I. APPROVAL OF ORDER OF AGENDA

Hearing no objections, the order of the agenda was approved as stated with a request from T. Akers-Porter to move Unfinished Business Action Item #1, AB705 Taskforce item, after III. New Business Informational Item #2 and before IV. Course Notification Agenda.

T. Guy requested that the agenda be rearranged to accommodate all guests.

M/S/U (T. GUY, M. BOYD) to limit discussion and debate to 20 minutes per item and 2 minutes per person. (Non-debatable, 2/3 majority vote required)

Motion Passed:

II. APPROVAL OF MINUTES  

October 9, 2018

Hearing no objections, the minutes of October 9, 2018 were approved as stated.

III. NEW BUSINESS

Action Items

(None)
Informational Items

1. **Curriculum Review Matrix – Fall 2018**
   B. Adams

   B. Adams referred to the Curriculum Review Matrix as a reminder of courses up for review this fall and suggested that the division representatives follow up with the appropriate faculty.

2. **CCCCO First Friday Memo**
   B. Adams

   B. Adams encouraged members to read the Chancellor’s Office First Friday Memo for information on various topics such as:
   - Assembly Bill 705
   - Guided Pathways Planning
   - Basic Needs
   - Chancellor’s Office Curriculum Inventory System (COCI)

IV. COURSE NOTIFICATION AGENDA

**CCCCO Course Approvals**

(None)

**Course Activity Report**

(None)

**C-ID Approvals**

Due to C-ID2 technical issues, C-ID approval reports are postponed until an audit can take place.

**Columbia College Course Equivalencies**

<table>
<thead>
<tr>
<th>Equivalency</th>
<th>Established</th>
</tr>
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<tbody>
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<td>(None)</td>
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</tr>
</tbody>
</table>

V. COURSE CONSENT AGENDA

**Hearing no objections, the following course changes were approved.**

**Proposed Replacement Language for Advisories, Corequisites and Prerequisites where ENGL 45, 49, 50 and ELIC 151 Currently Exist**

At the October 9, 2018 Curriculum Committee meeting it was discussed that due to the passage of AB705 and the proposed inactivation of ENGL 49 and ENGL 50, language should be in place to replace any advisory, prerequisite or corequisite where ENGL 45, 49, 50 and ELIC 151 exist currently. C. Howard provided H. Townsend with non-course advisory language via email. The proposed advisory is the following:

> Before enrolling in this course, students are strongly advised to satisfactorily complete an MJC English composition course or the equivalent, or to exhibit proficiency in college-level essay writing skills.

The advisory will show in all course management systems and the catalog effective Summer 2019 upon approval.
HIST 116  Women in American History  3  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Comparable courses  
**Rationale:** HIST 116 was pulled at the October 9, 2018 meeting for discussion regarding the comparable courses listed. B. Adams updated the comparable courses field at the meeting with CSU Chico – HIST 116 Women in History and UC Davis – HISTORY 72A American Women & Gender. This information is here for the purpose of the record.

HIST 129  History of California  3  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Comparable courses, DE modalities  
**Rationale:** HIST 129 was pulled at the October 9, 2018 meeting for discussion regarding the comparable courses listed and incomplete Distance Education Title 5 question. B. Adams updated the comparable courses field at the meeting with CSU Bakersfield – Introduction to California History 2100 and California Polytechnic University, San Luis Obispo – HIST 208 Survey of California History. B. Adams also worked with the division representative, E. Kerr, to complete the DE modality by checking the following boxes for Title 5: Telephone Contact, Email, Class Announcements, Discussion Boards, Question & Answers Discussion Forum, Grading Feedback, Grading Rubrics, and Office Hours. This information is here for the purpose of the record.

HIST 145  History of Latin America  3  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** DE modalities  
**Rationale:** HIST 145 was pulled at the October 9, 2018 meeting for discussion regarding incomplete Distance Education Title 5 question. B. Adams worked with the division representative, E. Kerr, to complete the DE modality by checking the following boxes for Title 5: Telephone Contact, Email, Class Announcements, Discussion Boards, Question & Answers Discussion Forum, Grading Feedback, Grading Rubrics, and Office Hours. This information is here for the purpose of the record.

HIST 154  African Americans Through the 19th Century  3  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Comparable courses  
**Rationale:** HIST 154 was pulled at the October 9, 2018 meeting for discussion regarding the comparable courses listed. B. Adams updated the comparable courses field at the meeting with CSU Long Beach – AFRS 120 African American History to 1865 and CSU Northridge – AFRS 271 African American History to 1865. This information is here for the purpose of the record.

HIST 155  African Americans in the 20th and 21st Centuries  3  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Comparable courses  
**Rationale:** HIST 155 was pulled at the October 9, 2018 meeting for discussion regarding the comparable courses listed. B. Adams updated the comparable courses field at the meeting with CSU Long Beach – AFRS 121 African American History Since 1865 and CSU Northridge – AFRS 272 African American History Since 1865. This information is here for the purpose of the record.
HUMSR 101
Introduction to Human Services

CCCCO Proposal Type: Non-Substantial
Effective: Summer 2019

MODIFY: Comparable courses
Rationale: HUMSR 101 was pulled at the October 9, 2018 meeting for discussion regarding the comparable courses listed. B. Adams updated the comparable courses field with CSU Monterey Bay – CHHS 215 and CSU Fullerton – HUSR 201. This information is here for the purpose of the record.

VI. COURSE DISCUSSION AGENDA

MODIFICATIONS/REATIVATIONS; INACTIVATIONS; ADOPTIONS; DE ONLY:

ARTS, HUMANITIES & COMMUNICATIONS

COMM 100
Fundamentals of Public Speaking

CCCCO Proposal Type: Non-Substantial
Effective: Summer 2019

MODIFY: Field trips, outcomes, methods of instruction, textbooks
Rationale: Course is being updated to adhere to curriculum review matrix with scheduled periodic review in Fall 2018. The hybrid modality in the DE addendum was updated to reflect current distance learning terminology and techniques.

Enrollment Restrictions: (None)
Distance Education Status: Maintaining: Mixed modalities/hybrid
Materials Fee Status: (None)
Articulation Status: Transfers to CSU and UC; (CC SPCOM 1)
C-ID Status: Approved for: (C-ID COMM 110)
General Education Status: Approved for: (MJC-GE: D2), (CSU-GE: A1), (IGETC: 1C)
Program Impact:
- Agriculture: Sales, Service A.S. Degree
- Agriculture: Sales, Service Technician Certificate of Achievement
- CSU General Education Pattern Certificate of Achievement
- Communication Studies AA-T Degree
- Communication Studies A.A. Degree
- Communication Studies Certificate of Achievement
- Elementary Teacher Education AA-T Degree
- General Studies, Emphasis in Language and Rationality A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern
- Medical Assisting Certificate of Achievement
- Medical Assisting A.S. Degree
- Nursing: Associate Degree Nursing Program (RN) A.S. Degree
- Retail Management (WAFC) Certificate of Achievement

M/S/U (R. CRYPE, T. AKERS-PORTER) to MODIFY COMM 100
M/S/U (P. MENDEZ, R. CRYPE) to MAINTAIN DE for COMM 100
M/S/U (R. CRYPE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 100 on GE PATTERN(S)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CCCC Proposal Type</th>
<th>Effective</th>
<th>Rationale</th>
<th>Enrollment Restrictions</th>
<th>Distance Education Status</th>
<th>Materials Fee Status</th>
<th>Articulation Status</th>
<th>C-ID Status</th>
<th>General Education Status</th>
<th>Program Impact</th>
</tr>
</thead>
</table>
| COMM 102    | Introduction to Human Communication| Non-Substantial    | Summer 2019 | Course is being updated to adhere to curriculum review matrix with scheduled periodic review in Fall 2018. The hybrid modality in the DE addendum was updated to reflect current distance learning terminology and techniques. | (None)                 | Maintaining: Mixed modalities/hybrid                      | (None)               | Transfers to CSU and UC; (CC SPCM 4)                    | (C-ID COMM 115)    | Approved for: (MJC-GE: D2), (CSU-GE: A1), (IGETC: 1C) | - Agriculture: Sales, Service Technician Certificate of Achievement  
- CSU General Education Pattern Certificate of Achievement  
- Commercial Floristry Technician Certificate of Achievement  
- Communication Studies A.A. Degree  
- Communication Studies AA-T Degree  
- Communication Studies Certificate of Achievement  
- Elementary Teacher Education AA-T Associate of Arts for Transfer  
- General Studies, Emphasis in Language and Rationality A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- MJC-GE Pattern  
- Medical Assisting Certificate of Achievement  
- Medical Assisting A.S. Degree  
- Nursing: Associate Degree Nursing Program (RN) A.S. Degree  
- Retail Management (WAFC) Certificate of Achievement  

