



# AGENDA

**April 4, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

**I. APPROVAL ORDER OF THE AGENDA**

**II. APPROVAL OF MINUTES FOR MARCH 7, 2014**

**III. NOTIFICATION ITEMS**

Data Entry into CurricUNET/Piratesnet

See attached report from Heather Townsend

**IV. CLOs Originating Through Course Updates or Revisions**

**A. Status Reports**

**1. CLOs Pulled for Revision at Previous OAW Meetings – Updates on Status of Revisions**

CMPGR 217 – Computer Illustration Software (11/1/13) (Paul)

MUST 141 – Musicianship and Guided Listening 1 (2/7/14) (Lynette)

MUST 142 – Musicianship and Guided Listening 2 (2/7/14) (Lynette)

MUST 143 – Musicianship and Guided Listening 3 (2/7/14) (Lynette)

MUST 144 – Musicianship and Guided Listening 4 (2/7/14) (Lynette)

PHILO 130: Political Philosophy (3/7/14) (Paul)

THETR 154 – Dance Rehearsal and Performance 3 (2/7/14) (Lynette)

THETR 168 – Dance Rehearsal and Performance 4 (2/7/14) (Lynette)

**B. CLOs for Approval** (includes revisions from previous meetings and new submissions through course updates)

**1. Revised CLOs Pulled Previously – Ready for Approval**

None at this time

**2. NEW CLOs for Approval** (includes March 4, March 18, and April 1, 2014 curriculum committee meetings)

**ADJU – 232: Juvenile Justice Procedures**

Upon satisfactory completion of this course, the student should be prepared to:

1. Explain juvenile crime causation factors.

2. Describe the differences between the adult court system and the juvenile court system.

3. Describe the concept of rehabilitation vs. punishment in the juvenile justice system.



# **AGENDA**

**April 7, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, Rm 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

## **BUSAD – 208: Introduction to International Business**

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe the increasing importance of a global perspective in business.
2. Compare the cultural differences that undergird international commerce.
3. Identify and analyze the social and ethical implications of international business.
4. Analyze the impact of technology on the development of an international business.

## **BUSAD – 209: Import/Export Fundamentals**

Upon satisfactory completion of this course, the student should be prepared to:

1. Explain the factors affecting the international environment for importing and exporting – including currency exchange, financing, documentation, contracts, transportation, payment terms, terms of trade, insurance,
2. Customs clearance, and security issues.
3. Explain the ethical concerns characteristic to an import/export business operation.
4. Develop a basic import/export (global business) plan.

## **BUSAD – 218: Business Law**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify and distinguish criminal from (non-criminal) civil law, federal from state and local law.
2. Recognize legal problems that may arise from entering into contracts or being involved in civil tort actions and to recognize the relevant legal terminology.
3. "Brief" (summarize, outline) legal cases and analyze judge's decisions in federal and state court cases.
4. Recognize US Constitutional issues in court decisions.
5. Distinguish the functions of different courts at different levels, those of the lowest level courts at the federal and state level, the role of the appeals courts, and the role of the one high court in each system.



# **AGENDA**

**April 4, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

## **BUSAD – 248: Introduction to Business**

Upon satisfactory completion of this course, the student should be prepared to:

1. Distinguish between leadership and management and identify key leadership styles in the context of organizational culture.
2. Evaluate the interrelationship and contribution of human resource management, marketing, production, and finance in meeting business objectives.
3. Evaluate the pros and cons of business ethics and social responsibility in relation to operational profitability.

## **BUSAD – 249ABCD: Business Internship**

Upon satisfactory completion of this course, the student should be prepared to:

1. Evaluate his/her career goals in relationship to his/her educational progress.
2. Relate classroom theory to on-the-job situations.
3. Complete and document required hours of employment.
4. Demonstrate appropriate dress, interpersonal skills and work-ethic while on the job site.

## **BUSAD – 319: Payroll Accounting**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify correct payroll principles as defined by current law as it relates to the payment of wages and salaries.
2. Analyze and solve problems associated with the calculation and reporting of payroll.
3. Accurately apply accounting principles to computerized and manual payroll systems.

## **BUSAD – 320: Bookkeeping 2**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify bookkeeping terminology.
2. Analyze and record accounting transactions and complete a full accounting cycle for a merchandising company.
3. Identify and assess ethical issues related to advanced bookkeeping topics.



# **AGENDA**

**April 7, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, Rm 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

## **BUSAD – 336: Tax Accounting**

Upon satisfactory completion of this course, the student should be prepared to:

1. Distinguish between income tax accounting and financial accounting and identify their interrelationship.
2. Prepare an income tax return for a wage earner who itemizes his/her deductions.
3. Identify reliable income tax resources and conduct research in order to answer individual income tax questions.

