I. **APPROVAL OF THE MINUTES FROM MARCH 11, 2020**

II. **PUBLIC COMMENT**: Although the Curriculum Committee always welcomes the participation of guests in any discussion, this agenda item is provided to allow a member of the public to speak to an item not on the agenda.

III. **ACTION ITEMS**

   A) Approval of Consent Agenda: *No Items*

   B) Second Readings:

   **Item 1920-362**
   Credit Course Revision
   CD 114 Observation and Assessment
   Units 3.0
   Description
   This course is designed for students working towards a Child Development Permit. The course focuses on the appropriate use of assessment and observation strategies applied to document development, growth, play, and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. Advantages and disadvantages of observation techniques, observer bias, and cultural considerations are discussed. This course meets the Department of Social Services (DSS) Classification Indicator DS3 and applies toward the State of California Title 5 requirement for the Child Development Permit.

   **Item 1920-363**
   Credit Course Revision
   KIN 126 Principles of Strength and Conditioning
   Units 3.0
   Description
   This course includes information needed for students who intend to teach strength and conditioning. The course covers anatomy and physiology, bioenergetics, biomechanics, training adaptations, exercise and equipment selection, training techniques, program design, and safety factors. This course is designed for students pursuing a career in the fitness industry; Fitness Specialist, Strength and Performance Coach, or Coaching of Sport Certificates; or an AS in Sports Medicine; and/or students interested in furthering their understanding of the effects of exercise on the body and mind.

   **Item 1920-364**
   Credit Course Revision
   KINA 113 Golf I
   Units 1.0
   Description
   Golf I is designed for the beginning golfer who wants to gain the essential skills necessary to enjoy the game of golf. Students will learn the fundamentals of a proper grip, stance and swing that will allow them to perform a basic golf swing.
Item 1920-365
Credit Course Revision
KINA 185 Men’s and Women’s Intercollegiate Swim Team
Units 3.0
Description
This advanced course is designed for students who will be competing at the collegiate level in the sport of men’s swimming. Students are required to spend a minimum of 10.125 hours per week preparing for competition with other colleges. The course may be repeated three times for credit.

Item 1920-366
Credit Course Revision
LOG 110 Warehouse Management
Units 3.0
Description
This course is intended for students seeking a career in logistics or supply chain management. The course provides warehouse managers, supervisors, distribution center leaders, and warehouse personnel with a pathway to gain and apply practical skills in warehouse design, layout planning, the safe storage of inventory, identifying appropriate material handling equipment, and quality control of warehouse services. Topics include industry terminology, modern warehouse management system tools, industry quality standards, and warehouse contracting.

Item 1920-367
Non Credit Course Revision
NBAS 009 Supervised Tutoring in College Courses
Hours 1.0 to 360.0
Description
This course provides students with the tools they need to excel in their courses. Trained tutors individually help students attain higher levels of comprehension and competency by providing supplemental instruction for pre-approved subjects. Workshops enhance student learning. The course is open-entry/open-exit.

Item 1920-368
New Noncredit Course
NHSN 043 Medical Office Administration
Hours 48.0
Description
This course is a practicum to complement NHSN 042 - Medical Office Procedures and Customer Service. Students engage in patient interaction simulations, applying customer service skills, and using computers in a medical/clinical setting. Students gain hands-on experience in scheduling appointments, working with electronic medical records, and establishing a fee schedule, and receive orientation to the Microsoft Office suite, electronic billing software, electronic medical record software, and telephone, fax, and email systems.

Item 1920-369
New Noncredit Course
NHSN 044 Medical Insurance Claims
Hours 48.0
Description
This course provides an overview of common health insurance terminology and selected aspects of private and government insurance coverage. The course introduces basic principles of diagnostic and outpatient procedural coding of physician/provider documentation. Students learn how to originate accurate and efficient reimbursement medical insurance claims for services provided.
Item 1920-370
New Noncredit Course
NHSN 045 Employment Readiness
Hours 24.0
Description
This course equips students with skills and strategies for successful job placement in the health care industry. Course topics include interpersonal skills development, business communication, professional dress, and time management. Students receive practical guidance in resume and cover letter writing, interviewing, and navigating job search resources.

