



**CURRICULUM COMMITTEE**  
**Agenda**  
**December 5, 2017**  
**12:30 – 1:50**  
**Berger Faculty Innovation Center**

**Members (13):** D. Greene (Chair); G. Brown (Business & Applied Technology), S. Cooper (General Counseling), C. Doussett (Kinesiology/ECE), L. Emerson (Social Sciences), J. Fernald (Library & Learning Resources), S. Gaete (Nursing & Health Sciences), A. Garcia (Adjunct), R. Guinn (Science), L. Jackson (Arts & Media), J. Learned (Math & Computer Science), E. Reed (Communication & Humanities), A. Uhlhorn (Student Services/Special Programs)

**Ex-Officio (non-voting):** M. Jasso (Articulation Officer), P. Ralston (VP Student Learning), (Student Representative)

**Staff:** J. Magbuhat (Curriculum & Catalog Specialist), C. Contopoulos (Recorder)

1. **Call to Order and Presence of a Quorum**
2. **Public Comments**
3. **Approval of Agenda**
4. **Approval of November 16, 2017 Minutes**
5. **Action – Majority 7**

I. CONSENT:

A. *Course Modifications*

*(Changes which do not affect statutory or regulatory curriculum standards: minor, non-substantive changes in catalog description, objectives, SLOs, assignments, or content; changes in the text and/or instructional materials; change in course title)*

- 1) BI-004 Elements of Biology (Advisory: ENG-061)
- 2) BI-011 Biology of Viruses (Advisory: ENG-061)
- 3) BI-013 Human Anatomy and Physiology I **C-ID BIOL 115S** (Advisory: ENG-061)
- 4) BUAC-004 Tax Accounting I - Individuals (remove English advisory)
- 5) BUAC-004A Individual Income Tax (remove English advisory)
- 6) BUAC-005 Tax Accounting II (remove English advisory)
- 7) BUAC-050 Accounting in the Business Environment (remove English advisory)
- 8) BUAC-066 Fundamentals of Bookkeeping (remove English advisory)
- 9) CH-003 Introductory General Chemistry (Advisory: ENG-061)
- 10) PHIL-007 Ideas of the Great Philosophers (Advisory: ENG-061)  
**Update English advisory.**

- 11) ART-009A Beginning Printmaking
- 12) ART-019 Introduction to Painting
- 13) N-003A Nursing Chronic Alterations in Health  
**PERIODIC REVIEW: Update text, SLOs, assignments, and content.**

- 14) MATH-031 Undergraduate Research Experience  
Revise SLOs.

- 15) TA-002 Acting I  
Textbook update.

**B. Course Deactivation**

- 1) HS-072 Introduction to Health and Society

**C. Program Modification:**

**1. HEALTH SCIENCE AS Degree and Transfer Preparation**

The Associate Degree in Health Science provides courses which are the foundation to professional career opportunities in the health science, public health and environmental fields. The degree emphasizes an ecological approach to health issues in the community and to provide students with the tools and knowledge necessary to understand factors contributing to the promotion of optimal health and well-being.

*Career Opportunities*

The degree will meet the requirements for pre-professional preparation for fields in Health Science such as physical therapy, occupational therapy, podiatry, physician assistant, medicine, dental, public health education, health science - integrated teaching track.

**Required Courses**

	BI-013	Human Anatomy and Physiology I .....	4
	BI-014	Human Anatomy and Physiology II .....	5
	BI-015	General Microbiology .....	5
DELETE	<del>HS-072</del>	<del>Introduction to Health and Society .....</del>	<del>4</del>
ADD	<b>KINE-010</b>	<b>Personal &amp; Community Health .....</b>	<b>3</b>
	HS-073	Introduction to Public Health .....	3
	<del>or</del> HS-013	General Nutrition (3) .....	3
	HS-074	Informatics for Health Science .....	3
	Required Subtotal .....	<del>24</del> .....	23
	General Education* (CSU or IGETC): .....		37-39
	Kinesiology (PE) Activities .....		2
	Total Units .....	<del>63—65</del> .....	62-64

\*Recommended Courses for Transfer:

- ENG-001A, Composition (4 units)
- PSY-001 or PSY-003 or SOC-001 (3 units)
- SPAN-001 or ASL-001 (5 units)
- SOC-003, Fundamentals of Statistics (3 units)

