC</p> <p><b>C-ID Status:</b> Approved for: (<a href="#">C-ID MUS 160</a>)</p> <p><b>General Education Status:</b> Approved for: (MJC Activities)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Music A.A. Degree</li> <li>- Music AA-T Associate of Arts for Transfer</li> </ul>
<b>MUSA 164</b>	<p><b>Applied Music (Cello and Bass)</b> <span style="float: right;"><b>1</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2018</p> <p><b>MODIFY:</b> Content, methods of instruction, textbooks, requisite skills</p> <p><b>Rationale:</b> Course is being updated for periodic review.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (L) Enrollment limited to students who pass an audition.</p> <p><b>Distance Education Status:</b> (None)</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Transfers to CSU and UC</p> <p><b>C-ID Status:</b> Approved for: (<a href="#">C-ID MUS 160</a>)</p> <p><b>General Education Status:</b> Approved for: (MJC Activities)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Music A.A. Degree</li> <li>- Music AA-T Associate of Arts for Transfer</li> </ul>

OFADM 201

**Intermediate Keyboarding 1**

1

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2018

**MODIFY:** Methods of instruction, textbooks

**Rationale:** Course is being updated 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:**

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).

RSCR 232

**Clinical 2**

3.5

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2017 **Expedited!**

**Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.

**MODIFY:** Field trips, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

**Rationale:** Updated course expectations for success of students in a clinical setting.

**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of RSCR 230; Maintaining: (C) Concurrent enrollment in RSCR 222 and RSCR 224.

**Distance Education Status:** (None)

**Materials Fee Status:** (None)

**Articulation Status:** Transfers to CSU

**C-ID Status:** (None)

**General Education Status:** (None)

**Program Impact:**

- Respiratory Care A.S. Degree

**ZOOL 101****General Zoology****4****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017 **Expedited!****Rationale for Expedited Approval:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**MODIFY:** Outcomes, content, methods of instruction, textbooks, requisite skills**Rationale:** Course made the Curriculum Committee deadline for summer 2017 effective date request.**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of BIO 101.**Distance Education Status:** (None)**Materials Fee Status:** (None)**Articulation Status:** Transfers to CSU and UC; (CC ZOOL 101+BIO 101+BOT 101=CC BIOL 2+BIOL 4+BIOL 6)**C-ID Status:** (None)**General Education Status:** Approved for: (MJC-GE: A), (CSU-GE: B2, B3), (IGETC: 5B, 5C)**Program Impact:**

- Biological Sciences A.S. Degree
- CSU General Education Pattern Certificate of Achievement
- Earth Sciences A.S. Degree
- General Studies, Emphasis in Natural Sciences A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern

**NEW COURSES:****MATH 9****Accelerated Intro to Math****2****CCCCO Proposal Type:** New Credit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the overwhelming demand of incoming students placing into MATH 10 with less repetition of material.**Enrollment Restrictions:** (None)**Distance Education Status:** Requesting: Mixed modalities/hybrid**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).



**MATH 19****Accelerated Pre-Algebra****4****CCCCO Proposal Type:** New Credit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of incoming students that are placed into MATH 10 or MATH 20 through an accelerated model offered with MATH 9 to create a one semester course sequence of six units.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 9 or MATH 10 or qualification by the MJC assessment process.**Distance Education Status:** Requesting: Mixed modalities/hybrid**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).

**MATH 29****Elementary Algebra for Non-STEM Majors****4****CCCCO Proposal Type:** New Credit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** This class is being proposed because it is in the best interest of our students to provide them more options to better fit their individual educational needs.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 19 or MATH 20 or qualification by the MJC assessment process.**Distance Education Status:** Requesting: Mixed modalities/hybrid**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).

**MATH 30****Elementary Algebra for STEM Majors****5****CCCCO Proposal Type:** New Credit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** The course number MATH 30 would replace MATH 70 so that the course can be coded correctly as basic skills with the Chancellor's office providing funding opportunities that are only available to basic skills coded courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 19 or MATH 20 or qualification by the MJC assessment process.**Distance Education Status:** Requesting: Mixed modalities/hybrid**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).

**MATH 911****Whole Numbers****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**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).

**MATH 912****Fractions****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 911.**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).