Item 1920-371
New Noncredit Course
NSCI 041 Introduction to Human Anatomy
Hours 48.0
Description
This course provides a basic overview of the structure and systems of the human body. Students are introduced to the body structures and functions of integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, and genitourinary systems. The course covers the various ways by which human body structures maintain normal, healthy functions and includes an introduction to anatomical and physiological functions related to various disorders and diseases in each body system. This course does not satisfy the human anatomy requirement for credit.

Item 1920-373
Credit Course Revision
TV 135 Digital Filmmaking I: Introduction
Units 3.0
Description
This is an introductory course in film production techniques for narrative, documentary, and music video, and may be of interest to students interested in both film and television production. Topics include creating a story treatment, screenwriting, storyboarding, camera operation, lighting, introductory production sound, and non-linear editing. Students work in teams and crew all positions, including writer, producer, director, assistant director, cinematographer, boom operator, and editor. Emphasis is placed on defining the content, structure, and style of the production. Students implement these skills with projects in documentary, music video, and narrative filmmaking traditions.

C) First Readings:

Item 1920-375
Credit Course Revision
ARCH 110 Construction Document Reading and Estimating
Units 3.0
Description
This course is beneficial for apprentices, students of architecture and employees in all areas of the construction industry, and covers residential, light commercial and industrial building construction. An introduction to the use of prints, construction documents and the theory of construction estimating, as used in the building industry will be presented. Principles of reading working drawings, plans, H.V.A.C. specifications, details, elevations and electrical specifications are included as well as material estimating, estimating rules, tables and procedures.
Item 1920-376
Credit Course Revision
ARCH 290 Cooperative Work Experience/Internship for Architecture Related Fields
Units 1.0 to 4.0
Description
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in architectural design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-377
Credit Course Revision
ARCH 299 Directed Study in Architecture Design & Drawing
Units 1.0 to 3.0
Description
The course provides an opportunity for the student to expand their studies in Architectural Design and Drawing beyond the classroom by completing projects and/or assignments arranged by agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignments and the unit value assigned for successful completion of the course. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

Item 1920-378
Credit Course Revision
CIV 290 Cooperative Work Experience/Internship for Civil Related Fields
Units 1.0 to 4.0
Description
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in civil design / drafting related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-379
Credit Course Revision
CIV 299 Directed Study in Civil Design Technology
Units 1.0 to 3.0
Description
This course provides an opportunity for the student to expand their studies in Civil Design Technology beyond the classroom by completing a project or an assignment arranged by an agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.
Item 1920-380
Credit Course Revision
ENGT 101 Introduction to Technical Drawing & Graphics
Units 3.0
Description
This is a basic course in technical drawing and graphics for students with no previous drafting skills or training. The course is designed for students who wish to pursue training in fields and careers related to architecture, civil and engineering design drafting. Practical application will be provided with the tools, techniques, standards, and practices used in the industries that need technical drawings and graphics.

Item 1920-381
Credit Course Revision
ENGT 290 Cooperative Work Experience/Internship for Drafting Related Fields
Units 1.0 to 4.0
Description
This course supports and reinforces on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. The student will be working in a skilled or professional-level assignment in their area of vocational interest and will meet performance objectives related to instruction that are above and beyond the conditions of regular employment. This course is intended for students whose job is in drafting-related fields and have completed or enrolled in the appropriate coursework. Instructor approval is needed to enroll in the class. Contact the CWE office regarding re-enrollment procedures.

Item 1920-382
Credit Course Revision
ENGT 299 Directed Study in Engineering Design Drafting
Units 1.0 to 3.0
Description
This course provides an opportunity for the student to expand their studies in Engineering Design Drafting beyond the classroom by completing a project or an assignment arranged by an agreement between the student and instructor. The student is required to contract with the instructor to determine the scope of the assignment and the unit value assigned for successful completion. Students must possess a 2.5 overall GPA, a 3.0 GPA in the discipline of study being requested, or receive an exception from the instructor. Students may take a maximum of 3 units of Directed Study within a discipline and 9 units college-wide.