## **BUSAD – 358: Advertising & Sales Promotion**

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze and interpret situations, applying the principles and concepts of advertising and promotion.
2. Employ the language and vocabulary of advertising and promotion.
3. Explain the role advertising plays in the marketing mix.

## **BUSAD – 364: Total Quality Management**

Upon satisfactory completion of this course, the student should be prepared to:

1. List a variety of contemporary Total Quality tools.
2. Describe Six Sigma, Lean or another continual improvement method.
3. Explain the role of ethics and corporate social responsibility as they relate to quality management in today's corporate environment.

## **BUSAD – 377: Human Relations in Business**

Upon satisfactory completion of this course, the student should be prepared to:

1. Evaluate the impact of human relations problems on the employee, manager, organization, and client population.
2. Discuss current employment trends and career forecasts.
3. Identify and discuss human relations concepts and terminology.

## **ENGL – 20: Grammar Review**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify, explain and analyze the parts of speech and their functions in sentences.



# AGENDA

**April 4, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

2. Apply conventions of capitalization and punctuation.
3. Identify and correct errors of usage, grammar, logic, and punctuation.

## **ENGL – 30: Basic English Skills**

Upon satisfactory completion of this course, the student should be prepared to:

1. analyze and paraphrase/summarize reading selections;
2. write coherent essay-length compositions controlled by a clear thesis statement;
3. write sentences that adhere to conventions of standard English;

## **ENGL – 132: Introduction to World Literature 2**

Upon satisfactory completion of this course, the student should be prepared to:

1. identify and define literary techniques relevant to the study of world literature from the mid-seventeenth century to the present.
2. describe genres, periods, and themes relevant to the study of world literature from the mid-seventeenth century to the present.
3. analyze and explain the literary, historical, and cultural significance of important works of world literature from the mid-seventeenth century to the present.

## **GEOG – 101: Physical Geography**

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe the geographical approach to analyzing earth features.
2. Utilize a map to identify global patterns and geographical features.
3. Analyze the human impact upon an earth system.

## **GEOG – 110: World Regional Geography**

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe and demonstrate the geographical approach as it applies to regional studies.
2. Identify and describe the major world regions based upon similarities and differences in culture, politics, history, economics, and the physical environment.
3. Analyze regional differences, predict areas of crisis, and propose policies appropriate to the region to reduce conflict.



# AGENDA

April 7, 2014

12:30 - 2:00pm

Yosemite Hall, Rm 213

View the agenda and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

## **MICRO – 101: Microbiology**

Upon satisfactory completion of this course, the student should be prepared to:

1. Judge differences between different types of microorganisms.
2. Measure and evaluate how microorganisms grow and what factors influence their growth.
3. Describe how the host's immunity works to prevent disease and how the microorganisms interact with host cells.
4. Describe the principles of microbial metabolism and genetics and relate it to heredity.

## **MUSA – 121: Keyboard Skills 1**

Upon satisfactory completion of this course, the student should be prepared to:

1. Play simple musical works at piano using both hands.
2. Play demonstrating command over musical concepts: rhythm, sound, articulation, balance
3. Translate notation from musical scores into playing, hands together, counting out loud.

## **MUST – 133: Aural Skills 3**

Upon satisfactory completion of this course, the student should be prepared to:

1. Produce dictation of rhythms with triplets/duplets and syncopation in simple and compound meter signatures.
2. Prepare and sight sing melodies with triplets/duplets, syncopation, chromatic alterations, and modulation to closely-related keys.
3. Produce dictation of melodies in major and minor keys with chromatic alterations, and modulation to closely-related keys

## **OFADM 375**

Upon satisfactory completion of this course, the student should be prepared to:

1. Input data using the numeric keypad at a minimum speed of 6000 strokes.



# AGENDA

April 4, 2014

12:30 - 2:00pm

Yosemite Hall, 213

View the agenda and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

## **SUPR 351: Elements of Supervision**

Upon satisfactory completion of this course, the student should be prepared to:

1. Explain the supervisor's responsibility for human resource functions.
2. Explain ethical issues relevant to supervision in the current business environment.