**MATH 913****Decimals and Percents****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 912.**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).

**MATH 921****Integers****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 913.**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).

**MATH 922****Fractions, Decimals, and Integers****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 921.**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).

**MATH 923****Percents, Ratios, and Proportions****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 922.**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).

**MATH 924****Graphing and Measurement****0****CCCCO Proposal Type:** New Noncredit Course**Effective:** Upon CCCCCO approval **Expedited!** (Requesting Summer 2017)**Rationale for Expedited Approval:** Although effective upon CCCCCO approval, this course made the Curriculum Committee deadline for summer 2017 effective date request.**ADOPT****Rationale:** To meet the needs of MJC students who need to master missing skills in order to succeed in future math courses.**Enrollment Restrictions:** Requesting: (P) Satisfactory completion of MATH 923.**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).

## DE (Distance Education) Only Proposals

**MATH 130**

**Finite Mathematics**

**3**

**Effective:** Spring 2017 **Expedited!**

**Rationale for Expedited Approval:** The Curriculum Committee procedure is to approve DE Only proposals with an immediate effective date (procedure approved March 3, 2015).

**MODIFY:** DE modalities only

**Rationale:** To obtain distance education approval.

**Distance Education Status:** Requesting: Mixed modalities/hybrid

**Program Impact:**

- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern

## VI. PROGRAM NOTIFICATION AGENDA

### Program Activity

(None)

### CCCCO Program Approvals: New/Substantial Change

(None)

### Regional Consortium CTE Program Approvals: New/Substantial Change

(None)

### ACCJC Program Approvals: New/Substantial Change

A.A.-T Degree: Spanish (Approved 10/19/16)

A.S.-T Degree: Chemistry (Approved 10/19/16)

Certificate: Electrician (Approved 10/19/16)

### 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 CCCC and ACCJC Approval**  
(Formerly the CCC-510)

(None)

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

**MODIFICATIONS:**

**UNITS**

**MODIFY:**

**MATHEMATICS PROGRAM**

**A.S.-T Degree: Mathematics**

**20-21** (Previously 24)

**MODIFY:** Program requirements, total units

**Effective:** Upon CCCC Approval **Expedited!** (Requesting Summer 2017)

**Rationale for Expedited Approval:** Although effective upon CCCC approval, this program made the Curriculum Committee deadline for summer 2017 effective date request.

**Rationale:** The A.S.-T is being revised to reflect the recent changes to Math units and an update to the most recent template posted by the CCCC. The AS-T is also including an option of two more courses into the program.

**INACTIVATIONS:**

(None)

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

**MODIFY:**

**THEATRE PROGRAM**

**Skills Recognition Award: Theatre Performance**

**15**

**MODIFY:** PLOs, elective courses

**Effective:** Upon BOT Approval

**Rationale:** The award is being modified to reflect the change to several THETR courses that recently came through and were changed to reflect the new DANCE discipline.

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

(None)

**IX. STANDING REPORTS**

- |  |           |
|--|-----------|
| 1. Articulation: C-ID, <a href="#">C-ID Newsletter</a> | 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. CurricUNET Program Training (Flex #5201) (November 15, 2016)

B. Adams

**XI. NEW BUSINESS**

**Action Items**

(None)

**Informational Items**

1. [Credit Course Certification](#)
2. [Noncredit Curriculum and Prerequisites and Co-requisites](#)

B. Adams

B. Adams

**XII. PUBLIC COMMENT**



**Curriculum Committee**

**MINUTES**

**Tuesday, October 25, 2016**

**Yosemite 213 2:40 PM**

**Members Present:** B. Adams (Co-chair), T. Akers-Porter, H. Battan (ASMJC), S. Cassidy, R. Cripe, H. Duarte, M. Garcia, T. Guy, C. Howard, C. Hudelson, E. Maki, P. Mendez, L. Miller

**Members Absent:** S. Amador (Co-chair), F. Banuelos, S. Berger, P. Brogan, K. Butler, A. DeAngelis, J. Haynes, E. Lucas, N. Sill, L. Stephan, B. Thames (VP Instruction)

**Others Present:** K. Addington (Administrative Technician), K. Alavezos (OFADM), N. Backlund (OFADM), J. Daly (Dean of Literature and Language Arts & Library), A. Peek (ENGL), H. Townsend (Curriculum Process Specialist)

