Voting Members Present: Dana Arazi, Sharon Bell, Janet Cha, Marius Dornean, Alex Gardos, Mike Javanmard, Jannine Livingston, Patti Luna, Moises Mata, Jim Newman, Michelle Pilati, Dorali Pichardo-Diaz, Ted Preston, Elizabeth Ramirez, Claudia Rivas, Jay Ribaya, Mutsuno Ryan, Jodi Senk, Mike Slavich, Christian Vaca

Voting Members Absent: Ryan Carey, Rose Marie Gaw, Warren Roberts

Non-Voting Members Absent: Rose Sanceda

Guests: Karleen Curlee, Alice Mecum

I. ACTION ITEMS:

A) Approval of Consent Agenda: No Items

B) Second Readings: No Items

C) First Readings:

1) New Course  
   Item 1819-229  ASL 120: Introduction to Deaf Studies  
   Units: 3.0  
   Hours: 54 Lecture  
   Prerequisite: ASL 101  
   Advisory: ENGL 035 or ENLA 100 or appropriate placement and READ 043

   Correction Needed: Spelling on Lecture Item #4/Textbook verbiage

   It was moved by Dana Arazi; seconded by Dorali Pichardo-Diaz.

   __X_ Approved  _____ Not Approved  _____ Tabled

2) New Course  
   Item 1819-230  ASL 124: Deaf Culture  
   Units: 3.0  
   Hours: 54 Lecture  
   Prerequisite: ASL 102
Advisory: ENGL 035 or ENLA 100 or appropriate placement; READ 043 or appropriate placement

Correction Needed: TOP to 0850.10/Textbook verbiage

It was moved by Dana Arazi; seconded by Ted Preston.

___X___ Approved    ____ Not Approved    ____ Tabled

3) New Course
   Item 1819-231    ED 105: Tutoring Reading Skills to Adult Students
   Units: .50
   Hours: 9 Lecture
   Prerequisite: READ 043 with a grade of A or B; ED 090 may be taken as a prerequisite or Corequisite
   Advisory: ENGL 101

It was moved by Alex Gardos; seconded by Jodi Senk.

___X___ Approved    ____ Not Approved    ____ Tabled

4) Course Revision
   Item 1819-232    ENGL 101: College Composition and Research
   Revise content and update text

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

___X___ Approved    ____ Not Approved    ____ Tabled

5) Course Revision
   Item 1819-233    HOSP 101: Introduction to the Hospitality Industry
   Revise content and update text

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

___X___ Approved    ____ Not Approved    ____ Tabled

6) Course Revision
   Item 1819-234    HOSP 102: Introduction to Hotel Operations
Revise content and update text

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

__X_ Approved   ____ Not Approved   ____ Tabled

7) Course Revision
   Item 1819-235  HOSP 103: Sanitation and Safety
   Revise content and update text

   Correction Needed: Fix Course Outline numbering

   It was moved by Mike Slavich; seconded by Patti Luna.

   __X_ Approved   ____ Not Approved   ____ Tabled

8) Course Revision
   Item 1819-236  HOSP 104: Introduction to Food and Beverage
   Revise content and update text

   Correction Needed: Fix Course Outline numbering

   It was moved by Jannine Livingston; seconded by Mike Slavich.

   __X_ Approved   ____ Not Approved   ____ Tabled

9) Course Revision
   Item 1819-237  MGMT 120: Human Relations in Business
   Revise content and update text

   It was moved by Mike Slavich; seconded by Dana Arazi.

   __X_ Approved   ____ Not Approved   ____ Tabled

10) Course Revision
   Item 1819-238  MGMT 146: Human Resources Management
   Advisory: From: ENGL 030, ENLA 034, READ 023
   To: ENGL 035, ENLA 100, READ 043
   Revise content and update text

   Correction Needed: Check textbook information (confirmed that title of text is “HR” as in “Human Resources”)
It was moved by Ted Preston; seconded by Alex Gardos.

_X_ Approved   ___ Not Approved   ___ Tabled

11) **Course Revision**  
**Item 1819-239**  
**PHY 220: Unmanned Rocket Science**  
**Prerequisite: From:** CIT 125 or CIT 135  
**To:** PHY 211  
**Prereq/Coreq: Remove:** PHY 213  
Revise content and update text

*Correction Needed: Spacing before Lab Outline*

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

_X_ Approved   ___ Not Approved   ___ Tabled

12) **Request to Offer a Course via Distance Education**  
**Item 1819-240**  
**GEOG 310: Environmental Geography**  
**ONLINE**

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

_X_ Approved   ___ Not Approved   ___ Tabled

13) **New Certificate**  
**Item 1819-241**  
**CoA – American Sign Language**  
16 Units

*Correction Needed: Verify TOP/Add to Justification question #2 and correct answers to questions 1,2,4*

It was moved by Alex Gardos; seconded by Dana Arazi.

_X_ Approved   ___ Not Approved   ___ Tabled

14) **Certificate Change**  
**Item 1819-242**  
**CoA – Computerized Accounting System**  
**Course # Change**

It was moved by Alex Gardos; seconded by Jannine Livingston.

_X_ Approved   ___ Not Approved   ___ Tabled
15) Certificate Change
   Item 1819-243  CoA – Drug Studies
   Course Changes

   It was moved by Alex Gardos; seconded by Jannine Livingston.
   __X__ Approved   ____ Not Approved   ____ Tabled

16) Degree Change
   Item 1819-244  A.S. – Drug Studies
   Course Changes

   It was moved by Mike Slavich; seconded by Alex Gardos.
   __X__ Approved   ____ Not Approved   ____ Tabled

17) Certificate Change
   Item 1819-245  Skill Proficiency Cert – Human Services
   Course Changes

   Correction Needed: Units should be 15 - 16

   It was moved by Mike Slavich; seconded by Alex Gardos.
   __X__ Approved   ____ Not Approved   ____ Tabled

18) Degree Change
   Item 1819-246  AA-T – Studio Art
   Course Elective Additions

   It was moved by Alex Gardos; seconded by Mike Slavich.
   __X__ Approved   ____ Not Approved   ____ Tabled

Mike Slavich motioned for the First Read items to go for Second Read approval; seconded by Dana Arazi and approved by the committee.

II. UNFINISHED BUSINESS: No Items

III. DISCUSSION ITEMS/ATTACHMENT:

1. Using “placement” instead of “assessment”
   Michelle reminded the committee that moving forward the word assessment will be replaced with the word placement. As courses are revised in
Curriqnet this will automatically updated. Also, the new catalog will reflect this change on all course listings.

2. Revised DE Addendum (see attachment page 91)
Michelle asked the committee to review the revised DE Addendum Form. Committee members were in favor of the changes. The new form will go into effect as soon as Michelle can upload to the Curriculum Webpage.

3. Going paperless
Michelle asked the committee for ideas on how to “go paperless”. Dana suggested that committee members use IPads or Surface Tablets in future curriculum meetings so that each member has the ability to read thru the curriculum and request changes. He also stated that IT has devices available that are available for check out. Another suggestion was to have the agenda be emailed to each member in a PDF file prior to the meeting in lieu of printing the paper agenda.

4. Red Notebook Update
Michelle announced that she will be revising the Red Notebook. The Notebook has not been revised in over 10 years. Her goal is to work on a section at a time. Michelle will then send the revisions to the committee members for approval.

IV. ADJOURNMENT:

The meeting was adjourned by Michelle Pilati at 12:20 pm