## **IV. CLOs Originating through CLO Update Only Process**

### **A. Status Reports**

#### **1. CLOs Pulled for Revision at Previous OAW Meetings - Updates on Status of Revisions**

- CMPS 289 – Directory Services (2/7/14) (Paul)
- CMPS 294 – Computer Science Final Project (3/7/14) (Paul)
- EHS 215: Landscape Design (11/1/13) (Gail)
- HUMSR 103 – Introduction to Human Services Careers (2/7/14) (Eileen)
- HUMSR 104 – Aging in America (2/7/14) (Eileen)
- HUMSR 114 – Death and Dying (2/7/14) (Eileen)
- HUMSR 118 – Pharmacology of Abused Substances (2/7/14) (Eileen)
- HUMSR 142: Intro to Psychosocial Rehabilitation (12/6/13) (Eileen)
- HUMSR 146 – Psychosocial Rehabilitation w/Children/Families (2/7/14) (Eileen)
- HUMSR 198ABC – Special Topics (2/7/14) (Eileen)
- HUMSR 349ABC – Work Experience (2/7/14) (Eileen)
- HUMSR 40 – Independent Living Skills & Activities (2/7/14) (Eileen)
- PEC 195: Weight Training (12/6/13) (Milan)
- PHILO 135: Environmental Ethics (11/1/13) (Eileen)
- SOCIO 150: Ethnicity and Culture in America (12/6/13) (Eileen)

### **B. CLOs for Approvals (includes revisions from previous meetings and new submissions through CLO Update Only Process)**

#### **1. Revised CLOs Pulled Previously – Ready for Approval**

##### **HUMSR 101–Introduction to Human Services**

Upon successful completion of the course, students will be able to:

1. Identify and describe the basic reasons for the development of social services in America.



# **AGENDA**

**April 7, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, Rm 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

2. Compare and contrast the role and functions played by private as well as public agencies.
3. Identify the wide varieties of paraprofessional positions
4. Describe the public welfare system, its relation to the industrial state, and the impact on individuals, families, groups, and communities.
5. Identify five community resources.

## **HUMSR 110–Introduction to Interviewing and Counseling**

Upon successful completion of the course, students will be able to:

1. Outline the major variables affecting individuals in organizations, communities, groups, families, the workplace, and society at large.
2. Detail the process of client engagement, assessment, intervention, treatment, and aftercare.
3. Demonstrate an understanding of the one theoretical perspective, technique, and relation to the profession.
4. Describe how societal, environmental, emotional, and economic factors impact human behavior.

## **HUMSR 111–Counseling in Chemical Dependency**

Upon successful completion of the course, students will be able to:

1. Describe various theoretical approaches, techniques, interventions, and strategies as it pertains to chemical dependency, substance use, and abuse.
2. Identify issues and problems related to individuals, families, groups, cultures, ethnicities, special populations, and communities.
3. Develop appropriate preliminary assessments, evaluations, treatment plans, mental status examinations, genograms, and case records.

## **HUMSR 113–Co-occurring Disorders**

Upon successful completion of the course, students will be able to:

1. Explain the relationship between alcohol/drug use and psychiatric symptoms.
2. Identify the categories and diagnostic criteria for mental and substance use disorders, and drug classification as outlined in the DSM-V.
3. Demonstrate an understanding of the therapeutic value of assessment, interviewing, experiential practice, and facilitation skills.





# **AGENDA**

**April 4, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

## **HUMSR 116–Drugs and Alcohol in Society**

Upon successful completion of the course, students will be able to:

1. Identify symptoms of chemical dependency, use, abuse, and problems commonly associated with the use of alcohol, tobacco, and other drugs.
2. Discuss the major treatment models, addiction, and theoretical paradigms used in the helping professions for addiction.
3. Evaluate drug and alcohol intervention and prevention strategies within the cultural context of the individual, family, group, and community.

## **HUMSR 117–Intervention and Treatment Strategies in Chemical Dependency**

Upon successful completion of the course, students will be able to:

1. Distinguish between short and long term forms of intervention, and evaluate therapeutic strategies and theoretical orientations involved with both types of intervention.
2. Describe the role of family, group dynamics, and social support in determining treatment outcomes.
3. Demonstrate appropriate skills regarding chemical dependency treatment techniques, clinical interventions, assessment tools, and approaches.
4. Demonstrate an understanding of the Addiction Counseling Competencies of the profession.

## **HUMSR 119–Introduction to Group Leadership and Group Process**

Upon successful completion of the course, students will be able to:

1. Identify the different stages of group development, process, and explain the characteristics of each of the respective stages.
2. Detail the various types of groups, and the purposes and functions of each type of group.
3. Explain the therapeutic value of group methods, co-leadership, experiential practice, and facilitation skills.