M/S/U (R. CRIPE, T. AKERS-PORER) to MODIFY COMM 102

M/S/U (P. MENDEZ, R. CRIPE) to MAINTAIN DE for COMM 102

M/S/U (R. CRIPE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 102 on GE PATTERN(S),
COMM 104  
**Argumentation**  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**Rationale:** Course is being updated to adhere to curriculum review matrix with scheduled periodic review in Fall 2018. Here are a list of minor edits/changes: 
- Clarified the percentage of online v. f2f instruction in the hybrid format (DE Addendum)  
- Fixed minor spelling, outlining, and capitalization errors throughout proposal.  
- Edited the DE addendums to reflect current online learning terminology and technology.  
- Removed a textbook which has not been revised since 2004. Replaced with a textbook published in 2018.  
**Enrollment Restrictions:** Removing: (P) Satisfactory completion of ENGL 101; Requesting: (P) Satisfactory completion of ENGL 100 or ENGL 101.  
**Distance Education Status:** Maintaining: Online; Requesting: Mixed modalities/hybrid  
**Materials Fee Status:** (None)  
**Articulation Status:** Transfers to CSU and UC; (CC SPCOM 2)  
**C-ID Status:** Approved for: *(C-ID COMM 120)*  
**General Education Status:** Approved for: (MJC-GE: D2), (CSU-GE: A3), (IGETC: 1B)  
**Program Impact:**  
- CSU General Education Pattern Certificate of Achievement  
- Communication Studies AA-T Degree  
- Communication Studies A.A. Degree  
- Communication Studies Certificate of Achievement  
- Elementary Teacher Education AA-T Degree  
- General Studies, Emphasis in Language and Rationality A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- MJC-GE Pattern  

**M/S/U (R. CRIBE, T. AKERS-PORTE) to MODIFY COMM 104**  
**M/S/U (R. CRIBE, J. FORTE) to MODIFY REQUISITES for COMM 104**  
**M/S/U (P. MENDEZ, R. CRIBE) to MODIFY DE for COMM 104**  
**M/S/U (R. CRIBE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 104 on GE PATTERN(S)**

COMM 105  
**Intercollegiate Speech and Debate**  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**Rationale:** Course is being updated to adhere to Fall 2018 scheduled review. Title change is to align with nomenclature trends at CSUs.  
**Enrollment Restrictions:** (None)  
**Distance Education Status:** (None)  
**Materials Fee Status:** (None)  
**Articulation Status:** Transfers to CSU; (CC SPCOM 7)  
**C-ID Status:** Approved for: *(C-ID COMM 160 B)*  
**General Education Status:** Approved for: (MJC Activities)  
**Program Impact:**  
- Communication Studies A.A. Degree  
- Communication Studies AA-T Degree  

**M/S/U (R. CRIBE, T. AKERS-PORTE) to MODIFY COMM 105**  
**M/S/U (R. CRIBE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 105 on MJC ACTIVITIES**
### COMM 120

**Oral Interpretation**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2019

**Rationale:** Course is being updated to adhere to curriculum review matrix and C-ID with scheduled periodic review in Fall 2018. Small changes to aid with clarity and accuracy of course information and its alignment with C-ID descriptor. Changes in Catalog Description, objectives, content, text rationale, and comparable courses.

**Enrollment Restrictions:** (None)

**Distance Education Status:** (None)

**Materials Fee Status:** (None)

**Articulation Status:** Transfers to CSU and UC; (CC DRAMA 20)

**C-ID Status:** Approved for: (C-ID COMM 170)

**General Education Status:** Approved for: (MJ-C-GE: C), (CSU-GE: C1)

**Program Impact:**
- CSU General Education Pattern Certificate of Achievement
- Communication Studies A.A. Degree
- Communication Studies AA-T Degree
- General Studies, Emphasis in Humanities A.A. Degree
- MJC-GE Pattern

M/S/U (R. CRIBE, T. AKERS-PORTER) to MODIFY COMM 120

M/S/U (R. CRIBE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 120 on GE PATTERN(S)

### COMM 132

**Introduction to Mass Communication**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2019

**Rationale:** Course is being updated to adhere to curriculum review matrix with scheduled periodic review in Fall 2018. Small changes made in MOE, Objectives, Assignments, Hybrid Distance Ed, and Textbooks for clarification and currency.

**Enrollment Restrictions:** (None)

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

**Materials Fee Status:** (None)

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

**C-ID Status:** Approved for: (C-ID JOUR 100)

**General Education Status:** Approved for: (MJ-C-GE: C, D2), (CSU-GE: C1, D7), (IGETC: 3A, 4G)

**Program Impact:**
- Communication Studies AA-T Degree
- Communication Studies A.A. Degree
- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Humanities A.A. Degree
- General Studies, Emphasis in Language and Rationality A.A. Degree
- IGETC Pattern Certificate of Achievement
- Marketing A.S. Degree
- MJC-GE Pattern

M/S/U (R. CRIBE, T. AKERS-PORTER) to MODIFY COMM 132

M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for COMM 132

M/S/U (R. CRIBE, M. GARCIA) to MAINTAIN PLACEMENT of COMM 132 on GE PATTERN(S)
COMM 400  Organizational Behavior  3  
CCCCO Proposal Type: Non-Substantial  
Effective: Summer 2019  
MODIFY: DE modalities, outcomes, typical assignments, methods of evaluation, textbooks  
Rationale: Course is being updated to adhere to curriculum review matrix with scheduled periodic review in Fall 2018.  
Enrollment Restrictions: Maintaining: (L) Enrollment limited to students accepted into the Respiratory Care Baccalaureate Degree program.  
Distance Education Status: Maintaining: Mixed modalities/hybrid; Requesting: Online  
Materials Fee Status: (None)  
Articulation Status: Not transferable  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Respiratory Care B.S. Degree  
M/S/U (R. CRIME, T. AKERS-PORTER) to MODIFY COMM 400  
M/S/U (R. CRIME, J. FORTE) to MAINTAIN REQUISITES for COMM 400  
M/S/U (P. MENDEZ, R. CRIME) to MODIFY DE for COMM 400

BUSINESS, BEHAVIORAL & SOCIAL SCIENCES

BUSAD 210  Business Communication  3  
CCCCO Proposal Type: Non-Substantial  
Effective: Summer 2019  
MODIFY: Prerequisite, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks  
Rationale: Course update for periodic review and to add ENGL 100 to the prerequisite.  
Enrollment Restrictions: Removing: (P) Satisfactory completion of ENGL 101; Requesting: (P) Satisfactory completion of ENGL 100 or ENGL 101.  
Distance Education Status: Maintaining: Mixed modalities/hybrid, online  
Materials Fee Status: (None)  
Articulation Status: Transfers to CSU  
C-ID Status: Approved for: (C-ID BUS 115)  
General Education Status: Approved for: (MJC-GE: D2)  
Program Impact:  
- Bookkeeping Certificate of Achievement  
- Business Administration AS-T Degree  
- Business Administration A.S. Degree  
- Business Operations Management A.S. Degree  
- General Studies, Emphasis in Language and Rationality A.A. Degree  
- Logistics and Supply Chain Management A.S. Degree  
- MJC-GE Pattern  
- Marketing A.S. Degree  
- Office Administration A.S. Degree  
- Office Administration Certificate of Achievement  
- Retail Management (WAFC) Certificate of Achievement  
- Supervisory Management A.S. Degree  
- Supervisory Management Certificate of Achievement  
M/S/U (R. CRIME, T. AKERS-PORTER) to MODIFY BUSAD 210  
M/S/U (R. CRIME, J. FORTE) to MODIFY REQUISITES for BUSAD 210  
M/S/U (P. MENDEZ, R. CRIME) to MAINTAIN DE for BUSAD 210  
M/S/U (R. CRIME, M. GARCIA) to MAINTAIN PLACEMENT of BUSAD 210 on GE PATTERN(S)
BUSDAD 238  
Advertising & Sales Promotion  
(Previously BUSAD 358)  
CCCCO Proposal Type: Non-Substantial  
Effective: Summer 2019  
MODIFY: Number, transferability, description, outcomes, content, typical assignments, methods of instruction, methods of evaluation, textbooks  
Rationale: Course update for periodic review.  
Enrollment Restrictions: (None)  
Distance Education Status: Maintaining: Mixed modalities/hybrid, online  
Materials Fee Status: (None)  
Articulation Status: Requesting: Transfers to CSU  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Marketing A.S. Degree 
M/S/U (R. CRIBE, T. AKERS-PORTER) to MODIFY BUSAD 238  
M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for BUSAD 238 

BUSDAD 245  
Principles of Marketing  
CCCCO Proposal Type: Non-Substantial  
Effective: Summer 2019  
MODIFY: Field trips, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks  
Rationale: Course update for periodic review.  
Enrollment Restrictions: (None)  
Distance Education Status: Maintaining: Mixed modalities/hybrid, online  
Materials Fee Status: (None)  
Articulation Status: Transfers to CSU; (CC BUSAD 30)  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Accounting A.S. Degree  
- Bookkeeping A.S. Degree  
- Business Administration A.S. Degree  
- Business Operations Management A.S. Degree  
- Marketing A.S. Degree  
- Retail Management (WAFC) Certificate of Achievement  
- Supervisory Management A.S. Degree  
- Supervisory Management Certificate of Achievement  
M/S/U (R. CRIBE, T. AKERS-PORTER) to MODIFY BUSAD 245  
M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for BUSAD 245
BUSAD 350  Business Computations
(Previously BUSAD 50)

CCCCO Proposal Type: Non-Substantial

Effective: Summer 2019

MODIFY: Number, description
Rationale: Course update for periodic review. Number change because course is vocational non-transfer. 50 came with the course from Math when it was Math 50.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete MATH 19 or MATH 20 or qualification by the MJC assessment process.