**D. New Courses and Programs and/or Substantive Changes to Courses and Programs/2<sup>nd</sup> Reading**

**1. New Courses:**

- a. ART-034 Introduction to Digital Art **(C-ID ARTS 250)**

**2. Course Modifications:**

- a. ART-028 Portfolio Preparation  
*Change units **from:** 3 (2 lec + 1 lab) **to:** 2 (1 lec + 1 lab), change contact hours **from:** 90 (36 lec + 54 lab) **to:** 72 (18 lec + 54 lab), modify content, objectives, SLOs, assignments.*
- b. COMM-001 Public Speaking (*class size max **from:** 29 **to:** 30*)
- c. COMM-005 Survey of Human Communication (*class size max **from:** 35 **to:** 30*)
- d. COMM-009 Interpersonal Communication (*class size max **from:** 35 **to:** 30*)
- e. COMM-013 Small Group Communication (*class size max **from:** 35 **to:** 30*)
- f. COMM-021 Introduction to Persuasion (*class size max **from:** 35 **to:** 30*)  
*Change class size max **to:** 30; update content, textbook, catalog description, SLOs, and assignments.*

II. ITEMS PULLED FROM CONSENT AGENDA (if need be)

II.1 2<sup>nd</sup> READING FOR ITEMS APPROVED AT 1<sup>st</sup> READING, WITH SUBSEQUENT CHANGES MADE:

### III. COURSES AND PROGRAMS – 1<sup>ST</sup> READING

#### A. Course Modification:

1. ART-026 ~~Gallery Management~~ Museum Studies  
**PERIODIC REVIEW:** Change title, revise SLOs, change TOP Code from: 100900 to: 100100, SAM Code from: Clearly Occupational to Non Occupational.
2. CSFM-085A Fire Inspector 1A: Duties and Administration
3. CSFM-085B Fire Inspector 1B: Fire and Life Safety
4. CSFM-085C Fire Inspector 1C: Field Inspection
5. CSFM-085F Fire Inspector 1D: Field Inspection-California Specific  
 Add Hybrid Learning modality, revise SLOs.

#### B. New Program:

##### 1. BIW Certificate of Achievement

The Business Information Worker Certificate of Achievement prepares students for entry-level and administrative support positions in a variety of fields and businesses. After successful completion of the Business Information Worker Certificate of Achievement, students may seek employment as office clerks, retail salespersons, customer service representatives, and receptionists.

##### *Career Opportunities*

There is a high demand for employees in business information occupations, as evidenced by the Centers of Excellence report. Over 2015-2020, the COE estimates over 4,000 annual openings available in the Desert/Inland Empire region. What is more, these jobs have a median level wage of \$15.49 per hours, well above the \$11.75 per hour MIT living wage estimate for a single adult.

##### *Required Courses*

CIS-002	Microsoft Outlook.....	2
CIS-003	Introduction to Microsoft Word .....	1
CIS-005	Computer Survival Skills.....	2
CIS-010	Computer Literacy .....	4
BUMA-094	Business Communications .....	3

##### *Elective Courses - 6 Units*

BUMA-032	Human Relations in the Workplace .....	3
BUMA-064	Human Resource Management .....	3
BUMA-095A*	Business Management Work Experience .....	1 - 4
or BUAC-095A*	Accounting Work Experience	
or CIS-095A*	Computer Information Systems Work Experience	

**CERTIFICATE TOTAL .....** 18

\*Maximum of 4 units may be used for work experience.

##### 2. BIW – Manager Certificate of Achievement

The BIW (Business Information Worker) - Management Certificate of Achievement is the second of a set of stackable certificates that prepares students for entering and advancement in administrative support positions throughout a variety of fields and businesses. After successful completion of the BIW-Management Certificate of Achievement, students will achieve enough skills in collaboration software and procedures, which may increase their value and promotability.

##### *Career Opportunities*

This certificate prepares students for careers in a wide range of business and office settings. As stated in our college catalog and online, College of the Desert’s “programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas, and beyond.” The program’s computer applications skills courses provide students a level of information competency and technological literacy required for entry-level employment in a number of business and office environments. In the same manner the accounting emphasis allows the student to understand the financial structure of different types of industries. The course content is current and offered in short-term, affordable completion pathways, and is designed both for entry-level workforce and career advancement.

##### *Required Courses*

CIS-004	PowerPoint .....	1
CIS-006	Business Research.....	1
CIS-010	Computer Literacy .....	4
CIS-012	Professional Office Procedures.....	3
CIS-017	Business Data Management with Microsoft Access .....	4
CIS-072D	Excel.....	3

*Elective Courses - 6 Units*

BUMA-027	Marketing .....	3
BUAC-010	Accounting with QuickBooks .....	3
BUAC-005	Tax Accounting II .....	3
BUAC-051	Accounting for Non-Accountants.....	3
BUMA-095A*	Business Management Work Experience .....	1 - 4
or BUAC-095A*	Accounting Work Experience	
or CIS-095A*	Computer Information Systems Work Experience	

**CERTIFICATE TOTAL .....** 22

\*Maximum of 4 units may be used for work experience.

