I. APPROVAL OF ORDER OF AGENDA

Hearing no objections, the order of the agenda was approved as stated, with a request from E. Maki to accommodate R. Stevenson.

II. APPROVAL OF MINUTES

February 28, 2017

Hearing no objections, the minutes of February 28, 2017 were approved as stated.

III. COURSE NOTIFICATION AGENDA

CCCO Course Approvals

FTECH 321XABC (CCC000580962)

Course Activity Report

CSCI 295  
Internship in Computer Science Discussion  
MODIFY: CurricUNET attached files  
**Rationale:** Course was approved at the February 28, 2017 Curriculum Committee meeting contingent upon adding an ASSIST report to the attached files checklist in CurricUNET. B. Adams attached the ASSIST report on behalf of the faculty author. This information is here for the purpose of the record.

CSCI 296ABC  
Internship in Computer Science  
MODIFY: Textbook  
**Rationale:** Course was approved at the February 28, 2016 Curriculum Committee meeting. It was noted at the meeting that a textbook might need to be added to the course and if so, the committee would be notified. Per the faculty author's request, H. Townsend added a textbook in CurricUNET for the course titled as, *Soft Skills: The Software Developer's Life Manual.*
IV. COURSE CONSENT AGENDA

Hearing no objections, the following course changes were approved.

FTECH 321XABC  Fire Service In-Service Training/EMS  0.5-3
C CCCCO Proposal Type: Non-Substantial
C Effective: Upon CCCCO approval
C MODIFY: Requisites, requisite skills
C Rationale: Course came through the Curriculum Committee for approval on February 14, 2017 due to a revision request from the CCCCO. After Curriculum Committee approval, the course was resent to the CCCCO for final approval. The course was sent back by the CCCCO with a revision request that the prerequisites be removed and a Limitation on Enrollment (LOE) be added instead to allow the course to be open to students who have completed the equivalent at other colleges as they should also be eligible. The prerequisites were removed. The advisory was updated to include the statement “and FSCI 301 or similar course trainings.” The following LOE was added:
C Enrollment limited to students who can demonstrate completion of basic First Aid and CPR (Healthcare Provider level) from the American Heart Association or National Safety Council, or Professional Rescuer level from the American Red Cross. Students must also provide certification of completion of a 40-hour First Responder course which meets State of California Fire Marshal training level.

FTECH 322XABC  Fire Service In-Service Training/Special Operations  0.5-3
C CCCCO Proposal Type: Non-Substantial
C Effective: Upon CCCCO approval
C MODIFY: Requisites, requisite skills
C Rationale: Course came through the Curriculum Committee for adoption approval on February 14, 2017. Due to a revision request by the CCCCO for a similar course that was recently approved by the committee, FTECH 321XABC, the faculty author decided to revise this course to address concerns that the CCCCO had about prerequisites. See consent agenda item above in regards to the FTECH 321XABC revision request. The prerequisites were removed. The advisory was updated to include the statement “and FSCI 301 or similar course trainings.” The following LOE was added:
C Enrollment limited to students who can demonstrate completion of basic First Aid and CPR (Healthcare Provider level) from the American Heart Association or National Safety Council, or Professional Rescuer level from the American Red Cross. Students must also provide certification of completion of a 40-hour First Responder course, ICS 200, Haz-Mat FRO, and LARRO, which meets State of California Fire Marshal training level.

FTECH 323XABC  Fire Service In-Service Training/Command & Control  0.5-3
C CCCCO Proposal Type: Non-Substantial
C Effective: Upon CCCCO approval
C MODIFY: Requisites, requisite skills
C Rationale: Course came through the Curriculum Committee for adoption approval on February 14, 2017. Due to a revision request by the CCCCO for a similar course that was recently approved by the committee, FTECH 321XABC, the faculty author decided to revise this course to address concerns that the CCCCO had about prerequisites. See consent agenda item above in regards to the FTECH 321XABC revision request. The prerequisites were removed. The advisory was updated to include the statement “and FSCI 301 or similar course trainings.” The following LOE was added:
C Enrollment limited to students who can demonstrate completion of basic First Aid and CPR (Healthcare Provider level) from the American Heart Association or National Safety Council, or Professional Rescuer level from the American Red Cross. Students must also provide certification of completion of a 40-hour First Responder course, and ICS 200, which meets State of California Fire Marshal training level.
FTECH 324XABC  Fire Service In-Service Training/Administration  0.5-3
CCCCO Proposal Type: Non-Substantial
Effective: Upon CCCCO approval
MODIFY: Requisites, requisite skills
Rationale: Course came through the Curriculum Committee for adoption approval on February 14, 2017. Due to a revision request by the CCCCO for a similar course that was recently approved by the committee, FTECH 321XABC, the faculty author decided to revise this course to address concerns that the CCCCO had about prerequisites. See consent agenda item above in regards to the FTECH 321XABC revision request. The prerequisites were removed. The advisory was updated to include the statement “and FSCI 301 or similar course trainings.” The following LOE was added: Enrollment limited to students who can demonstrate completion of basic First Aid and CPR (Healthcare Provider level) from the American Heart Association or National Safety Council, or Professional Rescuer level from the American Red Cross. Students must also provide certification of completion of a 40-hour First Responder course, ICS 200, and Workplace Harassment training, which meets State of California Fire Marshal training level.

