Voting Members Present: Alex Gardos, Elizabeth Ramirez, Mike Hinze, Mariano Zaro, Mutsuno Ryan, Ryan Bronkar, Jay Ribaya, Ted Preston, Sharon Bell, Michelle Pilati, Moises Mata, Mike Slavich, Ryan Carey, Dorali Pichardo, Judy Sevilla Marzona, Jannine Livingston, Rose Marie Gaw, Janet Cha, Marius Dornean, Jim Newman, Patti Luna, Scott Dixon, Dana Arazi

Voting Members Absent: Janet Cha, Sharon Bell, Ryan Carey

Non-Voting Members Present: Rose Sanceda

Guests: Grant Linsell, George Wheeler, Kellori Dower, Mike Munoz, Denna Sanchez, Sergio Guzman, Viviana Villanueva, Delmis Alvarado, Vanessa Chavez, Jose Lara, Angela Sotelo, Cecilia Rocha, Shaina Phillips, Parris Youngblood

I. Minutes: No Items

II. ACTION ITEMS

A) Approval of Consent Agenda:

It was moved by Ryan Bronkar; seconded by Alex Gardos, and approved by the Committee to approve item 1718-132.

1) Course Change

Item 1718-132

NVOC 285: Graphic Design Skills Development
Course number change from NVOC 007 – Duplicate# at CCCC

_X_Approved ___ Not Approved ___ Tabled

B) Second Readings: No Items

C) First Readings:

1) Course Revision

Item 1718-133

ASL 149: American Sign Language I
Number Change: TO: ASL 101
Description Change
Revise content and update text.
It was moved by Ted Preston; seconded by Scott Dixon.

__X__ Approved            __ Not Approved            ____ Tabled

2) **Course Revision**
   **Item 1718-134**
   ASL 150: American Sign Language II
   Number Change: TO: ASL 102
   Prerequisite Change:
   FROM: ASL 149 – TO: ASL 101
   (formerly ASL 149)
   **Description Change**
   Revise content and update text

It was moved by Alex Gardos; seconded by Mike Hinze.

__X__ Approved            __ Not Approved            ____ Tabled

3) **New Course**
   **Item 1718-135**
   ASL 201: American Sign Language III
   **Units:** 4.0
   **Hours:** 72 Total Lecture
   **Prerequisite:** ASL 102 (formerly ASL 150)
   **Advisory:** READ 022 or appropriate assessment; ENGL 030 or ENLA 034 or appropriate assessment

   **Correction Needed #1 Entering Skill**

   It was moved by Scott Dixon; seconded by Alex Gardos.

__X__ Approved            __ Not Approved            ____ Tabled

4) **New Course**
   **Item 1718-136**
   ASL 202: American Sign Language IV
   **Units:** 4.0
   **Hours:** 72 Total Lecture
   **Prerequisite:** ASL 201
   **Advisory:** READ 022 or appropriate assessment; ENGL 030 or ENLA 034 or appropriate assessment

   **Correction Needed #1 Entering Skill**

   It was moved by Alex Gardos; seconded by Scott Dixon.

__X__ Approved            __ Not Approved            ____ Tabled

*Items 1718-137 - 1718-141 moved to next agenda due to time restraints*
5) Course Revision  
**Item 1718-137**  
CIT 101: Introduction to Computer Information Technology  
Description Change  
Revise content and update text

6) Course Revision  
**Item 1718-138**  
CIT 102: Introduction to Microsoft Office  
**TOP Code**: FROM: 0701.00  
TO: 0702.10  
Revise content and update text

7) Course Revision  
**Item 1718-139**  
CIT 103: Microsoft® Word®  
**TOP Code**: FROM: 0701.00  
TO: 0702.10  
**Advisory**: ADD: CIT 101  
**Prerequisite**: REMOVE: CIT 101  
Description Change  
Revise content and update text