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 A.S. Degree
- Accounting Certificate of Achievement
- Accounting Clerk Certificate of Achievement
- Bookkeeping Certificate of Achievement
- Office Administration Certificate of Achievement
- Retail Management (WAFC) Certificate of Achievement

M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY BUSAD 350
M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for BUSAD 350
M/S/U (P. MENDEZ, R. CRIPE) to MAINTAIN DE for BUSAD 350

BUSAD 380  Customer Service

CCCCO Proposal Type: Substantial

Effective: Summer 2019

REACTIVATE/MODIFY: Units, hours, field trips, grading policy, DE modalities, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks

Rationale: Reactivation and update for inclusion in the Customer Service Academy Skills Recognition Award.

Enrollment Restrictions: (None)

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:
- Customer Service Academy Skills Recognition Award (pending)

M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY BUSAD 380
M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 380
BUSAD 235  
Introduction to Entrepreneurship  
CCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: The Central Valley/Mother Lode Region Sector Profile Report dated June 2018 (attached) shows 809 average annual job openings for Business Operations Specialists in the Small Business and Entrepreneurship sector from 2017 – 2020, with demand projected to increase over time. Of 871 total students taking Small Business and Entrepreneurship courses in the region during the 2016 – 2017 academic year, 45 percent were Hispanic and 10% were African American. Offering this course at MJC would enhance economic opportunities for underserved student populations while also meeting a workforce demand for small business owners and managers in the city and region. In addition, this course would provide entrepreneurial education to majors and non-majors looking to start a business, and would also benefit people in the workforce looking to more effectively approach their jobs with an entrepreneurial mindset focused on minimizing costs, maximizing productivity, and increasing profits.  
Enrollment Restrictions: (None)  
Distance Education Status: Requesting: Mixed modalities/hybrid, online  
Materials Fee Status: (None)  
Articulation Status: Transfers to CSU and UC  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Marketing A.S. Degree  
M/S/U (R. CRipe, T. AKERS-PORTER) to ADOPT BUSAD 235  
M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 235

BUSAD 381  
Communication in the Workplace  
CCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.  
Enrollment Restrictions: (None)  
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:  
- Customer Service Academy Skills Recognition Award (pending)  
- Marketing A.S. Degree  

BUSAD 381 and BUSAD 387 pulled as a block for discussion by T. Guy who mentioned that the Communication Studies Department would like to have been included in the discussion of the creation of BUSAD 381 and BUSAD 387, as they mirror in content COMM 102 Introduction to Human Communication and COMM 106 Group & Organizational Communication. T. Guy also noted his concern that Communications Studies was not listed as a discipline or that students would be unable to reach the Course Learning Outcomes (CLO) in nine hours.  
T. Akers-Porter questioned policy when two disciplines overlap when no collaboration between the departments had been pursued.  
C. Redwing noted that the Academic Senate encourages collegiality in cooperation, but as the collaboration between departments is a process concern, the Academic Senate has no authority unless it becomes an equitable issue.  
B. Salerno mentioned that BUSAD 381 and BUSAD 387 are part of a Customer Service Academy developed in conjunction with Merced and Columbia College. B. Salerno also noted that BUSAD 381 and BUSAD 387 are part of a 10 course series of 1/2 unit, non-baccalaureate, vocational courses that are skilled based, for our student demographic as well as the community at large. B. Salerno continued, mentioning that the 10 course series work together to form a five-unit Skills Recognition Award and
BUSAD 381 and BUSAD 387 don’t have the same level of course content as the Communication Studies courses.

With the approval of the BUSAD faculty present, Communication Studies was added to the list of disciplines for BUSAD 381 and BUSAD 387.

**M/S/C (P. MENDEZ, S. CASSIDY) to ADOPT BUSAD 381**

**Motion Passed:**


0 NAYS

2 ABSTENTIONS (S. Berger, T. Guy)

**M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 381**

**BUSAD 382**

**Attitude in the Workplace**

0.5

CCCCO Proposal Type: New Credit Course

Effective: Upon CCCCO approval

**ADOPT**

Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.

Enrollment Restrictions: (None)

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:
-
- Customer Service Academy Skills Recognition Award (pending)

**M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT BUSAD 382**

**M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 382**

**BUSAD 383**

**Values and Ethics**

0.5

CCCCO Proposal Type: New Credit Course

Effective: Upon CCCCO approval

**ADOPT**

Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.

Enrollment Restrictions: (None)

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:
-
- Customer Service Academy Skills Recognition Award (pending)

**M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT BUSAD 383**

**M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 383**
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<th>Effective:</th>
<th>Proposal Action:</th>
<th>Rationale:</th>
<th>Enrollment Restrictions:</th>
<th>Distance Education Status:</th>
<th>Materials Fee Status:</th>
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<th>C-ID Status:</th>
<th>General Education Status:</th>
<th>Program Impact:</th>
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<td>BUSAD 384</td>
<td>Team Building</td>
<td>0.5</td>
<td>New Credit Course</td>
<td>Upon CCCC approval</td>
<td>ADOPT</td>
<td>Course written for inclusion in the Customer Service Academy Skills Recognition Award.</td>
<td>(None)</td>
<td>Mixed modalities/hybrid, online</td>
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<td>(None)</td>
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<td>BUSAD 385</td>
<td>Time Management</td>
<td>0.5</td>
<td>New Credit Course</td>
<td>Upon CCCC approval</td>
<td>ADOPT</td>
<td>Course written for inclusion in the Customer Service Academy Skills Recognition Award.</td>
<td>(None)</td>
<td>Mixed modalities/hybrid, online</td>
<td>(None)</td>
<td>(None)</td>
<td>Not transferable</td>
<td>(None)</td>
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<td>M/S/U (R. CRIPE, T. AKERS-PORER) to ADOPT BUSAD 385</td>
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<td>M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 385</td>
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<td>BUSAD 386</td>
<td>Stress Management</td>
<td>0.5</td>
<td>New Credit Course</td>
<td>Upon CCCC approval</td>
<td>ADOPT</td>
<td>Course written for inclusion in the Customer Service Academy Skills Recognition Award.</td>
<td>(None)</td>
<td>Mixed modalities/hybrid, online</td>
<td>(None)</td>
<td>(None)</td>
<td>Not transferable</td>
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<td>M/S/U (R. CRIPE, T. AKERS-PORER) to ADOPT BUSAD 386</td>
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<td>M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 386</td>
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</table>
BUSAD 387  Conflict Resolution  0.5  
CCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.  
Enrollment Restrictions: (None)  
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:  
- Customer Service Academy Skills Recognition Award (pending)  
BUSAD 381 and BUSAD 387 pulled as a block for discussion by T. Guy (See notes on BUSAD 381)  
M/S/C (P. MENDEZ, S. CASSIDY) to ADOPT BUSAD 387  

Motion Passed:  
0 NAYS  
2 ABSTENTIONS (S. Berger, T. Guy)  

M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 387

BUSAD 388  Decision Making and Problem Solving  0.5  
CCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.  
Enrollment Restrictions: (None)  
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:  
- Customer Service Academy Skills Recognition Award (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT BUSAD 388  
M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 388

BUSAD 389  Managing Organization Change  0.5  
CCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: Course written for inclusion in the Customer Service Academy Skills Recognition Award.  
Enrollment Restrictions: (None)  
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:  
- Customer Service Academy Skills Recognition Award (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT BUSAD 389  
M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for BUSAD 389
CSCI 220