FTECH 325XABC  Fire Service In-Service Training/Operations  0.5-3
CCCCO Proposal Type: Non-Substantial
Effective: Upon CCCCO approval
MODIFY: Requisites, requisite skills
Rationale: Course came through the Curriculum Committee for adoption approval on February 14, 2017. Due to a revision request by the CCCCO for a similar course that was recently approved by the committee, FTECH 321XABC, the faculty author decided to revise this course to address concerns that the CCCCO had about prerequisites. See consent agenda item above in regards to the FTECH 321XABC revision request. The prerequisites were removed. The advisory was updated to include the statement “and FSCI 301 or similar course trainings.” The following LOE was added: Enrollment limited to students who can demonstrate completion of basic First Aid and CPR (Healthcare Provider level) from the American Heart Association or National Safety Council, or Professional Rescuer level from the American Red Cross. Students must also provide certification of completion of a 40-hour First Responder course, ICS 200, Haz-Mat FRO, and LARRO, which meets State of California Fire Marshal training level.

POLSC 165  Political Science Research Methods  3
CCCCO Proposal Type: Non-Substantial
Effective: Summer 2018
MODIFY: General Education
Rationale: POLSC 165 was approved on February 28, 2017 for Summer 2018. The faculty author noted in the meeting that the department neglected to formally request CSU-GE and IGETC consideration on the CurricUNET proposal, however, the revisions were being made in response to CSU-GE: D8 breadth review feedback from last spring. L. Miller also overlooked potential GE breadth alignment during AO review. In light of the above, B. Adams indicated that the committee could consider the request at a later meeting since GE requests are reviewed and voted on separately from the course outline. Accordingly, L. Miller has reviewed the content changes and recommends that the committee support resubmission of POLSC 165 for CSU-GE and IGETC consideration in December 2017. To view the proposed Course Outline of Record visit the following link:
http://www.curricunet.com/mjc/reports/course_outline_pdf.cfm?courses_id=7746

General Education Status: Approved for: (MJC-GE: B); Requesting; (CSU-GE: D8), (IGETC: 4H)
## V. COURSE DISCUSSION AGENDA

### INACTIVATIONS:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>COMM 145</td>
<td>Parliamentary Procedure</td>
<td>Inactivation</td>
<td>1</td>
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<tr>
<td></td>
<td>CCCC Proposal Type: Inactivation</td>
<td></td>
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<tr>
<td></td>
<td>Effective: Summer 2018</td>
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<tr>
<td></td>
<td><strong>INACTIVATE</strong></td>
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<tr>
<td></td>
<td><strong>Rationale:</strong> This course is cross-listed with AGGE 145. This proposal is to remove the COMM 145 course only. The Communication Studies Department has not offered a section of this course in years. The Communication Studies A.A. Degree will be updated to reflect removal of the course from the electives list.</td>
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<td></td>
<td><strong>Program Impact:</strong></td>
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<tr>
<td></td>
<td>- Communication Studies A.A. Degree</td>
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<td></td>
<td><strong>M/S/U (E. MAKI, R. CRIPE) to INACTIVATE COMM 145</strong>*</td>
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<tr>
<td>COMM 180AB</td>
<td>Communication Studies Lab Tutoring 1</td>
<td>Inactivation</td>
<td>1-2</td>
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<tr>
<td></td>
<td>CCCC Proposal Type: Inactivation</td>
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<td></td>
<td>Effective: Summer 2018</td>
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<td><strong>INACTIVATE</strong></td>
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<td></td>
<td><strong>Rationale:</strong> Course was created before all tutoring courses were housed under Library and Learning Resources. Course is being inactivated because there are no plans to offer in the near future. The Communication Studies A.A. Degree will be updated to reflect removal of the course from the electives list.</td>
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<td><strong>Program Impact:</strong></td>
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<td></td>
<td>- Communication Studies A.A. Degree</td>
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<td></td>
<td><strong>M/S/U (E. MAKI, R. CRIPE) to INACTIVATE COMM 180AB</strong>*</td>
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<td>SPAN 104</td>
<td>Spanish 4</td>
<td>Inactivation</td>
<td>4</td>
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<tr>
<td></td>
<td>CCCC Proposal Type: Inactivation</td>
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<td></td>
<td>Effective: Summer 2018</td>
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<td></td>
<td><strong>INACTIVATE</strong></td>
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<td><strong>Rationale:</strong> The course has not been offered in years and we are directing students interested in it to enroll in Spanish 109 or 110.</td>
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<td><strong>Program Impact:</strong></td>
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<tr>
<td></td>
<td>- CSU General Education Pattern Certificate of Achievement</td>
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<td></td>
<td>- General Studies, Emphasis in Humanities A.A. Degree</td>
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<td>- IGETC Pattern Certificate of Achievement</td>
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<td>- Language Studies A.A. Degree</td>
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<td></td>
<td>- MJC-GE Pattern</td>
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<td></td>
<td>- Spanish A.A. Degree</td>
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<td></td>
<td>- Spanish for Transfer AA-T Degree</td>
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<td><strong>M/S/U (E. MAKI, R. CRIPE) to INACTIVATE SPAN 104</strong>*</td>
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</tbody>
</table>
MODIFICATIONS:

CMPET 214

Microprocessor Programming & Interfacing

CCCCCO Proposal Type: Substantial
Effective: Summer 2018

MODIFY: Units, enrollment restrictions, hours, materials fee, description, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills

Rationale: Course is being reviewed for currency. ELTEC 214 will be inactivated instead and CMPET 214 will be the sole prefix for this course moving forward.

Enrollment Restrictions: Removing: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CMPET 212 or satisfactorily complete ELTEC 212; Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ELTEC 208 and/or satisfactorily complete ELTEC 212.

Distance Education Status: (None)
Materials Fee Status: Increasing fee from $34.00 to $70.00
Articulation Status: Transfers to CSU
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Automation Technician Skills Recognition Award
- Computer Electronics A.S. Degree
- Computer Electronics Certificate of Achievement

M/S/U (E. MAKI, R. CRIPE) to MODIFY CMPET 214
M/S/U (M. GARCIA, S. CASSIDY) to MODIFY REQUISITES for CMPET 214
M/S/U (P. MENDEZ, M. GARCIA) to INCREASE FEE for CMPET 214

ELTEC 232

Introduction to Programmable Logic Controllers

CCCCCO Proposal Type: Non-Substantial
Effective: Summer 2018 Expedited! (Requesting Summer 2017)

NOTE: The Instruction Office has overridden the request for SUMMER 2017 implementation because scheduling deadlines passed (October 2016), and this course will require both YCCD Board of Trustees approval as well as CCCCO approval prior to any scheduling taking place.

Rationale for Expedited Approval: Many students needed to take this class are coming from industry with many years of experience. The requirement of ELTEC 208 in a programming class adds an unnecessary burden. Those basic concepts needed for this class can be delivered during the lecture segment without detriment of the class contents.

MODIFY: Enrollment restrictions, requisite skills

Rationale: Course is being updated to show removal of prerequisite.

Enrollment Restrictions: Removing: (P) Satisfactory completion of ELTEC 208; Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ELTEC 208.

Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Transfers to CSU
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Automation Technician Skills Recognition Award
- Computer Electronics A.S. Degree
- Computer Electronics Certificate of Achievement
- Electrician Certificate of Achievement (In Process)
- Electro-Mechanic Certificate of Achievement (In Process)
- Industrial Electronics Certificate of Achievement
- Industrial Electronics A.S. Degree

M/S/U (E. MAKI, R. CRIPE) to MODIFY ELTEC 232
M/S/U (M. GARCIA, S. CASSIDY) to MODIFY REQUISITES for ELTEC 232
SOCIO 102

Social Problems in the United States

CCCCCO Proposal Type: Non-Substantial

Effective: Summer 2018

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

Rationale: Course is being updated for compliance.