Item 1920-383
Credit Course Revision
KIN 192 Health: Women’s Personal Health
Units 3.0
Description
This course is designed for all students interested in expanding their knowledge regarding health problems and social issues unique to women. Physiological and psychological aspects of nutrition, hygiene, sexuality and reproduction, drugs and chemicals, and common diseases are among the many topics covered. Guest speakers, videos, current events, web and text readings will assist the student in developing sound health principles for use in everyday life.
Item 1920-384
Credit Course Revision
KINA 101 Tennis I
Units 1.0
Description
This is a beginning tennis class designed to take the student to a recreational level in skills. Instruction in the serve, groundstroke, volley, and rules are taught. The student will also learn how to play doubles and singles matches so that the student can compete on a recreational level.

Item 1920-385
Credit Course Revision
KINA 134 Cardio Boot Camp
Units 1.0
Description
This course is designed for the student who wishes to improve their cardiovascular and core fitness. The student will learn lifelong skills to improve their health. Workout skills such as core strengthening, cardiovascular fitness, step aerobics and flexibility training will be covered. Instruction in proper diet, heart rate monitoring, skills proficiency and fitness program planning will be provided to each student.

Item 1920-386
Credit Course Revision
LIT 149 Introduction to Chicana/o/x Literature
Units 3.0
Description
This course explores a range of Chicana/Chicano literature, with a focus on major texts from 1848 to the present. Course reading and writing assignments explore major cultural themes, including identity issues. Assigned readings may be from a variety of genres including essays, poetry, fiction, oral histories, corridos, and autobiography by writers throughout the Southwest. This course is designed for students interested in exploring various genres of literature, students interested in learning more about Chicana/o cultural expression, and students majoring in Chicano Studies.

Item 1920-387
Credit Course Revision
POLS 150 Chicana/o/x Politics
Units 3.0
Description
This course examines United States history and political issues relevant to the Chicana/o/x and Latina/o/x communities. The course provides an overview of demographic changes in the U.S. and examines political activism and political leadership. Students interested in this course may include individuals with familial or personal connections to the Chicana/o/x (Mexican-American) community and/or those intending to work in environments with high concentrations of this population.

Item 1920-388
Credit Course Revision
READ 021 Basic Reading
Units 3.0
Description
This course is designed for students who want to improve their reading skills in order to succeed in other college classes. Students will learn how to read and understand short works of fiction and nonfiction as well as key vocabulary words associated with college and everyday life through context clues, word parts, and dictionary usage. Students will also learn to recognize transitions, main ideas and supporting details. This is a non-degree applicable course and is offered on a pass/no pass basis. All students are required to concurrently enroll in the Reading Lab, READ 021L.
Item 1920-389
Credit Course Revision
READ 021L Reading Lab
Units .50
Description
This course is a skills class designed to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks intended to complement the activities of their reading course. All READ 021 students must enroll. This is a non-degree applicable course offered on a pass/no pass basis.

Item 1920-390
Credit Course Revision
READ 022L Reading Lab
Units .50
Description
This course is a skills class intended to assist students in improving reading comprehension and vocabulary through individually prescribed lab work. Students will complete reading tasks designed to complement the activities of their reading course. All READ 022 students must enroll. This is a non-degree applicable course offered on a pass / no pass basis.

Item 1920-391
Credit Course Revision
VOCB 025 Intermediate Vocabulary
Units 3.0
Description
This course is intended for students who want to develop precollegiate-level reading, writing, and speaking vocabulary. Students will learn the meaning of new words commonly used in college textbooks and lectures, and they will use them in written and spoken sentences. Students will also gain knowledge of word roots to reinforce their understanding of words. This is a non-degree course and is offered on a pass/no pass basis.