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**I. APPROVAL OF ORDER OF AGENDA**

***Hearing no objections, the order of agenda was approved as stated, with a request by M. Garcia to accommodate guest speaker A. Peek and OFADM faculty approved.***

**II. APPROVAL OF MINUTES**

October 11, 2016

***Hearing no objections, the minutes of October 11, 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.**

GUIDE 111	<b>Career Exploration</b> <b>Proposed Effective Term:</b> Summer 2017 <b>Expedited!</b> <b>Rationale for Expedited Approval:</b> To minimize fees for students, materials fees are being removed. Fees will be covered instead through a college grant. <b>MODIFY:</b> Materials fee <b>Rationale:</b> See rationale for expedited approval. <b>Materials Fee Status:</b> Removing fee of \$23 <b>M/S/U (M. GARCIA, L. MILLER) to REMOVE FEE for GUIDE 111</b>	1
SOCSC 154	<b>Movies with a Message</b> <b>Proposed Effective Term:</b> Spring 2017 <b>Expedited!</b> <b>Rationale for Expedited Approval:</b> 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. <b>MODIFY:</b> Discipline(s) <b>Rationale:</b> See rationale for expedited approval. <b>Proposed Discipline(s):</b> 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	<b>Business Proofreading and Editing</b> <b>CCCCO Proposal Type:</b> Inactivation <b>Effective:</b> Summer 2017 <b>INACTIVATE</b> <b>Rationale:</b> Course has been removed from certificate and degree offerings. <b>Program Impact:</b> 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). <b>M/S/U (R. CRIPE, E. MAKI) to INACTIVATE OFADM 311</b>	3
OFADM 328	<b>Machine Transcription 1</b> <b>CCCCO Proposal Type:</b> Inactivation <b>Effective:</b> Summer 2017 <b>INACTIVATE</b> <b>Rationale:</b> Course has been removed from certificate and degree offerings. <b>Program Impact:</b> 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). <b>M/S/U (R. CRIPE, E. MAKI) to INACTIVATE OFADM 328</b>	1

OFADM 329

**Machine Transcription 2**

2

**CCCCO Proposal Type:** Inactivation

**Effective:** Summer 2017

**INACTIVATE**

**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).

**M/S/U (R. CRIPE, E. MAKI) to INACTIVATE OFADM 329**

**MODIFICATIONS:**

BIO 101

**Biological Principles**

4

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2017

**MODIFY:** Enrollment restrictions, typical assignments, requisite skills

**Rationale:** Removal of CHEM 142 as a prerequisite as that course had been changed to remove a lab portion, thus it no longer qualifies.

**Enrollment Restrictions:** Removing: (P) Satisfactory completion of CHEM 101 or CHEM 142;

Requesting: (P) Satisfactory completion of CHEM 101.

**Distance Education Status:** (None)

**Materials Fee Status:** (None)

**Articulation Status:** Transfers to CSU and UC; (CC BIOL 2, BIO101+BOT101+ZOO101=BIOL2+4+6)

**C-ID Status:** Approved for: ([C-ID BIOL 190](#))

**General Education Status:** Approved for: (MJC-GE: A), (CSU-GE: B2, B3), (IGETC: 5B, 5C)

**Program Impact:**

- 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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY BIO 101**

**M/S/U (R. CRIPE, L. MILLER) to MODIFY REQUISITES for BIO 101**

**M/S/U (E. MAKI, L. MILLER) to MAINTAIN PLACEMENT of BIO 101 on GE PATTERN(S)**

**EHS 215****Landscape Design****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Outcomes, objectives, content, typical assignments, methods of evaluation, textbooks, requisite skills**Rationale:** Course is being updated for periodic review.**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete EHS 201 and satisfactorily complete EHS 202.**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 Design Certificate of Achievement
- Landscape and Park Maintenance Certificate of Achievement
- Nursery Production Certificate of Achievement

**M/S/U (R. CRIPE, E. MAKI) to MODIFY EHS 215****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for EHS 215****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, **description****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).

