

COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
May 12, 2005 2:15 p.m.  
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of April 14, 2005 Minutes
- IV. Permanent Courses
  - Social Science

ETHN	102	Introduction to Ethnic Studies II <i>(Revised – Minor change in Content, Catalog &amp; Schedule description)</i>
SOCI	200	Urban Sociology <i>(Revised – Minor change in Content, Catalog &amp; Schedule description)</i>
  - Business/Creative Arts

ACTG	144	QuickBooks: Set-up and Service Business <i>(Revised – no change)</i>
ACTG	145	QuickBooks: Payroll and Merchandising Business <i>(Revised – no change)</i>
<b>GRA</b>	<b>140</b>	<b>Adobe Acrobat – new</b>
HORT	326	Growing Orchids <i>(Revised – no change)</i>
- V. A.A./A.S. Degree/Certificate Program

<b>MGMT 265</b>	<b>Adding as elective</b> to Degree/Certificate requirements for Management: Business Management, Marketing Management, Retail Management.
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- VI. Information Only Item

<b>Banking</b>	-	<b>ART 305</b> Three-Dimensional Design <b>ART 328</b> Illustration/Rendering Techniques
<b>Banking</b>		<b>HORT 701 and 702</b> (Ornamental Horticulture I and II) <b>HORT 721 and 722</b> (Landscape Construction I and II)
<b>Banking</b>		<b>PLSC 520</b> Governments and Politics of Africa
- VII. 680/880 Courses

GRA	680	Adobe Acrobat
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Open Agenda

- a) Course Submission Deadline (2005-06)
  - b) Course Update Form Revision
  - c) Election of COI Chairperson
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COMMITTEE ON INSTRUCTION

TENTATIVE AGENDA

April 14, 2005 2:15 p.m.

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of March 10, 2005 Minutes
- IV. Permanent Courses
  - Business/Creative Arts
    - GRA 104 Digital Illustration Masters Class – new (2.0 units)**  
*(Formerly GRA 103, 1.5 units)*
  - Math/Science
    - MATH 811 Arithmetic Review  
*(Revised – Change in Recommended Preparation to concurrent enrollment in READ 825, change Catalog and Schedule description.)*
    - MATH 110 Elementary Algebra  
*(Revised – Change in Content, Catalog and Schedule description)*
    - MATH 111 Elementary Algebra (1<sup>st</sup> half)  
*(Revised – Change in Content, Catalog and Schedule description)*
    - MATH 112 Elementary Algebra (2<sup>nd</sup> half)  
*(Revised – Change in Content, Catalog and Schedule Description)*
    - MATH 115 Geometry  
*(Revised – Change in Content, Catalog and Schedule Description)*
    - MATH 125 Elementary Finite Mathematics  
*(Revised – Change in Content, Catalog and Schedule Description)*
    - MATH 130 Trigonometry  
*(Revised – Change in Content, Catalog and Schedule Description)*
    - MATH 200 Introductory Statistics

*(Revised – Change in Content, Catalog and Schedule Description)*

- MATH 222 Precalculus  
*(Revised – Change in Content, Catalog and Schedule Description)*
- MATH 241 Applied Calculus I  
*(Revised – Change in Content, Catalog and Schedule Description)*
- MATH 242 Applied Calculus II  
*(Revised – Change in Content, Catalog and Schedule Description)*
- MATH 270 Linear Algebra  
*(Revised – Change in Content, Catalog and Schedule Description)*
- MATH 275 Ordinary Differential Equations  
*(Revised – Change in Content, Catalog and Schedule Description)*

V. A.A./A.S. Degree/Certificate Program

- Program Name Change – From Cooperative Education Program to **Cooperative Work Experience Education**

VI. Information Only Item

- **Banking - COOP 650** Community Involvement Program

Open Agenda

- Broadcasting Recommendation
  - Architecture Recommendation
  - Film Production Recommendation
  - Course Update Form Revision
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COMMITTEE ON INSTRUCTION

TENTATIVE AGENDA

March 10, 2005 2:15 p.m.

Bldg. 1, Room 115

- Call to Order (a quorum is seven voting members)
- Approval of Agenda
- Approval of February 10, 2005 Minutes
- Permanent Courses  
Language Arts Division  
FILM 100 Introduction to Film  
*(Revised – No change, add Distance Education)*

Math/Science Division

ENGR 210 Engineering Graphics  
(Revised – Minor change in Content, Catalog and  
Schedule Description)

Business/Creative Arts

ART 301 Design  
(Revised – no change)

BUSW 530 Introduction to Internet  
(Revised – Minor change in Catalog & Schedule  
Description)

Career and Life Planning

**CRER 125 Study Skills for Success II – new**

**CRER 126 Career Choices I: Career Assessment – new**

**CRER 127 Career Choices II: Job Search - new**

Physical Education

ADAP 155 Adapted Back Care  
(Revised – Minor change in Content, Catalog &  
Schedule Description)

ADAP 160 Advanced Adapted Weight Training  
(Revised – Minor change in Content, Catalog &  
Schedule Description)