**Business Information Systems**

**CCCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Prerequisite, advisory, outcomes, textbooks, requisite skills  
**Rationale:** Course update for periodic review.  
**Enrollment Restrictions:** Removing: (P) Satisfactory completion of CSCI 201 or CSCI 270 or CSCI 200; Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete CSCI 200 or CSCI 201 or CSCI 270.  
**Distance Education Status:** Maintaining: Mixed modalities/hybrid  
**Materials Fee Status:** (None)  
**Articulation Status:** Transfers to CSU and UC; (CC CCTIS 10)  
**C-ID Status:** Approved for: (C-ID ITIS 120)  
**General Education Status:** (None)  
**Program Impact:**  
- Accounting Certificate of Achievement  
- Accounting A.S. Degree  
- Bookkeeping Certificate of Achievement  
- Business Administration AS-T Degree  
- Business Operations Management A.S. Degree  
- Computer Applications Specialist Certificate of Achievement  
- Computer Graphics Applications Certificate of Achievement  
- Computer Graphics Applications A.S. Degree  
- Computer Information Systems A.S. Degree  
- Computer Science A.S. Degree  
- International Business Certificate of Achievement  
- Retail Management (WAFC) Certificate of Achievement  

M/S/U (R. CRIBE, T. AKERS-PORTE) to MODIFY CSCI 220  
M/S/U (R. CRIBE, J. FORTE) to MODIFY REQUISITES for CSCI 220  
M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for CSCI 220

OFADM 260

**Intermediate Microsoft Excel**

**CCCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Title  
**Rationale:** Course is being updated to change the course title. All content has remained the same.  
**Enrollment Restrictions:** Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete OFADM 353 and 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:**  
- Microsoft Computer Applications Certificate of Achievement (pending)  
- Office Administration Certificate of Achievement  
- Office Administration A.S. Degree  
- Office Computer Applications Certificate of Achievement  

M/S/U (R. CRIBE, T. AKERS-PORTE) to MODIFY OFADM 260  
M/S/U (R. CRIBE, J. FORTE) to MAINTAIN REQUISITES for OFADM 260  
M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for OFADM 260
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>CCCCO Proposal Type</th>
<th>Effective Date</th>
<th>Rationale</th>
<th>Program Impact</th>
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<tbody>
<tr>
<td>OFADM 232</td>
<td>Advanced Word Processing and Desktop Publishing</td>
<td>3</td>
<td>Inactivation</td>
<td>Summer 2019</td>
<td>Course is being inactivated due to program restructuring.</td>
<td>- Office Administration A.S. Degree</td>
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<td></td>
<td>- Office Administration Certificate of Achievement</td>
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<td><strong>M/S/U (R. CRIPE, T. AKERS-PORTER) to INACTIVATE OFADM 232</strong></td>
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<tr>
<td>OFADM 317</td>
<td>Introduction to Adobe Acrobat</td>
<td>1</td>
<td>New Credit Course</td>
<td>Upon CCCCO approval</td>
<td>New course proposal. Advisory Committee recommendation for students to have Adobe Acrobat skills for employment.</td>
<td>- Office Administration Certificate of Achievement</td>
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<td>- Office Administration A.S. Degree</td>
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<td><strong>M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT OFADM 317</strong></td>
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<td><strong>M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for OFADM 317</strong></td>
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<td><strong>M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for OFADM 317</strong></td>
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<tr>
<td>OFADM 318</td>
<td>Introduction to Publisher and Productivity Apps</td>
<td>1</td>
<td>New Credit Course</td>
<td>Upon CCCCO approval</td>
<td>New course proposal. The elimination of OFADM 232, Advanced Word Processing and Desktop Publishing (3 units) and the need to utilize publishing software and productivity apps in an office setting.</td>
<td>- Marketing A.S. Degree</td>
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<td>- Office Administration Certificate of Achievement</td>
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<td>- Office Administration A.S. Degree</td>
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<td><strong>M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT OFADM 318</strong></td>
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<td><strong>M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for OFADM 318</strong></td>
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<td><strong>M/S/U (P. MENDEZ, R. CRIPE) to ADOPT DE for OFADM 318</strong></td>
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SOCSC 109

**Introduction to Education-Practicum in Tutoring**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2019

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

**Rationale:** Updating course to clarify the articulation requirements for Liberal Studies/Elementary Education AA-T Degree.

**Enrollment Restrictions:** Maintaining: (L) Enrollment limited to students who provide fingerprint and TB clearance.

**Distance Education Status:** (None)

**Materials Fee Status:** (None)

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

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

**General Education Status:** (None)

**Program Impact:**
- Elementary Teacher Education AA-T Degree

**SOCSC 109 and SOCSC 110 pulled as a block for discussion by T. Guy** who mentioned both SOCSC 109 and SOCSC 110 have the same CSU Fresno comparable course. E. Kerr noted that some Teacher Education Programs only require one lower level observational based class, where others like CSU Stanislaus requires two, as a result both SOCSC 109 and SOCSC 110 can articulate to the same class. With the approval of the committee, B. Adams and L. Senechal will work with E. Kerr to replace the CSU Fresno information with another institution that aligns better with the SOCSC courses and then follow up with a notification of the updates on the November 13, 2018 agenda for documentation purposes.

**M/S/U (M. GARCIA, S. CASSIDY) to MODIFY SOCSC 109**

**M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for SOCSC 109**

SOCSC 110

**Introduction to Elementary Education**

**CCCCO Proposal Type:** Non-Substantial

**Effective:** Summer 2019

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

**Rationale:** Course is being updated to clearly identify course with C-ID descriptor, EDUC 200, and to update the Elementary Education AA-T degree.

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

**Distance Education Status:** (None)

**Materials Fee Status:** (None)

**Articulation Status:** Transfers to CSU and UC; (CC EDUC 11)

**C-ID Status:** Approved for: (C-ID EDUC 200)

**General Education Status:** Approved for: (MJC-GE B)

**Program Impact:**
- Elementary Teacher Education AA-T Degree
- General Studies, Emphasis in Social and Behavioral Sciences A.A. Degree
- MJC-GE Pattern

**SOCSC 109 and SOCSC 110 pulled as a block for discussion by T. Guy** (See notes on SOCSC 109)

**M/S/U (M. GARCIA, S. CASSIDY) to MODIFY SOCSC 110**

**M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for SOCSC 110**

**SOCSC 110 pulled for discussion by L. Senechal** who mentioned her concerns with the authors request for IGETC 4. L. Senechal noted that IGETC 4 was removed from the agenda until she could get clarification of intent from the author.

**M/S/U (M. GARCIA, L. SENECHAL) to MAINTAIN PLACEMENT of SOCSC 110 on GE PATTERN(S)**
PUBLIC SAFETY

FTECH 376  Fire Instructional Methodology 1  2  
CCC CO Proposal Type: New Credit Course  
Effective: Upon CCC CO approval  
ADOPT  
Rationale: Moving former fire courses from FSCI to FTECH and rebuilding this course as per major changes from State Fire Training. Also alignment with C-ID draft descriptor in process.  
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete FTECH 301 and/or possess a CA Firefighter 1 certificate.  
Distance Education Status: Requesting: Mixed modalities/hybrid  
Materials Fee Status: Requesting fee of $100.00  
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. CRIBE, T. AKERS-PORTER) to ADOPT FTECH 376  
M/S/U (R. CRIBE, J. FORTE) to ADOPT REQUISITES for FTECH 376  
M/S/U (P. MENDEZ, R. CRIBE) to ADOPT DE for FTECH 376  
M/S/U (R. CRIBE, M. GARCIA) to ADOPT FEE for FTECH 376  

SCIENCE, MATHEMATICS & ENGINEERING

MATH 101  Mathematical Ideas and Applications  3  
CCC CO Proposal Type: Non-Substantial  
Effective: Summer 2019  
MODIFY: Content, typical assignments, methods of evaluation, textbooks, requisite skills  
Rationale: Course is being updated for periodic review.  
Enrollment Restrictions: Maintaining: (P) Satisfactory completion of MATH 89 or MATH 90 or qualification by the MJC assessment process.  
Distance Education Status: Maintaining: Mixed modalities/hybrid  
Materials Fee Status: (None)  
Articulation Status: Transfers to CSU and UC; (CC MATH 6)  
C-ID Status: (None)  
General Education Status: Approved for: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)  
Program Impact: 
- CSU General Education Pattern Certificate of Achievement  
- General Studies, Emphasis in Language and Rationality A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- MJC-GE Pattern  
M/S/U (R. CRIBE, T. AKERS-PORTER) to MODIFY MATH 101  
M/S/U (R. CRIBE, J. FORTE) to MAINTAIN REQUISITES for MATH 101  
M/S/U (P. MENDEZ, R. CRIBE) to MAINTAIN DE for MATH 101  
M/S/U (R. CRIBE, M. GARCIA) to MAINTAIN PLACEMENT of MATH 101 on GE PATTERN(S)
MATH 111  

College Algebra  

CCCCO Proposal Type: Non-Substantial  

Effective: Summer 2019  

MODIFY: Objectives, methods of evaluation  

Rationale: Course is being updated for periodic review.  