Item 1920-392
Request to offer a course via Distance Education - ONLINE
LOG 110 Warehouse Management

Item 1920-393
New Certificate of Achievement
French
Units 18.0
Description
The Certificate of Achievement in French is designed to provide students with a strong foundation in the essentials of French language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the French language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in French. Students who successfully complete the certificate will be able to communicate competently in French at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are French speakers and whose English proficiency may be limited.
Item 1920-394
New Certificate of Achievement
Spanish
Units 18.0
Description
The Certificate of Achievement in Spanish is designed to provide students with a strong foundation in the essentials of Spanish language: reading, listening, speaking, and writing skills. This certificate is intended for students pursuing other degrees or careers not necessarily related to the Spanish language but who still want to learn the language. With this certificate, the student can petition their employer for any benefits that may be available for those who have skills in Spanish. Students who successfully complete the certificate will be able to communicate competently in Spanish at a basic conversational level. While students will not be able to act as an interpreter, they will be able to communicate directly with clients, customers, coworkers, or community members who are Spanish speakers and whose English proficiency may be limited.

IV. UNFINISHED BUSINESS:

Pending originator clarification of Honors requirements and course units
Item 1920-346
Credit Course Revision
LIT 143 Exploring Authors
Units 1.0
Description
This one-unit course is designed for students who wish to study the literary works of one author in depth. Students will compare and contrast all genres and literary criticism of the author’s works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester.

Item 1920-347
Credit Course Revision
LIT 143H Exploring Authors Honors
Units 1.0
Description
This one-unit course is designed for students who would like the opportunity to study the literary works of one author in depth. Students compare and contrast the author’s works in class discussions and in essay form. Students should consult the class schedule for the author selection as it varies each semester. This course may be taken once and repeated two times for credit, and is designed for students eligible for the Honors Program.

Pending originator clarification of advisory removal
Item 1920-372
Credit Course Revision
WFT 290 CWE/Internship for WFT
Units 1.0 to 4.0
Description
This course supports and reinforces on-the-job training in the wildland fire technology (WFT) field under supervision of a college instructor, facilitated by learning objectives. Students work in a skilled or professional-level assignment in the area of wildland fire technology, and meet performance objectives related to instruction required for the conditions of regular employment. The course is intended for students whose job is related to the wildland fire technology field and who have completed or enrolled in the appropriate coursework. Contact the CWE office regarding re-enrollment procedures.
Pending Industry Advisory recommendation

Item 1920-374

New Credit Course

TV 136 Digital Filmmaking II: Intermediate

Units 3.0

Description

This is an intermediate course in film production techniques for narrative, music video, and branded content. The course may be of interest to students interested in both film and television production. Topics include screenwriting, storyboarding, camera operation, lighting, production sound, and non-linear editing. Students work in teams and crew all positions, including writer, producer, director, first assistant director, cinematographer, camera assistant, gaffer, grip, boom operator, production sound mixer, and editor. The course incorporates career pathways in the contemporary media landscape, including branded content, social media, and new media. Emphasis is placed on personal storytelling, crew collaboration, professionalism, and building a professional resume and portfolio.

Pending Web Accessibility Approvals (First Read 10/2/19)

Item 1920-033

Request to offer a course via Distance Education – ONLINE

GDSN 162 Introduction to Web Design

Item 1920-034

Request to offer a course via Distance Education - ONLINE

GDSN 163 Intermediate Web Design

Item 1920-036

Request to offer a course via Distance Education - ONLINE

GDSN 172 Publication Design

Item 1920-037

Request to offer a course via Distance Education - ONLINE

GDSN 174 Packaging Design

Item 1920-038

Request to offer a course via Distance Education - ONLINE

GDSN 178 Digital Imaging Design

Item 1920-039

Request to offer a course via Distance Education - ONLINE

GDSN 179 Advanced Digital Imaging Design

Pending Web Accessibility Approvals (First Read 10/9/19)

Item 1920-063

Request to offer a course via Distance Education - HYBRID

JAPN 101 Japanese I

Item 1920-064

Request to offer a course via Distance Education - HYBRID

JAPN 102 Japanese II

Pending Web Accessibility Approvals (First Read 10/30/19)