8) Course Revision  
**Item 1718-140**  
CIT 107: Microsoft® Excel®  
**Advisory**: ADD: CIT 101  
**Prerequisite**: REMOVE: CIT 101  
Revise content and update text

9) Course Revision  
**Item 1718-141**  
CIT 109: Microsoft® Access®  
**Advisory**: ADD: CIT 101  
**Prerequisite**: REMOVE: CIT 101  
Revise content and update text

10) New Course  
**Item 1718-142**  
COUN 103: Introduction to Student Leadership Development  
**Units**: 3.0  
**Hours**: 54 Total Lecture  
**Advisory**: ENGL 035 or ENLA 100 or appropriate assessment; READ 043 or appropriate assessment

It was moved by Scott Dixon; seconded by Rose Marie Gaw.

___X___ Approved  ___ Not Approved  ____ Tabled

11) New Course  
**Item 1718-143**  
COUN 104: Stress and Anxiety Management for Emotional Well-
**Being**

**Units:** 3.0  
**Hours:** 54 Total Lecture  
**Advisory:** ENGL 035 or ENLA 100 or appropriate assessment

It was moved by Scott Dixon; seconded by Ted Preston.

____X__ Approved  ___1_ Not Approved  ____ Tabled

*Items 1718-137 - 1718-141 moved to next agenda due to time restraints*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Units</th>
<th>Hours</th>
<th>Advisory</th>
<th>Prerequisite</th>
<th>Corequisite</th>
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<tbody>
<tr>
<td>12)</td>
<td>HUSR 199A: Seminar in Human Services</td>
<td>1.0</td>
<td>18</td>
<td>ENGL 035 or ENLA 100 or appropriate assessment; READ 043 or appropriate assessment</td>
<td>PSY 101, SOC 101</td>
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<td>13)</td>
<td>HUSR 199B: Fieldwork in Human Services</td>
<td>2.0 to 3.0</td>
<td>120 to 180 Unpaid</td>
<td>150 to 225 Paid</td>
<td>ENGL 035 or ENLA 100 or appropriate assessment; READ 043 or appropriate assessment</td>
<td>PSY 101, SOC 101</td>
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<tr>
<td>14)</td>
<td>HUSR 230A: Drug Studies Seminar</td>
<td>1.0</td>
<td>18</td>
<td>ENGL 035 or ENLA 100 or appropriate assessment; READ 043 or appropriate assessment</td>
<td>HUSR 130, HUSR 124 and HUSR 122</td>
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<td>15)</td>
<td>HUSR 230: Drug Studies Seminar and Internship</td>
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**Number Change TO:** HUSR 230B

**Title TO:** Drug Studies Internship
16) Course Revision
Item 1718-148

MUS 134: Chamber Singers
Unit Change: FROM: 2.0 TO: 1.0
Hour Change: FROM: 54 Total Lec/Lab TO: 27 Total Lec/Lab
Advisory: REMOVE: ENGL 035 or ENLA 100 or appropriate assessment ADD: MUS 120
Prerequisite: REMOVE: MUS 120 and Audition
Description Change
Revise content and update text

It was moved by Jim Newman; seconded by Patti Luna.

__X__ Approved  ___ Not Approved  ____ Tabled

17) Course Revision
Item 1718-149

MUS 157: Intermediate Musicianship II
Title TO: Musicianship IV
Units: FROM: 3.0 TO: 1.0
Hours: FROM: 54 Lec TO: 9 Lec/27 Lab
Advisory: ADD: READ 043 or appropriate assessment
Corequisite: ADD: MUS 206
Description Change
Revise content and update text

Correction Needed: Textbook update or reason for 5+ years

It was moved by Scott Dixon; seconded by Jay Ribaya.

__X__ Approved  ___ Not Approved  ____ Tabled

18) Course Revision
Item 1718-150

MUS 181: Applied Music I
Title: TO: Applied Music
Units: FROM: 2.0 TO: .50
Hours: FROM: 27 Lecture/27 Lab
TO: 9 Lecture  
Corequisite: ADD: MUS 220, MUS 216, MUS 217 or MUS 234  
Description Change  
Revise content and update text  

It was moved by Mike Hinze; seconded by Ted Preston.  