**M/S/U (R. CRIPE, E. MAKI) to MODIFY ENGL 48**

*L. Miller noted that the course description deviates from the standard and recommended the following edits: ~~Students will~~ **Review** of the fundamentals of standard English grammar. They will practice recognizing and correcting errors in grammar and usage. The modification to the ENGL 48 description was made with the approval of the Division Representative S. Berger.*

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY ENGL 174****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for ENGL 174****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for ENGL 174****M/S/U (E. MAKI, L. MILLER) to MAINTAIN PLACEMENT of ENGL 174 on GE PATTERN(S)****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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY ENGL 175****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for ENGL 175****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for ENGL 175****M/S/U (E. MAKI, L. MILLER) to MAINTAIN PLACEMENT of ENGL 175 on GE PATTERN(S)**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY MUSA 145**

**M/S/U (R. CRIPE, L. MILLER) to MODIFY REQUISITES for MUSA 145**

**M/S/U (E. MAKI, M. GARCIA) to MAINTAIN PLACEMENT of MUSA 145 on MJC ACTIVITIES**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 202**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 202**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 202**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 203****M/S/U (R. CRIPE, L. MILLER) to MODIFY REQUISITES for OFADM 203****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 203****OFADM 231****Intermediate Word Processing****3****CCCCO Proposal Type:** Non-Substantial**Effective:** Summer 2017**MODIFY:** Objectives, textbooks, enrollment restrictions**Rationale:** Course update for periodic review.

**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 203 **256** 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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 231****OFADM 231 pulled for discussion by T. Guy** who asked if OFADM 256 should be a prerequisite.

OFADM faculty N. Backlund, noted that the advisory recorded on the agenda "...to satisfactorily complete OFADM 203..." was incorrect, that the advisory should be OFADM 256 and requested that the following edit be made: Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 203 **256** and/or satisfactorily complete OFADM 330. T. Akers-Porter accepted the friendly amendment. B. Adams made the change in CurricUNET and stated she would connect with the faculty author to match OFADM 256 to a requisite skill with the appropriate goal before she forwarded OFADM 231.

**M/S/U (T. AKERS-PORTER, S. CASSIDY) to MODIFY REQUISITES for OFADM 231****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 231**

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 232 pulled for discussion by M. Garcia** who noted that the formative and summative under Methods of Evaluation (MOE) share a few of the same objectives (Laboratory assignments, Written examinations, and Hands-on examinations). P. Mendez acknowledged that formative is something that is tracked along the way, whereas summative is evaluated at the end of the course and some objectives can be eligible under either MOE.

**M/S/U (C. HUDELSON, T. AKERS-PORTER) to MODIFY OFADM 232**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 232**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 232**

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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 256**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 256**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 256**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 259**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 259**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 259**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 261**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 261**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 261**



**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 262**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 262**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 262**

**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 301 pulled for discussion by E. Maki** who observed that the Methods of Evaluation (MOE) listed actual grading percentages, which was unusual and asked if it was necessary to be listed in the MOE. K. Alavezos noted that in specifying the grading criteria in the MOE it offered grading consistency. It was determined by the will of the committee that the MOE was the best place for the final grade criteria.

**M/S/U (E. MAKI, P. MENDEZ) to MODIFY OFADM 301**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 301**

**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 302 pulled for discussion by M. Garcia** who questioned why the difference between the requisite skills from OFADM 301 of 35 gross words per minute (wpm) and a Course Learning Outcome (CLO) of 31 wpm. K. Alavezos noted that 35 wpm would qualify as a "C" level when completing OFADM 301 whereas 31 wpm would be the minimum requirement for the CLO.

**M/S/U (L. MILLER, C. HUDELSON) to MODIFY OFADM 302****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 302****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 302****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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 303****M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 303**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 304**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 304**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 305**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 305**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 305**