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of MATH 89 or MATH 90 or qualification by the MJC assessment process.  

Distance Education Status: Maintaining: Mixed modalities/hybrid  

Materials Fee Status: (None)  

Articulation Status: Transfers to CSU and UC  

C-ID Status: (None)  

General Education Status: Approved for: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)  

Program Impact:  
- Agricultural Sciences A.S. Degree  
- CSU General Education Pattern Certificate of Achievement  
- General Studies, Emphasis in Language and Rationality A.A. Degree  
- IGETC Pattern Certificate of Achievement  
- MJC-GE Pattern  

M/S/U (R. CRIVE, T. AKERS-PORTE) to MODIFY MATH 111  

M/S/U (R. CRIVE, J. FORTE) to MAINTAIN REQUISITES for MATH 111  

M/S/U (P. MENDEZ, R. CRIVE) to MAINTAIN DE for MATH 111  

M/S/U (R. CRIVE, M. GARCIA) to MAINTAIN PLACEMENT of MATH 111 on GE PATTERN(S)
MATH 134  
Elementary Statistics  
**CCCCO Proposal Type:** Non-Substantial  
**Effective:** Summer 2019  
**MODIFY:** Advisory, description, content, methods of evaluation, requisite skills  
**Rationale:** Course is being updated for periodic review.  
**Enrollment Restrictions:** Maintaining: (P) Satisfactory completion of MATH 89 or MATH 90 or qualification by the MJC assessment process; **Removing:** 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. **Requesting:** (A) Before enrolling in this course, students are strongly advised to satisfactorily complete MATH 135 and meet eligibility requirements for English 101.  
**Distance Education Status:** Maintaining: 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  
- Agriculture Business AS-T Degree  
- Agriculture Plant Science AS-T Degree  
- 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 Degree  
- MJC-GE Pattern  
- Mathematics AS-T Degree  
- Psychology for Transfer AA-T Degree  
- Public Health Science AS-T Degree  
- Sociology AA-T Degree

**M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY MATH 134**  
**MATH 134 pulled for discussion by T. Akers-Porter** who requested that the advisory to MATH 134 be maintained to read: “Before enrolling in this course, students are strongly advised to also enroll in Math 135-Problem Solving Skills and Technology for MATH 134”. With the committee’s approval, the advisory will remain “as is” with a notification added to the November 13, 2018 agenda.  
**M/S/U (T. AKERS-PORTER, S. BERGER) to MAINTAIN REQUISITES for MATH 134**  
**M/S/U (P. MENDEZ, R. CRIPE) to MAINTAIN DE for MATH 134**  
**M/S/U (R. CRIPE, M. GARCIA) to MAINTAIN PLACEMENT of MATH 134 on GE PATTERN(S)**
MATH 174

Introduction to Differential Equations & Linear Algebra

CCCO Proposal Type: Non-Substantial

Effective: Summer 2019

MODIFY: Methods of evaluation, textbooks

Rationale: Course is being updated for periodic review.

Enrollment Restrictions: Maintaining: (P) Satisfactory completion of MATH 173

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Transfers to CSU and UC

C-ID Status: Approved for: (C-ID MATH 910S)

General Education Status: Approved for: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)

Program Impact:
- CSU General Education Pattern Certificate of Achievement
- General Studies, Emphasis in Language and Rationality A.A. Degree
- IGETC Pattern Certificate of Achievement
- MJC-GE Pattern
- Mathematics AS-T Degree

M/S/U (R. CRYPE, T. AKERS-PORTER) to MODIFY MATH 174
M/S/U (R. CRYPE, J. FORTE) to MAINTAIN REQUISITES for MATH 174
M/S/U (R. CRYPE, M. GARCIA) to MAINTAIN PLACEMENT of MATH 174 on GE PATTERN(S)
MATH 32 Support Course for Math 101

CCCO Proposal Type: New Credit Course
Effective: Upon CCCCO approval
ADOPT

Rationale: This course is being proposed to align with AB705 legislation.
Enrollment Restrictions: Requesting: (C) Concurrent enrollment in MATH 101.
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).

MATH 32, MATH 33, and MATH 34 pulled as a block for discussion by H. Duarte who had concerns on the amount of units students would need to complete their math requirement. H. Duarte continued, if a student struggles and fails their math classes, and if they are a full-time student, it may jeopardize their financial aid thereby putting the student at a disadvantage. H. Duarte suggested reducing the units for any of the three math courses, because the goal is not to give the students additional homework or have the separate learning outcomes, but it’s to help the student pass their main math course such as MATH 134.

T. Akers-Porter mentioned that corequisite course work is the number one suggestion for services to help the student succeed in transfer level math. T. Akers-Porter noted that although she understands it’s a lot of units at once, the new Math sequence had the possibility of reducing units from 14-17 down to 6-7 units and also removing four exit points, she continued that the goal in financial aid is for the student to get the most out of each course unit. T. Akers-Porter concluded that you have to look at what the transfer level course requires and what the student needs to know to be successful only in that transfer level course; it is all about giving our students options.

Discussion ensued encompassing student scenarios and committee concerns, which T. Akers-Porter referred back to her presentation and the work of the AB705 Taskforce, she also noted that AB705 has required the Math department to think outside-the-box and adjustments to the Math Sequence may be needed as more information and statistics are collected.

M/S/C (M. GARCIA, T. GUY) to ADOPT MATH 32

Motion Passed:

1 NAY (H. Duarte)
3 ABSTENTIONS (J. Forte, A. Saleh, B. Salerno)

M/S/U (R. CRIBE, J. FORTE) to ADOPT REQUISITES for MATH 32
M/S/U (P. MENDEZ, R. CRIBE) to ADOPT DE for MATH 32
MATH 33  Support Course for Math 111  3
CCCO Proposal Type: New Credit Course
Effective: Upon CCCCO approval
ADOPT
Rationale: This course is being proposed to align with AB705 legislation.
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 30 or qualification by the MJC assessment process; Requesting: (C) Concurrent enrollment in MATH 111.
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 32, MATH 33, and MATH 34 pulled as a block for discussion by H. Duarte** (See notes on MATH 32)
**M/S/C (M. GARCIA, T. GUY) to ADOPT MATH 33**

Motion Passed:
1 NAY (H. Duarte)
3 ABSTENTIONS (J. Forte, A. Saleh, B. Salemo)

**MATH 33 pulled for discussion by T. Akers-Porter** who proposed that MATH 111 be added to MATH 33 as a corequisite. With the committee’s approval, B. Adams added MATH 111 as a corequisite and the skills were also matched with assistance from T. Akers-Porter.

**M/S/U (M. GARCIA, T. AKERS-PORTER) to ADOPT REQUISITES for MATH 33**
MATH 34  Support Course for Math 134
CCCCCO Proposal Type: New Credit Course
Effective: Upon CCCCO approval
ADOPT
Rationale: This course is being proposed to align with AB705 legislation.
Enrollment Restrictions: Requesting: (C) Concurrent enrollment in MATH 134; Requesting (A) Before enrolling in this course, students are strongly advised to meet eligibility requirements for English 101.
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).

MATH 32, MATH 33, and MATH 34 pulled as a block for discussion by H. Duarte (See notes on MATH 32)
M/S/C (M. Garcia, T. Guy) to ADOPT MATH 34

Motion Passed:
1 NAY (H. Duarte)
3 ABSTENTIONS (J. Forte, A. Saleh, B. Salerno)

M/S/U (R. Cripe, J. Forte) to ADOPT REQUISITES for MATH 34
M/S/U (P. Mendez, R. Cripe) to ADOPT DE for MATH 34

MATH 191  Linear Algebra
CCCCCO Proposal Type: New Credit Course
Effective: Upon CCCCO approval
ADOPT
Rationale: To improve articulation of the course to transfer institutions.
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 173.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Requesting: CSU and UC; Requesting: (CC MATH 26)
C-ID Status: Requesting: (C-ID MATH 250)
General Education Status: Requesting: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)
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, T. Akers-Porter) to ADOPT MATH 191
M/S/U (R. Cripe, J. Forte) to ADOPT REQUISITES for MATH 191
M/S/U (R. Cripe, M. Garcia) to REQUEST PLACEMENT of MATH 191 on GE PATTERN(S)
MATH 193  
Ordinary Differential Equations  
CCCCCO Proposal Type: New Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: To improve articulation of the course to transfer institutions.  
Enrollment Restrictions: Requesting: (C) Concurrent enrollment in or satisfactory completion of MATH 191.  
Distance Education Status: (None)  
Materials Fee Status: (None)  
Articulation Status: Requesting: CSU and UC; Requesting: (CC MATH 28)  
C-ID Status: Requesting: (C-ID MATH 240)  
General Education Status: Requesting: (MJC-GE: D2), (CSU-GE: B4), (IGETC: 2A)  
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, T. AKERS-PORTER) to ADOPT MATH 193  
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for MATH 193  
M/S/U (R. CRIPE, M. GARCIA) to REQUEST PLACEMENT of MATH 193 on GE PATTERN(S)  