# AGENDA

April 7, 2014

12:30 - 2:00pm

Yosemite Hall, Rm 213

View the agenda and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

## HUMSR 120–Professional Development in the Helping Professions

Upon successful completion of the course, students will be able to:

1. Outline treatment modalities, client outcomes, confidentiality, patient rights, and other factors involved with a career in the helping profession.
2. Describe professional value, ethical conflicts, approaches, standards, and requirements.
3. Demonstrate understanding of the National Association of Social Work, Council of Human Service Education code of ethics, and addiction counseling competencies.
4. Identify clinical skills and theoretical paradigms required to work effectively in the Human Services and Chemical Dependency field.

## HUMSR 144–Community Agency Practicum

Upon successful completion of the course, students will be able to:

1. Identify factors affecting human interaction in individual, group, family, community, and workplace situations.
2. Describe one theoretical paradigm, and role in the helping relationship.
3. Discuss the relevance of empathy, active listening, engagement, diagnosis, assessment, intervention, treatment, counseling, social justice, aftercare, and termination.
4. Identify the structure, systems, and operation of their community service organization as well as problems met by that agency.

## 2. NEW CLOs for Approval (from CLO Update Only Queue)

### AGM - 211: Advanced Agricultural Welding

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify samples of different metals commonly used in agriculture welding applications.
2. Demonstrate proper welding methods used to join various metals used in agriculture welding applications.
3. Pass an American Welding Society certification test.

### AGM - 212: Mechanical Systems Design & Evaluation 1

Upon satisfactory completion of this course, the student should be prepared to:

1. Analyze and select a proper drive system for a variety of equipment situations.
2. Design and assemble an off-highway vehicle.



# AGENDA

**April 4, 2014**

**12:30 - 2:00pm**

**Yosemite Hall, 213**

*View the agenda and attachments at:*

<http://outcomesassessment.sites.mjc.edu/index.php>

## **AGM - 213: Mech. Systems Design & Evaluation 2**

Upon satisfactory completion of this course, the student should be prepared to:

1. Describe various methods used in agriculture equipment testing and evaluation.
2. Set up and analyze appropriate evaluation equipment for off-highway vehicles' performance.

## **AGM - 235: Irrigation and Drainage**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify and evaluate various irrigation methods.
2. Develop irrigation schedules for specific situations using crop evapotranspiration rates, soil moisture content, and irrigation method.

## **AGM - 251: Farm Construction and Materials**

Upon satisfactory completion of this course, the student should be prepared to:

1. Create a plan for common agriculture shop projects that includes a bill of materials and working drawings.
2. Construct an agriculture project.

## **AGM - 262: Hydraulics/Pneumatics**

Upon satisfactory completion of this course, the student should be prepared to:

1. Identify and explain the various components and functions of a complete hydraulic system.
2. Calculate hydraulic cylinder speeds and forces.

## **ANSC - 241: Sheep Fitting and Showing**

Upon satisfactory completion of this course, the student should be prepared to:

1. Select a prospect lamb using standard criteria.
2. Feed a lamb so it properly attains market weight.
3. Train and fit sheep for exhibition.

## **ANSC - 243: Equine Fitting and Showing**

Upon satisfactory completion of this course, the student should be prepared to:

1. Select a horse using standard selection criteria.
2. Feed an equine so it properly attains and maintains the proper weight.
3. Train and fit equine for exhibition.



# AGENDA

April 7, 2014

12:30 - 2:00pm

Yosemite Hall, Rm 213

View the agenda and attachments at:

<http://outcomesassessment.sites.mjc.edu/index.php>

## **ANSC - 258: Beginning Horsemanship**

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate beginning equine handling, safety and riding techniques.
2. Describe basic equine behavior.

## **ANSC - 259: Pack Animal - Walk/Ride**

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate common techniques utilized in the packing industry.
2. Demonstrate common safety procedures employed in the packing industry.

## **ANSC - 260: Advanced Horsemanship**

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate advanced level riding ability in a riding arena situation.
2. Demonstrate advanced level equine safety techniques.

## **ANSC - 265: Introduction to Colt Training**

Upon satisfactory completion of this course, the student should be prepared to:

1. Demonstrate techniques in handling and training the green horse.
2. Identify common equine tack.

## **EHS - 235: Plant Propagation/Production**

Upon satisfactory completion of this course, the student should be prepared to:

1. Implement various strategies of plant propagation, including asexual techniques, seeding, cuttings, budding and grafting.
2. Analyze cultural considerations of nursery stock production.

## **V. ACTION/DISCUSSION ITEMS**

1. Training/Workday 3/28/14 and 5/6/14 (Eileen)
2. Fall Training for Reps (Eileen)
3. PLO/GELO/ILO Assessment Updates (James)
4. Program Review (James)
5. Meeting Schedule for 2014-2015