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

Distance Education Status: Requesting: Online

Materials Fee Status: (None)

Articulation Status: Transfers to CSU and UC; (CC SOCIO 2)

C-ID Status: Approved for: (C-ID SOCI 115)

General Education Status: Approved for: (MJC-GE: B), (CSU-GE: D0), (IGETC: 4J)

Program Impact:
- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
- Human Services Certificate of Achievement
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern
- Nursing: Associate Degree Nursing Program (RN) A.S. Degree
- Nursing: LVN to ADN (RN) Advanced Placement Pathway A.S. Degree
- Sociology AA-T Degree

SOCIO 102 pulled for discussion by C. Howard who questioned why specific content had been removed from the discussion of topics under social problems. C. Howard assumed it would be problematic. B. Adams noted that no Sociology faculty members were present to address C. Howard’s concern; however, the decision to modify the course content may be related to the C-ID for SOCIO 102. The C-ID SOCI 115 was displayed on the screen and it was determined SOCIO 102 included all of the content included on the C-ID. B. Adams pointed out that past practice has been to refer to the expertise of the discipline faculty on issues related to course content. Discussion ensued regarding the Curriculum Committee’s options and procedures related to questions regarding course content if no discipline faculty members are present at the meeting.

M/S/C (N. SILL, T. GUY) to CALL THE QUESTION (2/3 majority votes required)

Motion Passed:

12 AYES
0 NAYS
2 ABSTENTIONS

M/S/C (N. SILL, P. MENDEZ) to MODIFY SOCIO 102

8 AYES (E. Maki, N. Sill, M. Garcia, L. Miller, P. Brogan, R. Cripe, P. Mendez, B. Adams)
4 NAYS (S. Cassidy, T. Guy, J. Forte, C. Howard)
3 ABSTENTIONS (H. Duarte, S. Berger, L. Stephan)

M/S/U (M. GARCIA, S. CASSIDY) to ADOPT REQUISITES for SOCIO 102

M/S/U (L. MILLER, E. MAKI) to ADOPT DE for SOCIO 102

M/S/U (E. MAKI, L. MILLER) to MAINTAIN PLACEMENT of SOCIO 102 on GE PATTERN(S)
**NEW COURSES:**

<table>
<thead>
<tr>
<th>ART 167</th>
<th>Survey of Islamic Art</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCCO Proposal Type: New Credit Course</td>
<td></td>
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<tr>
<td>Effective: Upon CCCCO approval</td>
<td>ADOPT</td>
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<tr>
<td><strong>Rationale:</strong> This class is being proposed to add a second option for Non-Western Art in the Art History A.D.T., in List A. This is a required element on the Art History TMC. MJC currently only has one class that fulfills this requirement, Survey of Asian Art, and only one professor who can teach it. Survey of Islamic Art will provide MJC students with a greater diversity of art historical offerings, and ensure that a List A option can be offered every year, facilitating Art History completions.</td>
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<td><strong>Enrollment Restrictions:</strong> (None)</td>
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<tr>
<td><strong>Distance Education Status:</strong> Requesting: Mixed modalities/hybrid, online</td>
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<tr>
<td><strong>Articulation Status:</strong> Requesting: CSU and UC</td>
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<td><strong>C-ID Status:</strong> (None)</td>
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<tr>
<td><strong>General Education Status:</strong> Requesting: (MJC-GE: C), (CSU-GE: C1), (IGETC: 3A)</td>
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<tr>
<td><strong>Program Impact:</strong></td>
<td></td>
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<tr>
<td>- Art History AA-T Degree</td>
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<tr>
<td><strong>M/S/U (E. MAKI, R. CRIPE) to ADOPT ART 167</strong></td>
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<tr>
<td><strong>M/S/U (L. MILLER, E. MAKI) to ADOPT DE for ART 167</strong></td>
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<tr>
<td><strong>M/S/U (E. MAKI, L. MILLER) to REQUEST PLACEMENT of ART 167 on GE PATTERN(S)</strong></td>
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</table>

**DE (Distance Education) Only Proposals**

(None)

**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**

(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 CCCCO and ACCJC Approval
(Formerly the CCC-501)

(None)

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

(None)

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

MODIFICATIONS:

(None)

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 Newsletter L. Miller

   L. Miller’s report covered:
   - Her attendance at conferences in Fresno and Sacramento were she received updates on articulation issues between CSU, UC, and California Community Colleges.
   - Conversations involving MATH 110 Stats descriptors state wide, including the Stats Pathway. She noted that although the MATH 110 descriptor has been finalized there is still debate on resulting secondary facts.
   - Unexpected delays in the implementation of the new ASSIST system due to server issues.
   - Due to ASSIST system server issues, the results of CSU-GE reviewers are now unknown. Reviews of the CSU-GE and IGETC breadth are typically scheduled to start January 1, 2017 and dates released by March 31, 2017
   - CSU-GE and IGETC breadth submissions for summer 2017 were submitted in December 2016 but are currently on hold.
   - The impact of the new ASSIST system’s delays on the MJC 2017-2018 catalog.
2. **Adult Education**