MATH 928  
Elementary Algebra for Non-STEM Majors 1  
CCCCCO Proposal Type: New Non-Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: To further support students in the non-credit program as an alternative to credit coursework.  
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 924.  
Distance Education Status: (None)  
Materials Fee Status: (None)  
Articulation Status: Not transferable  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Proficiency in Elementary Algebra Certificate of Competency (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT MATH 928  
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for MATH 928  

MATH 929  
Elementary Algebra for Non-STEM Majors 2  
CCCCCO Proposal Type: New Non-Credit Course  
Effective: Upon CCCCO approval  
ADOPT  
Rationale: To further support students in the non-credit program as an alternative to credit coursework.  
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 928.  
Distance Education Status: (None)  
Materials Fee Status: (None)  
Articulation Status: Not transferable  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Proficiency in Elementary Algebra Certificate of Competency (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT MATH 929  
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for MATH 929
MATH 988
Intermediate Algebra for Non-Stem Majors 1
CCCCO Proposal Type: New Non-Credit Course
Effective: Upon CCCCO approval
ADOPT
Rationale: To further support students in the non-credit program as an alternative to credit coursework.
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 929.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Proficiency in Intermediate Algebra Certificate of Competency (pending)

M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT MATH 988
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for MATH 988

MATH 989
Intermediate Algebra for Non-Stem Majors 2
CCCCO Proposal Type: New Non-Credit Course
Effective: Upon CCCCO approval
ADOPT
Rationale: To further support students in the non-credit program as an alternative to credit coursework.
Enrollment Restrictions: Requesting: (P) Satisfactory completion of MATH 988.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Proficiency in Intermediate Algebra Certificate of Competency (pending)

M/S/U (R. CRIPE, T. AKERS-PORTER) to ADOPT MATH 989
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for MATH 989

STUDENT SERVICES
GUIDE 111 Career Exploration
CCCCO Proposal Type: Non-Substantial
Effective: Summer 2019
MODIFY: Materials fee
Rationale: Course is being updated to add material fees for career interest tests that are given to students.
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete ENGL 49 or satisfactorily complete READ 40 or qualification by the MJC assessment process.
Distance Education Status: Maintaining: Mixed modalities/hybrid, online
Materials Fee Status: Requesting fee of $23.00
Articulation Status: Transfers to CSU: (CC GUIDE 11)
C-ID Status: (None)
General Education Status: Approved for: (MJC: Guidance)
Program Impact:
- CSU General Education

GUIDE 111 pulled for discussion by T. Guy who had questions regarding comparable courses.
L. Senechal recommended that because of the University of California Transferable Course Agreement (UCTCA), which allows for some college success courses to transfer, that the Student Services Department research all their courses for articulation possibilities.
M/S/WITHDRAWN (M. GARCIA, C. MULDER) motion withdrawn by division representative, M. Garcia, thereby removing it from the agenda for consideration.
GUIDE 109

International Student/New American Focus

CCCCO Proposal Type: Inactivation

Effective: Summer 2019

INACTIVATE

Rationale: Course is no longer 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).

M/S/U (R. CRYPE, T. AKERS-PORTER) to INACTIVATE GUIDE 109

IIS 901

(Previously IIS 13)

Improving Learning Potential

CCCCO Proposal Type: Substantial

Effective: Summer 2019

MODIFY: Number, CB04 (credit status), units, hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status), objectives, content, textbooks, advisory

Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.

Enrollment Restrictions: (None) Requesting: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

-M/S/U (R. CRYPE, T. AKERS-PORTER) to MODIFY IIS 901 with the friendly amendment to add an advisory consistent with the other IIS courses. M. Garcia noted that the Student Services Department requested that IIS 901 and IIS 903 have the same advisory as IIS 902, IIS 904, IIS 905, and IIS 906.

M/S/U (R. CRYPE, J. FORTE) to ADOPT REQUISITES for IIS 901

IIS 902

(Previously IIS 20)

Math Strategies for Disabled Students

CCCCO Proposal Type: Substantial

Effective: Summer 2019

MODIFY: Number, CB04 (credit status), units, hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status)

Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.

Distance Education Status: (None)

Materials Fee Status: (None)

Articulation Status: Not transferable

C-ID Status: (None)

General Education Status: (None)

Program Impact:

-M/S/U (R. CRYPE, T. AKERS-PORTER) to MODIFY IIS 902

M/S/U (R. CRYPE, J. FORTE) to MAINTAIN REQUISITES for IIS 902
IIS 903  
(Previously IIS 21)  
Making the Move: Transition to College 0 (Previously 1)  
CCCCCO Proposal Type: Substantial  
Effective: Summer 2019  
MODIFY: Number, CB04 (credit status), units, CB08 (basic skills status), hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status), advisory  
Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.  
Enrollment Restrictions: (None) Requesting: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.  
Distance Education Status: (None)  
Materials Fee Status: (None)  
Articulation Status: Not transferable  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Learning Strategies: Academic Skills Certificate of Competency (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY IIS 903  
M/S/U (R. CRIPE, J. FORTE) to ADOPT REQUISITES for IIS 903 with the friendly amendment to add an advisory consistent with the other IIS courses. (See note on IIS 901)  

IIS 904  
(Previously IIS 16)  
Computer Access 1 0 (Previously 2)  
CCCCCO Proposal Type: Substantial  
Effective: Summer 2019  
MODIFY: Number, CB04 (credit status), units, hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status)  
Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.  
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.  
Distance Education Status: (None)  
Materials Fee Status: (None)  
Articulation Status: Not transferable  
C-ID Status: (None)  
General Education Status: (None)  
Program Impact:  
- Learning Strategies: Technical Skills Certificate of Competency (pending)  
M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY IIS 904  
M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for IIS 904
IIS 905
(Previously IIS 15)
Adapted Keyboarding
CCCCO Proposal Type: Substantial
Effective: Summer 2019
MODIFY: Number, CB04 (credit status), units, hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status), description
Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Learning Strategies: Technical Skills Certificate of Competency (pending)
M/S/U (R. CRIPE, T. AKERS-PORTE R) to MODIFY IIS 905
M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for IIS 905

IIS 906
(Previously IIS 18)
Computer Access Projects
CCCCO Proposal Type: Substantial
Effective: Summer 2019
MODIFY: Number, CB04 (credit status), units, hours, repeat policy, grading policy, CB11 (classification code), CB22 (noncredit category), CB24 (program status), content
Rationale: Course update to change from credit to non-credit. Course is being added to a new career development and college preparation (CDCP) certificate.
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be accepted into the DSPS program.
Distance Education Status: (None)
Materials Fee Status: (None)
Articulation Status: Not transferable
C-ID Status: (None)
General Education Status: (None)
Program Impact:
- Learning Strategies: Technical Skills Certificate of Competency (pending)
M/S/U (R. CRIPE, T. AKERS-PORTER) to MODIFY IIS 906
M/S/U (R. CRIPE, J. FORTE) to MAINTAIN REQUISITES for IIS 906

VII. PROGRAM NOTIFICATION AGENDA

Program Activity
(None)

CCCCCO 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)

VIII. PROGRAM CONSENT AGENDA

(None)

IX. PROGRAM DISCUSSION AGENDA

Application for Approval - New Credit Programs - Requires CCCCO and ACCJC Approval

(Formerly the CCC-501)

AGRICULTURE & ENVIRONMENTAL SCIENCES

ADOPT: AGRICULTURE SCIENCE PROGRAM

Certificate of Achievement: Agriculture Science 14
Effective: Upon CCCCO and ACCJC Approval

ADOPT

Rationale: This certificate is being added to reflect and recognize student achievement in the Agriculture and Environmental Science Division. This will also allow the department to capture students who have completed these classes across all program areas.

M/S/U (A. SALEH, J. FORTE) to ADOPT CERTIFICATE OF ACHIEVEMENT: AGRICULTURE SCIENCE

BUSINESS, BEHAVIORAL & SOCIAL SCIENCES

ADOPT: OFFICE ADMINISTRATION PROGRAM

Certificate of Achievement: Microsoft Computer Applications 6-8
Effective: Upon CCCCO and ACCJC Approval

ADOPT

Rationale: Student recognition for successful completion of Microsoft Office Suite.