Item 1920-107

Request to offer a course via Distance Education – HYBRID

KIN 297 Advanced Athletic Training
Pending Web Accessibility Approvals (First Read 11/6/19)

Item 1920-144
Request to offer a course via Distance Education - ONLINE
BIOL 120 Environmental Biology

Item 1920-145
Request to offer a course via Distance Education - ONLINE
CD 211 Infants and Toddlers

Item 1920-146
Request to offer a course via Distance Education - ONLINE
CD 224 Diversity Issues During Early Childhood School Age and Adolescence

Item 1920-147
Request to offer a course via Distance Education - ONLINE
ED 110 Introduction to Teaching

Pending Web Accessibility Approvals (First Read 11/20/2019)

Item 1920-209
Request to offer a course via Distance Education - ONLINE
KIN 110 Introduction to Fitness and Sport Management

Item 1920-210
Request to offer a course via Distance Education - ONLINE
KIN 126 Principles of Strength and Conditioning

Item 1920-211
Request to offer a course via Distance Education - ONLINE
KIN 170 Sport & Exercise Psychology

Item 1920-212
Request to offer a course via Distance Education - ONLINE
KIN 193 Standard First Aid and CPR

Pending Web Accessibility Approvals (First Read 02/05/20)

Item 1920-264
Request to offer a course via Distance Education - ONLINE
FIN 101 Introduction to Financial Planning

Item 1920-265
Request to offer a course via Distance Education - ONLINE
FIN 102 Fundamentals of Finance Management and Investment

Item 1920-266
Request to offer a course via Distance Education - ONLINE
TCED 044 OSHA Workplace Safety

Pending Web Accessibility Approvals (First Read 02/12/20)

Item 1920-296
Request to offer a course via Distance Education - ONLINE
ASL 101 American Sign Language I
Item 1920-297
Request to offer a Course via Distance Education - ONLINE
ASL 102 American Sign Language II

Item 1920-298
Request to offer a Course via Distance Education - ONLINE
ASL 120 Introduction to Deaf Studies

Item 1920-299
Request to offer a Course via Distance Education - ONLINE
ASL 124 Deaf Culture

Item 1920-300
Request to offer a Course via Distance Education - ONLINE
ASL 201 American Sign Language III

Item 1920-301
Request to offer a Course via Distance Education - ONLINE
ASL 202 American Sign Language IV

Item 1920-302
Request to offer a Course via Distance Education - ONLINE
ASL 220 Pathways to Interpreting Careers

Item 1920-303
Request to offer a Course via Distance Education - ONLINE
ASL 250 ASL Linguistics

Item 1920-304
Request to offer a Course via Distance Education - ONLINE
ASL 270 ASL Literature

Item 1920-305
Request to offer a Course via Distance Education - ONLINE
ASL 280 ASL Storytelling

Pending Web Accessibility Approvals (First Read 02/19/20)

Item 1920-326
Request to Offer a Course via Distance Education - ONLINE
KIN 120 Sports Law and Ethics

Item 1920-327
Request to Offer a Course via Distance Education - HYBRID
ENGL 325 Technical and Professional Writing

Pending Web Accessibility Approvals (First Read 02/19/20)

Item 1920-352
Request to offer a course via Distance Education - ONLINE
WFT 101 Wildland Fire Behavior

Item 1920-353
Request to offer a course via Distance Education - ONLINE
WFT 102 Wildland Firefighter Safety and Survival
Item 1920-354
Request to offer a course via Distance Education - *ONLINE*
WFT 103 Wildland Fire Operations

Item 1920-355
Request to offer a course via Distance Education - *ONLINE*
WFT 104 Wildland Fire Investigation, Prevention, and Public Information

Item 1920-356
Request to offer a course via Distance Education - *ONLINE*
WFT 105 Wildland Fire Logistics, Finance, and Planning

V. DISCUSSION ITEMS/ATTACHMENT

VI. ADJOURNMENT