   P. Mendez

   P. Mendez’s report covered: (See link for details)
   - The closeout of the 2015/2016 expenditures
   - R. Luman’s report on CATESOL 2016 Conference
   - The AE Consortium's use of TOPSpro

3. **Academic Senate Report**

   S. Circle

   S. Circle’s report covered:
   - The Education Master Plan, 2017-2022 passed the second reading.

### X. UNFINISHED BUSINESS

#### Action Items

1. **Curriculum Review Process**

   B. Adams

   B. Adams noted that she meet with J. Daly and J. Todd regarding the Curriculum Review Process but indicated that due to upcoming changes in the Instruction Office personnel, the Curriculum Review Process would be postponed indefinitely.

2. **MJC Certificate & Degree Publications** (Postponed indefinitely)

   L. Miller

3. **Comparable Courses Workgroup**

   L. Miller

   L. Miller acknowledged the Comparable Courses Workgroup, consisting of herself, T. Akers-Porter, C. Hudelson, and T. Guy.

   L. Miller mentioned some of the questions, goals, and issues the workgroup discussed in regards to the comparable course checklist, which included:
   - What is the selection of comparable courses trying to accomplish?
   - Accommodating the different types of courses, such as, Transferable, Non-transferable, CTE, and Basic Skill.
   - Revamping the CurricUNET interface to be more relevant, efficient, and user friendly.
   - Changing the focus of the comparable course field to articulation.

   Discussion ensued encompassing:
   - What do we want the course to do for the student, and how do they benefit?
   - The program review process, how does the course fit within our mission?
   - Adjustments to the CurricUNET interface, what are we trying to accomplish?
   - An interface that would elicit information from the faculty to establish solid curriculum.
   - Changing comparable courses to articulation.
   - Rationales for CTE and Basic Skill courses that show demand.
   - The definitions of 100, 200, and 300 level courses.
   - Developing clearer, more precise definitions for 100, 200, and 300 level courses.

   L. Miller requested that committee members e-mail her any suggestions or ideas for improving the comparable course field in CurricUNET.

#### Informational Items

(None)
XI. NEW BUSINESS

Action Items

1. Curriculum Committee Meeting Schedule for 2017-2018
   B. Adams
   M/S/U (E. LUCAS, L. MILLER) to accept the 2017-2018 Curriculum Committee meeting dates.

2. Course Compliance, Last Date Course Offered, and Impact
   B. Adams
   B. Adams reported on efforts to bring MJC courses and programs into compliance with the state. H. Townsend distributed spreadsheets to each division representative that showed their division’s courses that haven’t been offered since 2014 or later.
   Discussion ensued encompassing:
   - The impact of courses listed in the MJC catalog that are not currently being offered
   - The impact on the student’s educational plan
   - How to motivate faculty to update their courses
   - Establishing a sunset policy to inactivate courses that have not been updated and are out-of-compliance and that have not been offered within the last three years
   - Putting courses that have not been offered in three consecutive years on a one year alert to motivate faculty to action
   - Adding an additional rationale column for submitting a justification for keeping a course active (i.e. CTE courses, Musicals, courses with cycles)
   - Notifying counselors of those courses with unique scheduling issues

   M/S/U (L. MILLER, E. MAKI) to develop a process to ensure catalog accuracy of available course offerings

   B. Adams volunteered to do the research and create a draft based on best practices from colleges with successful sunset policies.

3. CTE 2-Year Reviews
   B. Adams
   B. Adams, referring to Title 5: Section #55003, expressed her concern regarding consistent documentation of the Career Technical Education (CTE) 2-Year review process. She noted with the upcoming 2017 Accreditation visit we need to show evidence of compliance in a clear and transparent process. B. Adams referenced CTE reporting forms from Southwestern and Moorpark Colleges as examples. Discussion ensued on the various types of existing documentation and the need for consistency of the review process.

   M/S/U (N. SILL, P. MENDEZ) that we develop a workgroup to provide a clear process and procedure to create a consistent method to evaluate the 2-Year CTE requirement.

   B. Adams asked if P. Mendez, N. Sill, and J. Haynes would join her on the workgroup.

Informational Items

1. CCCCO First Friday Update
   B. Adams
   B. Adams encouraged members to read the Chancellor’s Office First Friday Update for information on various topics such as:
   - Basic Sills Initiative
   - Accreditation Resources
   - Associate Degree for Transfer
   - Distance Education
   - Chancellor’s Office Curriculum Inventory transition into COCI 2.0

XII. PUBLIC COMMENT

M/S/U (E. MAKI, E. LUCAS) to adjourn at 4:39 PM