CERTIFICATE OF ACHIEVEMENT: MICROSOFT COMPUTER APPLICATIONS pulled for discussion by T. Guy who noted that the Certificate of Achievement for Microsoft Computer Applications shows six to eight units. T. Guy also noted a certificate cannot be less than eight units. H. Townsend noted that the OFADM faculty wanted to replace OFADM 256 Introduction to Microsoft Word (1 unit) with OFADM 231 Intermediate Word Processing (3 units) resulting in an eight required program units for the Certificate of Achievement for Microsoft Computer Application. With the approval of the committee, B. Adams changed the required courses in CurricUNET for the Certificate of Achievement for Microsoft Computer Applications as requested.

M/S/U (P. MENDEZ, S. CASSIDY) to ADOPT CERTIFICATE OF ACHIEVEMENT: MICROSOFT COMPUTER APPLICATIONS
Application for Approval - New Noncredit Programs - Requires CCCCO Approval
(Formerly the CCC-460)

SCIENCE, MATHEMATICS & ENGINEERING

ADOPT: MATHEMATICS NON-CREDIT PROGRAM
Certificate of Competency: Proficiency in Elementary Algebra 0
Effective: Upon CCCCO
ADOPT
Rationale: A noncredit Certificate of Competency: Proficiency in Elementary Algebra. This sequence of noncredit Elementary Algebra courses is designed to prepare students for higher level courses by providing students with a foundation in Elementary Algebra. Completion of this certificate also benefits students in other programs or careers where knowledge of fundamental arithmetic concepts is essential for success.
M/S/U (A. SALEH, J. FORTE) to ADOPT CERTIFICATE OF COMPETENCY: PROFICIENCY IN ELEMENTARY ALGEBRA

ADOPT: MATHEMATICS NON-CREDIT PROGRAM
Certificate of Competency: Proficiency in Intermediate Algebra 0
Effective: Upon CCCCO
ADOPT
Rationale: A noncredit Certificate of Competency: Proficiency in Intermediate Algebra. This sequence of noncredit intermediate algebra courses is designed to prepare students for higher level courses by providing students with a foundation in intermediate algebra. Completion of this certificate also benefits students in other programs or careers where knowledge of intermediate algebra concepts is essential for success.
M/S/U (A. SALEH, J. FORTE) to ADOPT CERTIFICATE OF COMPETENCY: PROFICIENCY IN INTERMEDIATE ALGEBRA

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: UNITS

ARTS, HUMANITIES & COMMUNICATIONS

MODIFY: ART PROGRAM
A.A. Degree: Art 21 (Previously 20)
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Semester preference, elective header, elective courses, total units
Rationale: The Art A.A. is being updated to include the new class Art 151-Survey of Asian Art. Two category titles have also been updated. "Art History and Appreciation Area" has been updated to "Art History Area." Art appreciation was removed from this degree several years ago.
M/S/U (A. SALEH, J. FORTE) to MODIFY A.A. DEGREE: ART
MODIFY:

**ART PROGRAM**

A.A.-T Degree: Art History 18-20

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** Semester preference, list A header, list A courses, list B header, list C header, list C courses

**Rationale:** This program is being updated to add the new course Art 151-Survey of Islamic Art. Art 151 was added to List A, and also included on List C. Since Art 169 will no longer be the only course that can satisfy list A it has also been added to list C as an elective option. An unnecessary or was removed from List B behind Art 170. Lists A and B were updated on the recommended semester a student should take them.

*M/S/U (A. SALEH, J. FORTE) to MODIFY A.A.-T DEGREE: ART HISTORY*

MODIFY:

**ART PROGRAM**

A.A.-T Degree: Studio Arts 24

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** List A courses

**Rationale:** This program is being updated to add the new course ART 151-Survey of Islamic Art. A missing “or” was also added between Art 147 and 148. These are two types of Painting 1 courses, and a student should only take one or the other.

*M/S/U (A. SALEH, J. FORTE) to MODIFY A.A.-T DEGREE: STUDIO ARTS*

MODIFY:

**COMMUNICATION STUDIES PROGRAM**

A.A. Degree: Communication Studies 21

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** Elective courses

**Rationale:** Award has been updated to remove COMM 122 and COMM 124 from the electives list. The two courses have been approved for inactivation, effective Summer 2019. Award has been reviewed as part of scheduled Fall 2018 curriculum review.

*M/S/U (A. SALEH, J. FORTE) to MODIFY A.A. DEGREE: COMMUNICATION STUDIES*

MODIFY:

**COMMUNICATION STUDIES PROGRAM**

A.A.-T Degree: Communication Studies 18

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** List B courses, list C courses

**Rationale:** Award has been updated to remove COMM 122 and COMM 124 from the electives list. The two courses have been approved for inactivation, effective Summer 2019. COMM 133 now has an AAM and has been moved from List C to List B on COT. Award has been reviewed as part of scheduled Fall 2018 curriculum review.

*M/S/U (A. SALEH, J. FORTE) to MODIFY A.A.-T DEGREE: COMMUNICATION STUDIES*

MODIFY:

**COMMUNICATION STUDIES PROGRAM**

Certificate of Achievement: Communication Studies 12

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** Catalog description

**Rationale:** Award is part of scheduled Fall 2018 curriculum review. Award has been reviewed by faculty. There are no revisions needed at this time.

*M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: COMMUNICATION STUDIES*

**BUSINESS, BEHAVIORAL & SOCIAL SCIENCES**

MODIFY:

**ACCOUNTING PROGRAM**

A.S. Degree: Accounting 25

**Effective:** Upon CCCCO Approval (Summer 2019)

**MODIFY:** Required courses, elective courses

**Rationale:** Award is being updated to reflect recent title changes to OFADM courses.

*M/S/U (A. SALEH, J. FORTE) to MODIFY A.S. DEGREE: ACCOUNTING*
MODIFY:

ACCOUNTING PROGRAM
Certificate of Achievement: Accounting Clerk 15.5-19.5 (Previously 15.5-17)
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Catalog description, program learning outcomes, program requirements, required courses, required courses header, total units
Rationale: To offer more flexibility in student course completion to meet the same objectives.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: ACCOUNTING CLERK

ACCOUNTING PROGRAM
Certificate of Achievement: Accounting: Entry-Level Bookkeeper 16 (Previously 25)
(Formerly Listed As: Bookkeeping)
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Title, catalog description, program requirements, required courses header, semester preference, required courses, elective courses, total units
Rationale: Award is being updated to reflect job market needs and periodic curriculum review.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: ACCOUNTING: ENTRY-LEVEL BOOKKEEPER

ACCOUNTING PROGRAM
Certificate of Achievement: Accounting: Full-Charge Bookkeeper 28 (Previously 27)
(Formerly Listed As: Accounting)
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Title, program learning outcomes, program requirements, required courses header, semester preference, required courses, total units
Rationale: Award is being updated to reflect job market needs and periodic curriculum review.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: ACCOUNTING: FULL-CHARGE BOOKKEEPER

BUSINESS ADMINISTRATION PROGRAM
A.S.-T Degree: Business Administration 27-28
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Catalog description, program learning outcomes, semester preference, List a courses, List b courses
Rationale: Program update for periodic review.
M/S/U (A. SALEH, J. FORTE) to MODIFY A.S.-T DEGREE: BUSINESS ADMINISTRATION

ELEMENTARY TEACHER EDUCATION PROGRAM
A.A.-T Degree: Elementary Teacher Education 48-60
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Required courses, list C courses
Rationale: Award is being updated to improve transfer and articulation process for MJC students who earn the AA-T degree and are transferring to CSU, Stanislaus. A.A.-T Degree: Elementary Teacher Education pulled for discussion by M. Garcia who recommended a Humanities course also be added to List C. The committee agreed that a Humanities course would fit under List C and suggested that the department do some research and possibly bring the award back in the spring.
M/S/U (M. GARCIA, L. SENECHAL) to MODIFY A.A.-T DEGREE: ELEMENTARY TEACHER EDUCATION

MARKETING PROGRAM
A.S. Degree: Marketing 30 (Previously 27-30)
Effective: Upon CCCCO Approval (Summer 2019)
MODIFY: Program learning outcomes, program requirements, semester preference, required courses, elective courses, total units
Rationale: Updating award for periodic review and to reflect the recent title change to OFADM courses for summer 2019.
M/S/U (A. SALEH, J. FORTE) to MODIFY A.S. DEGREE: MARKETING
MODIFY:
OFFICE ADMINISTRATION PROGRAM
Certificate of Achievement: Office Administration 32-33
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Award is being updated to reflect recently approved OFADM course title changes.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE ADMINISTRATION