__X__ Approved            __ Not Approved            ____ Tabled  

19) Course Revision  
Item 1718-151  
MUS 206: Music Theory IV  
(Deleted from catalog 2006)  
Units: 3.0  
Hours: 54 Total Lecture  
Advisory: READ 043 or appropriate assessment  
Prerequisite: MUS 105  
Corequisite: MUS 157  
Description Change  
Revise content and update text  

Correction Needed: #1 Entering Skill  
It was moved by Mike Hinze; seconded by Ryan Bronkar.  

__X__ Approved            __ Not Approved            ____ Tabled  

20) New Course  
Item 1718-152  
MUST 121: Electronic Music I  
Units: 3.0  
Hours: 36 Lecture/54 Lab  
Advisory: READ 043 or appropriate Assessment  

Correction Needed: Add Entering Skills for Prereq MUST 101  
It was moved by Alex Gardos; seconded by Ryan Bronkar.  

__X__ Approved            __ Not Approved            ____ Tabled  

21) New Course  
Item 1718-153  
MUST 122: Electronic Music II  
Units: 3.0  
Hours: 36 Lecture/54 Lab  
Advisory: READ 043 or appropriate assessment  
Prerequisite: MUST 121  

Correction Needed: Add AS Degree to General Education page
and #1 Entering Skill

It was moved by Alex Gardos; seconded by Ryan Bronkar.

____ X__ Approved            ___ Not Approved            ___ Tabled

22) New Course
Item 1718-154
MUST 123: Electronic Music III
Units: 3.0
Hours: 36 Lecture/54 Lab
Advisory: READ 043 or appropriate assessment
Prerequisite: MUST 122

Correction Needed: Add AS Degree to General Education page
and #1 Entering Skill

It was moved by Alex Gardos; seconded by Ted Preston.

____ X__ Approved            ___ Not Approved            ___ Tabled

23) Course Revision
Item 1718-155
PHTO 185: Introduction to Digital Photography
Description Change
Revise content and update text

Correction Needed: #1 Entering Skill – Textbook update or reason for 5+ years – Reduce Methods of Instruction?

It was moved by Alex Gardos; seconded by Mike Hinze.

____ X__ Approved            ___ Not Approved            ___ Tabled

Jim Newman made a motion to “hold off” on the second read for Item 1718-155 until the Academic Senate officially approves the Units vs. Hours proposal; seconded by Ryan Bronkar.

____ X__ Approved            ___ Not Approved            ___ Tabled

III. UNFINISHED BUSINESS:

IV. DISCUSSION ITEMS/ATTACHMENT:

Michelle Pilati made the following announcements in regards to CurricUNET procedure:
*Division Representatives: Please wait to approve courses until a minimum of two faculty members have approved. You may approve/request changes as a Discipline Faculty until the course is ready to move to the next level.

*Faculty: When originating a course, do not immediately approve the course as discipline faculty. If you do not approve the course, you can request changes of yourself if you identify that changes are needed after the course has launched. If you have launched the course and approved it, you will need to have someone else request changes if you wish to make further edits.

*Lecture/Lab Content: In the past, it may not have been required to break out Lecture/Lab Content. Please inform your faculty members to do so. This is now a requirement and necessary for courses to gain UC TCA/Articulation approval as well as helpful in determining Outside of Class Hours.

Michelle asked the committee for their opinion on Methods of Instruction and Methods of Evaluation. Since CurricUNET makes it easy to select a large number of items, should the number of items be limited? Or some guidance provided? Courses have been submitted with lists ranging from 2 to 32 items. The committee agreed that approximately five to eight should generally be sufficient. If, however, some courses truly require that a greater number of methods be specified – and used – then that would, of course, be permitted.