<b>OFADM 306</b>	<p><b>Keyboarding for Accuracy</b> <span style="float: right;"><b>0.5</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Outcomes, objectives</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (P) Satisfactory completion of OFADM 303.</p> <p><b>Distance Education Status:</b> (None)</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Clerical Certificate of Achievement</li> </ul> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 306</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 306</b></p>
<b>OFADM 307</b>	<p><b>Keyboarding for Speed</b> <span style="float: right;"><b>0.5</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Outcomes, objectives</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (P) Satisfactory completion of OFADM 303.</p> <p><b>Distance Education Status:</b> (None)</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Clerical Certificate of Achievement</li> </ul> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 307</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 307</b></p>
<b>OFADM 313</b>	<p><b>Skills for the Workplace</b> <span style="float: right;"><b>3</b></span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Title, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> (None)</p> <p><b>Distance Education Status:</b> Maintaining: Mixed modalities/hybrid, online</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Clerical Certificate of Achievement</li> <li>- Clerical A.S. Degree</li> <li>- Logistics And Supply Chain Management Certificate of Achievement</li> <li>- Logistics and Supply Chain Management A.S. Degree</li> <li>- Records Management/Data Entry Specialist Certificate of Achievement</li> </ul> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 313</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 313</b></p>

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 314**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 314**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 314**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 315**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 315**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 320**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 320**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 330**

**M/S/U (R. CRIPE, L. MILLER) to REMOVE REQUISITES for OFADM 330**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 330**

<b>OFADM 353</b>	<p><b>Introduction to Computers and Windows</b> <span style="float: right;">1</span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Objectives, content, typical assignments, methods of instruction</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> Maintaining: (A) Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.</p> <p><b>Distance Education Status:</b> Maintaining: Mixed modalities/hybrid, online</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Clerical Certificate of Achievement</li> <li>- Office Computer Applications Certificate of Achievement</li> </ul> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 353</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 353</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 353</b></p>
<b>OFADM 363</b>	<p><b>Understanding the Internet</b> <span style="float: right;">1</span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Objectives, methods of instruction, textbooks</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> (None)</p> <p><b>Distance Education Status:</b> Maintaining: Mixed modalities/hybrid, online</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></p> <ul style="list-style-type: none"> <li>- Clerical Certificate of Achievement</li> <li>- Clerical A.S. Degree</li> <li>- Office Administration Certificate of Achievement</li> <li>- Office Computer Applications Certificate of Achievement</li> <li>- Office Support Certificate of Achievement</li> </ul> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 363</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 363</b></p>
<b>OFADM 364</b>	<p><b>Grammar in the Office</b> <span style="float: right;">1</span></p> <p><b>CCCCO Proposal Type:</b> Non-Substantial</p> <p><b>Effective:</b> Summer 2017</p> <p><b>MODIFY:</b> Content, typical assignments, program applicable status</p> <p><b>Rationale:</b> Course update for periodic review.</p> <p><b>Enrollment Restrictions:</b> (None)</p> <p><b>Distance Education Status:</b> Maintaining: Mixed modalities/hybrid, online</p> <p><b>Materials Fee Status:</b> (None)</p> <p><b>Articulation Status:</b> Not transferable</p> <p><b>C-ID Status:</b> (None)</p> <p><b>General Education Status:</b> (None)</p> <p><b>Program Impact:</b></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> <p><b>M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 364</b></p> <p><b>M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 364</b></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).

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 366**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 366**

**M/S/U (R. CRIPE, L. MILLER) to ADOPT DE for OFADM 366**

**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

**M/S/U (R. CRIPE, E. MAKI) to MODIFY OFADM 375**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN REQUISITES for OFADM 375**

**M/S/U (R. CRIPE, L. MILLER) to MAINTAIN DE for OFADM 375**



## **NEW COURSES:**

### **OFADM 260**

#### **Intermediate Spreadsheet Software**

1

**CCCCO Proposal Type:** New Credit Course

**Effective:** Upon CCCCC 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

**M/S/U (R. CRIPE, E. MAKI) to ADOPT OFADM 260**

*L. Miller commented that the comparable courses listed didn't appropriately reflect the nature of the course. With the consent of the OFADM faculty, the comparable courses section was updated with L. Miller's recommendations of; Cal Poly Pomona: CIS 104 – Introduction to Spreadsheets for Personal Computers and CSU Fresno: IS 1B – Office Applications – Spreadsheet 1.*