MODIFY:
OFFICE ADMINISTRATION PROGRAM
A.S. Degree: Office Administration 28-29 (Previously 29-30)
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Award is being updated to reflect recently approved OFADM course title changes.
M/S/U (A. SALEH, J. FORTE) to MODIFY A.S. DEGREE: OFFICE ADMINISTRATION

MODIFY:
OFFICE ADMINISTRATION PROGRAM
Certificate of Achievement: Office Computer Applications 15-16
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Award is being updated to reflect recently approved OFADM course title changes.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE COMPUTER APPLICATIONS

MODIFY:
OFFICE ADMINISTRATION PROGRAM
Certificate of Achievement: Office Support 18-19
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Award is being updated to reflect recently approved OFADM course title changes.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: OFFICE SUPPORT

MODIFY:
OFFICE ADMINISTRATION PROGRAM
Certificate of Achievement: Records Management/Data Entry Specialist 15-16
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Award is being updated to reflect recently approved OFADM course title changes.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: RECORDS MANAGEMENT/DATA ENTRY SPECIALIST

MODIFY:
RETAIL MANAGEMENT (WAFC) PROGRAM
Certificate of Achievement: Retail Management (WAFC) 24-28
Effective: Upon CCCCO Approval (Summer 2019)
Rationale: Updating award for periodic review. Changed program requirements, updated BUSAD 50 to show as BUSAD 350 and a small change to the outcomes.
M/S/U (A. SALEH, J. FORTE) to MODIFY CERTIFICATE OF ACHIEVEMENT: RETAIL MANAGEMENT (WAFC)

INACTIVATIONS:
BUSINESS, BEHAVIORAL & SOCIAL SCIENCES

INACTIVATE:
BOOKKEEPING PROGRAM
A.S. Degree: Bookkeeping 28
Effective: Summer 2019
Rationale: Award is being inactivated as it is no longer being offered.
M/S/U (A. SALEH, J. FORTE) to INACTIVATE A.S. DEGREE: BOOKKEEPING
INACTIVATE: OFFICE ADMINISTRATION PROGRAM
A.S. Degree: Clerical 30
Effective: Summer 2019
INACTIVATE
Rationale: Award is being inactivated as it is no longer being offered.
M/S/U (A. SALEH, J. FORTE) to INACTIVATE A.S. DEGREE: CLERICAL

INACTIVATE: OFFICE ADMINISTRATION PROGRAM
Certificate of Achievement: Clerical 32
Effective: Summer 2019
INACTIVATE
Rationale: Award is being inactivated as it is no longer being offered.
M/S/U (A. SALEH, J. FORTE) to INACTIVATE CERTIFICATE OF ACHIEVEMENT: CLERICAL

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

BUSINESS, BEHAVIORAL & SOCIAL SCIENCES

INACTIVATE: BOOKKEEPING PROGRAM
Skills Recognition Award: Entry-level Bookkeeper 14
Effective: Upon BOT Approval (Summer 2019)
INACTIVATE
Rationale: Award is being inactivated as it is no longer being offered.
M/S/U (A. SALEH, J. FORTE) to INACTIVATE SKILLS RECOGNITION AWARD: ENTRY-LEVEL BOOKKEEPER

ADOPT: BUSINESS ADMINISTRATION PROGRAM
Skills Recognition Award: Customer Service Academy 5
Effective: Upon BOT Approval (Summer 2019)
ADOPT
Rationale: The Customer Service Academy program offers education and training to develop and advance employee workplace skills. Each course is designed to empower students with the skills needed to effectively work with customers and co-workers. Courses focus on 10 key areas of study to develop workplace skills in communication, service, team building, attitudes, values & ethics, time and stress management, managing conflict, decision making and managing organizational change. Students who complete this 5-unit skills recognition program will be equipped to better interact with their colleagues and gain skills to deliver quality internal and external customer service.
M/S/U (A. SALEH, J. FORTE) to ADOPT SKILLS RECOGNITION AWARD: CUSTOMER SERVICE ACADEMY

X. STANDING REPORTS

Due to time constraints and the volume of work before the Curriculum Committee, regular reports for Articulation and the Academic Senate will be provided electronically as an appendix to the minutes.

1. Articulation: C-ID Newsletter: October 2018 L. Senechal
2. Academic Senate: September 20, 2018 Approved Minutes C. Redwing
XI. UNFINISHED BUSINESS

Action Items

1. **DE Addenda Revisions**  
   M. Smedshammer  
   T. Guy expressed concerns with where to house the DE Addenda Revisions document when considering the document’s usability and recommended adding the document to the Curriculum Manual housed on the Curriculum Committee webpage. T. Guy also noted concerns with students turning off Canvas’ announcements from instructors using the Canvas teaching system.

   L. Senechal expressed her concerns of housing the DE Addenda Revisions document within the outdated CurricUNET system with its limitations, issues, and lack of technical support.

   C. Redwing expressed his concerns with the approval timeline of the DE Addenda Revisions document in lieu of the upcoming accreditation and the efforts to ensure that regular effective contact is occurring with our online courses.

   P. Mendez suggested that the committee was looking at two different issues, one with the DE Addenda Revisions document and the other the implementation of the document.

   **M/S/F (T. GUY, ___ ) to amend the document rather than being a form incorporated in CurricUNET, that it be included in the Curriculum Handbook as a guide.**

   **M/S/WITHDRAWN (L. SENECHAL, T. GUY) to postpone the vote on the DE Addenda Revisions Document while CurricUNET is consulted on implementation of the document within the CurricUNET system.**

   **M/S/C (P. MENDEZ, J. FORTE) to accept the DE Addenda Revisions Document as stated.**

   Motion Passed:

   **1 NAY (T. Guy)**  
   **0 ABSTENTIONS**

2. **Curriculum Review Process** (Postponed until the November 13, meeting)  
   B. Adams

Informational Items

1. **AB705 Compliance**,  
   J. Zellet, L. Maki, J. Abbott  

   **AB705 Curriculum Presentation (FA2018), Math Pathways (10/23/18 Draft), FAQ on AB705**

   T. Akers-Porter, a member of the AB705 Taskforce, gave a presentation on AB705 Curriculum Updates for fall 2018. She noted the two key issues that needed to be addressed were placement and persistence. T. Akers-Porter mentioned that students have been fundamentally under placed in mathematics and statistics show a student’s Grade Point Average (GPA) was a better predictor of student success than taking a placement test. T. Akers-Porter noted that the Math department worked with their high school counterparts on a GPA Crosswalk which was forwarded to Student Services last year.

   T. Akers-Porter stated that there is some revolutionary thinking that says “get rid of the exit points, we can do better” and that is where AB705 comes in. T. Akers-Porter noted that our job according to AB705 legislation is to:

   - Increase the numbers of students who enter and complete transfer-level English and mathematics/quantitative reasoning in one year.
   - Minimize the disproportionate impact on students created through inaccurate placement processes.
   - Increase the number of ESL students who complete transfer-level English within a three-year time frame.
   - Colleges must use one of the following in assessing students: high school coursework, high school grades, HS GPA.
   - Students may not be placed into remedial courses that delay/deter educational progress unless placement research suggests they are “highly unlikely” to succeed in transfer-level course.
Placement must “maximize probability that a student enter and complete transfer-level coursework in English and math within a one-year timeframe”

Colleges can require “additional concurrent support…during the same semester that they take a transfer-level English or mathematics course.”

T. Akers-Porter referred to the AB705 Implementation Timeline noting that we need to be fully compliant by fall 2019. T. Akers-Porter commented on the steps that have already been completed in the implementation process and noted that the Mathematics department has submitted their AB705 compliant curriculum changes for approval. She also commented that although extensive research and efforts have been made to comply with the AB705 legislation, there is no existing model to follow and modifications might need to be made as data is gathered and examined.

T. Akers-Porter communicated from the California Community Colleges Chancellor’s Office (CCCCO) that “as a matter of good practice, colleges should periodically evaluate the effectiveness of their placement recommendations to students. Assuring the effectiveness of both placement policies and curricula is an ongoing effort. All colleges are expected to report the outcomes of their choices to the Chancellor’s Office whether the default placement rules are implemented or some other design is developed.”

T. Akers-Porter’s extensive presentation also included: (See links above for additional information)

- Wrap Around Services
- Frequently Asked Questions
- Statistics/Liberal Arts Proposed Pathways
- BSTEM Proposed Pathways
- Some Challenges/Unknowns
- AB705 Taskforce

Discussion ensued as specific questions were asked and answered regarding effects of AB705.

2. **2018-2019 Sunset List**

**OUT OF COMPLIANCE COURSES**

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**COURSES NOT OFFERED IN THE LAST TWO ACADEMIC YEARS / LAST DATE OFFERED PROVIDED**

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XII. PUBLIC COMMENT

M/S/U (R. CRIPE, L. SENECHAL) to adjourn at 5:15 PM