**3. HYBRID, FUEL-CELL, ELECTRIC VEHICLE Certificate of Achievement**

The emphasis of the Hybrid, Fuel-cell and Electric Vehicles Certificate is on key hybrid, fuel-cell and electric vehicle systems including their basic operation, function, service and maintenance. The systems include: engine management, emission controls, electronic/electronic controls and onboard diagnostics related to hybrid, fuel-cell and electric vehicles.

*Career Opportunities*

This certificate is designed to prepare students and incumbent employees for entry-level positions at local automotive dealerships, independent repair facilities, national repair chains, parts suppliers as well as fleet service specializing in hybrid, fuel-cell and electric vehicles.

*Required courses*

AUTO-010	Introduction to Automotive Technology .....	4
AUTO-011B	Automotive Electronics & Electrical Systems .....	4
AUTO-011C	Advanced Automotive Electrical Systems.....	5
AUTO-043A	Intro to Hybrid, Electric & Fuel-Cell Vehicle Technology .....	3
AUTO-043B	Hybrid, Fuel-Cell and Electric Vehicle Diagnosis & Repair .....	3
AUTO-095A	Automotive Technology Work Experience .....	2

**CERTIFICATE TOTAL .....** 21

\*Maximum of 2 units may be used for work experience.

**4. SPANISH ASSOCIATE IN ARTS FOR TRANSFER DEGREE (AA-T)**

The Associate in Arts in Spanish for Transfer degree, also called the Spanish AA-T, will provide students with a strong foundation to develop their skills at high-Intermediate and advanced levels in Spanish. The emphasis is on acquiring language proficiency through the three modes of communication: presentational (speaking, writing), interpretative (listening/watching and reading), and interpersonal (speaking and writing). Students will produce the language, exchange information, and negotiate meaning in the target language by critically analyzing and discussing daily life situations and academic topics related to the history and culture of the diverse Spanish-speaking world. Students will develop global competence as they investigate the world, recognize different perspectives, communicate ideas, and take action. The Spanish AA-T degree prepares students to transfer to CSU campuses that offer bachelor's degrees in Spanish. It also complements majors in international relations, political science, business, education, sociology, and other areas of study. Students earning the Spanish AA-T degree will be granted priority for admission as Spanish major to a local CSU, as determined by the CSU campus to which the student applies. This Spanish AA-T degree requires students to meet both of the following requirements: (1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following: • The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-B). • A minimum of 18 semester units in a major or area of emphasis. All courses in the major or area of emphasis must be completed with a grade of "C" or better. (2) Obtainment of a minimum grade point average of 2.0. There are no additional graduation requirements. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

*Career Opportunities*

Career Possibilities Bilingual: Teacher, Professor, Transcriber, Sales Representative, Customer Service Representative, Online Web Publisher, Medical/Health Worker, Realtor, IRS/Franchise Tax Board, Social Services-Caseworker, Community Outreach Services, Human Resource Specialist. In Business: International Relations Consultant, International Business Personnel, Foreign Exchange Trader, Publishing Specialist, Foreign Correspondent, Foreign Publications/Textbook Editor, Research Assistant, Importer/Exporter, Translator/Interpreter, International Account Manager, International Banking Officer, Airlines Personnel, Public Relations. In Culture/Tourism: Cultural Events Coordinator, Travel Agent, Translator/Interpreter, Guide. In Government: National Security Agent, Immigration Officer, Court Interpreter, UNESCO Official, Peace Corps, Translator/Interpreter, FBI Agent, Foreign Diplomat Missionary, Foreign Service Officer.

*Required Core: (18 Units)*

SPAN-001	Elementary Spanish I .....	5
SPAN-002	Elementary Spanish II .....	5
SPAN-003	Intermediate Spanish I.....	4
SPAN-004	Intermediate Spanish II.....	4

List A: Select one course (3 Units)	
SPAN-020	Hispanic/Latino Culture and Civilization ..... 3
COMM-009	Intro to Interpersonal Communication..... 3
CSU General Education or IGETC Pattern <sup>1</sup> : ..... 37 – 39	
Transferable Electives <sup>2</sup> (as needed to reach 60 transferable units)	
<b>DEGREE TOTAL</b>	<b>..... 60</b>

<sup>1</sup> Units for the major may be double counted for CSU GE or IGETC, confer with Counselor.

<sup>2</sup> Elective units to reach 60 unit total must be CSU transferable, confer with Counselor.

**6. Task Force Reports**

6.1 AP 4022 Hours and Units – AFS 1<sup>st</sup> Reading, 11/30/2017 Meeting

6.2 Program and Curriculum Development Process and Criteria

**7. Information/Discussion**

**8. Good of the Order**

**9. Adjournment**

**NEXT MEETING**

*February 6, 2018*