**M/S/U (R. CRIPE, L. MILLER) to ADOPT REQUISITES for OFADM 260**

**M/S/U (R. CRIPE, L. MILLER) to ADOPT DE for OFADM 260**

### **OFADM 316**

#### **Introduction to Microsoft Outlook**

1

**CCCCO Proposal Type:** New Credit Course

**Effective:** Upon CCCCC 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

**M/S/U (R. CRIPE, E. MAKI) to ADOPT OFADM 316**

*L. Miller noted that the course description deviates from the standard and recommended the following edit; Using Use of Microsoft Outlook functions to manage e-mail, contacts, calendar, and tasks. Both personal and business use of the software will be covered. With the consent of the OFADM faculty, the modification to the OFADM 316 description was made.*

**M/S/U (R. CRIPE, L. MILLER) to ADOPT REQUISITES for OFADM 316**

**M/S/U (R. CRIPE, L. MILLER) to ADOPT DE for OFADM 316**

**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**

<b>MODIFY:</b>	<b><u>CLERICAL PROGRAM</u></b> A.S. Degree: Clerical <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: To update the Clerical program award reflect industry needs. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY A.S. DEGREE: CLERICAL</b>	30 (Previously 29.5)
<b>MODIFY:</b>	<b><u>CLERICAL PROGRAM</u></b> Certificate of Achievement: Clerical <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: To update certificate for current industry needs and to create a more stackable certificate. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY CERTIFICATE OF ACHIEVEMENT: CLERICAL</b>	32 (Previously 30)
<b>MODIFY:</b>	<b><u>OFFICE ADMINISTRATION PROGRAM</u></b> A.S. Degree: Office Administration <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: To update the Office Administration program to make it more relevant to industry needs. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY A.S. DEGREE: OFFICE ADMINISTRATION</b>	29-30 (Previously 27.5)
<b>MODIFY:</b>	<b><u>OFFICE ADMINISTRATION PROGRAM</u></b> Certificate of Achievement: Office Administration <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: Updating certificate to current industry needs and to make it stackable with our degree. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE ADMINISTRATION</b>	32-33 (Previously 32)
<b>MODIFY:</b>	<b><u>OFFICE COMPUTER APPLICATIONS PROGRAM</u></b> Certificate of Achievement: Office Computer Applications <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: Update to allow for course completion flexibility and industry needs. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE COMPUTER APPLICATIONS</b>	15-16 (Previously 17)
<b>MODIFY:</b>	<b><u>OFFICE ADMINISTRATION PROGRAM</u></b> Certificate of Achievement: Office Support <b>MODIFY:</b> PLOs, program requirements, total units Effective: Upon CCCCCO Approval Rationale: Update to allow for course completion flexibility and industry needs. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE SUPPORT</b>	17-18 (Previously 18)
<b>MODIFY:</b>	<b><u>RECORDS MANAGEMENT PROGRAM</u></b> Certificate of Achievement: Records Management/Data Entry Specialist <b>MODIFY:</b> Program requirements, total units Effective: Upon CCCCCO Approval Rationale: Update to allow for course completion flexibility and industry needs. <b>M/S/U (R. CRIPE, C. HUDELSON) to MODIFY CERTIFICATE OF ACHIEVEMENT: RECORDS MANAGEMENT/DATA ENTRY SPECIALIST</b>	15-16 (Previously 16)

## **INACTIVATIONS:**

### **INACTIVATE:**

#### **WORD PROCESSING PROGRAM**

**Certificate of Achievement: Word Processing**

31.5

#### **INACTIVATE**

**Effective:** Upon CCCCCO Approval

**Rationale:** This certificate is out of date.

***M/S/U (R. CRIPE, C. HUDELSON) to INACTIVATE CERTIFICATE OF ACHIEVEMENT: WORD PROCESSING***

### **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. <b>Articulation: C-ID, <a href="#">C-ID Newsletter</a></b> | <b>L. Miller</b> |
| No Report   |                  |
| 2. <b>Adult Education</b>                                     | <b>P. Mendez</b> |
| No Report   |                  |
| 3. <b>Academic Senate Report</b>                              | <b>S. Amador</b> |
| No Report   |                  |

## **X. UNFINISHED BUSINESS**

### **Action Items**

- |                                     |                 |
|-------------------------------------|-----------------|
| 1. <b>Curriculum Review Process</b> | <b>B. Adams</b> |
|-------------------------------------|-----------------|
- B. Adams noted that the subcommittee for the Curriculum Review Process met Tuesday, October 18, 2016 after B. Thames recommended that they explore other criteria besides the recommendation to follow Merced, Delta, and Columbia. She received the following criteria from B. Thames for the subcommittee to consider:
- Minimum comparison of three best practice models with demonstrated success matrix
  - Success rates and outcomes for Columbia, Delta, and Merced
  - Comparison of success matrix to colleges that match MJC's size, demographics, and department characteristics statewide
  - Projections on increase/decrease in number of students progressing through sequence with time frames

B. Adams mentioned how the subcommittee started looking at the standards and tried to find resources for the criteria. She noted that the subcommittee spent a majority of their meeting looking at the [Basic Skills Initiative](#) (BSI) completion document's best practices and the CCCCCO Management Information Systems [Data Mart](#). With the overwhelming amount of information available, the subcommittee wondered if specific information was already available and what were they really trying to capture in terms of comparison. B. Adams revealed that the will of the subcommittee was that she follows up with B. Thames for more clarification on the criteria and if the information was already available.

T. Akers-Porter referred to the MJC's [Research and Planning](#) webpage which she noted had many reports available, L. Miller recommended the [Data Dashboard](#) located on the webpage as an interactive information tool.

B. Adams stated that the subcommittee would continue to meet to finalize the review process.

**2. MJC Certificate & Degree Publications**

**B. Adams/H. Townsend**

B. Adams asked if there were any recommendations regarding MJC Certificate & Degree Publications. L. Miller recommended forming a workgroup that would consist of herself, J. Hughes, someone from counseling, and the Instruction office that could write up a policy to bring before the Curriculum Committee. The Curriculum Committee agreed with the recommendation. Further discussion postponed to the November 8, 2016 meeting.

**Informational Items**

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

**B. Adams**

B. Adams mentioned the ASCCC Regional Meeting North that L. Miller, H. Townsend, and she attended. She noted that the meetings were informative and that after the general session they all attended separate breakouts.

B. Adams reported that the breakouts that she attended dealt with [Career Technical Education](#) (CTE) and [Noncredit Curriculum](#), which she found it interesting that the breakout meeting on noncredit courses mirrored what she was seeing as she reviewed the noncredit math courses (900 level) that were in the process of being reviewed for the next Curriculum meeting and how they helped students get ready to transition to credit courses.

L. Miller reported on [Zero Textbook Cost](#) degree pilot, a grant-funded “second” opportunity that closes early Spring 2017 and [Dual Enrollment](#) (agreement between CCC and K12 districts that allows high school students to complete YCCD curricula within their own K-12 district high school facilities) Interesting insights on strengths, cautions, concerns, and recommended approaches. Collaborative effort between bargaining units, senates, and administration is strongly recommended to ensure a complete, leak-proof and intelligent implementation.

H. Townsend reported that she attended the [Topics for New\(er\) Curriculum Chairs, Specialists, and Administrators](#) and the Q&A – Chancellor’s Office and noted it was a great opportunity for her to connect with individuals she deals with on a daily basis. H. Townsend mentioned that at the general session it was indicated that the Academic Senate intends to create a resolution on C-ID status relating to ADT submissions.

B. Adams mentioned that the [ASCCC Regional Meeting North presentation material](#) can be accessed on the Academic Senate for California Community Colleges website.

**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.

**XI. NEW BUSINESS**

**Action Items**

(None)

**Informational Items**

**1. Accelerated English 50**

**A. Peek**

A. Peek advocated for an accelerated five unit course for students that don’t assess into ENGL 101. A. Peek highlighted from her handout the [Design Principles of Accelerated Learning](#) which included:

- Strength-based rather than deficit-based
- Shift focus from front-loading subskills content toward college-level reading & writing
- Focus on affective domain
- Stress progress toward acquisition of skills rather than the grade

- Use Reading Apprenticeship

A. Peek noted that the course would be designated ENGL 100 and would be presented to the Curriculum Committee in spring of 2017 with an expedited request. A. Peek followed her presentation with a question and answer period.

## **XII. PUBLIC COMMENT**

Because of a MJC student's praise of S. Cassidy's presentation at a Ready, Set, Cite workshop, B. Adams commended her on a student's recognition of the wonderful job she did.

***M/S/U (E. MAKI, R. CRIPE) to adjourn at 4:25 PM***