ADAP 165 Adapted Lifelong Fitness  
(Revised – Minor change in Content, Catalog &  
Schedule Description)

ADAP 170 Adapted Fitness  
(Revised – Minor change in Content, Catalog &  
Schedule Description)

**P.E. 120 First Aid/CPR – new**

**FITN 225 Athletic Conditioning – new**

IV. A.A./A.S. Degree/Certificate Program

Global Studies -Modifications to Certificate of Completion  
(see memo)

Alcohol and Other Drug Studies  
Catalog states major requirement is 36 units and **Certificate is incorrect and  
should be corrected from 30 units to 36 units.**

**Accounting Assistant I Certificate of Completion: Revised –  
ACTG 100, 103, 144, BUSW 415, CRER 127; total units 7.0**

**Accounting Assistant II Certificate of Completion: Revised –**  
*ACTG 100, 103, 121, 144, 145, BUSW 415; CRER 127*  
*total units 12.5-13.5*

**Tax Preparer I Certificate of Completion:**  
**Revised –***ACTG 100, 103, 171, BUSW 415, CRER 127; total units 8.5*

**Tax Preparer II Certificate of Completion: Revised -**  
*ACTG 103, 121; ACTG 144 or 145; ACTG 171, 172, 173,*  
*BUSW 415, CRER 127; total units 15.5-16.5*

**Enroll Agent Exam Preparation Certificate of Completion**  
*ACTG 121, 171, 172, 173, ACTG 681 Enrolled Agent Exam Prep I,*  
*ACTG 682 Enrolled Agent Exam Prep II; total units 16-17.0 units*

If 680 classes are not permitted in a certificate, please use the info below:  
**Enroll Agent Exam Preparation Certificate of Completion**  
*ACTG 100, 121, 171, 172, 173; total units 14.5-15.5 units*

**Accounting Certificate**  
*ACTG 100, 103, 121, 131, 144, 145, BUSW 415; A minimum of 6 units from the*  
*following: ACTG 161, 162, 171, 172, 173, BUS100, BUS 201, BUS 295,*  
*Minimum 22.0 units*

V. Information Only Item

Language Arts

FILM 800 Change Lab FLC's from *.35 to .75 FLC*

ESL 898 Change Grade Option to:  
*Credit/No-Credit or Letter Grade Options.*

Math/Science

BIOL 220 Add *Materials Fees* to Catalog & Schedule Description

CIS 376 BANK

CIS 378 BANK

ENGR 215 Computational Methods for Engineers and Scientists  
*Add one hour by arrangement per week to catalog and*  
*schedule*

MATH

**Word Change for Prerequisites - deleting** all references to” high-school course work” and “in combination with high school course equivalent to”.  
**MATH 110, 111, 112, 115, 120, 122, 123, 125, 130, 145, 200, 222, 231, 241, 242, 251, 252, 253, 268, 270, 275, 812**

Business/Creative Arts

DENT 641 Dental Assisting Internships  
*Change Coop 641 to DENT 641*

HORT 326 Growing Orchids

*Grade Option Change from Credit/No Credit grading to  
Letter/Credit no Credit*

Career and Life Planning

CRER 133 BANK

VII 680/880 Courses

ADMJ	680	Introduction to Forensic Science
CRER	680	Study Skills for Success Part II
ELEC	680	Robotics and Microcontroller Electronics
ELEC	680	Introduction to Alternative Energy Systems for Home & Business Applications
FITN	680	Fitness Lab
FITN	680	Track Aerobics

Open Agenda

- a) Update on the PIV process
- b) Updating the Update Form

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COMMITTEE ON INSTRUCTION

TENTATIVE AGENDA

February 10, 2005 2:15 p.m.

Bldg. 1, Room 115

I. Call to Order (a quorum is seven voting members)

II. Approval of Agenda

III. Approval of December 11, 2004 Minutes

IV. Permanent Courses

Physical Education

**FITN 135 Aerobic Exercise – new  
(Plus Distance Education)**

**FITN 136 Low Impact Aerobics – new  
(Plus Distance Education)**

Student Services – Counseling

CRER 122 Strategies for Achieving Educational Success  
*(Revised – Change in Content, Catalog and  
Schedule Description)*

**CRER 124 Study Skills for Success I – new course**

Social Science Division

GEOG 100 Physical Geography  
*(Revised – Change in Recommended Preparation,  
Content, Catalog & Schedule Description)*

HIST 100 Western Civilization I

			<i>(Revised – Change in Recommended Preparation, Catalog &amp; Schedule Description)</i>
HIST	101	Western Civilization II	<i>(Revised – Change in Recommended Preparation, Catalog &amp; Schedule Description)</i>
HIST	310	California History	<i>(Revised – Change in Content, Recommended Preparation, Catalog &amp; Schedule Description)</i>
HUM	114	Film & Literature as Communication in the Modern Era	<i>Revised – Change in Recommended Preparation, Title, Content, Catalog &amp; Schedule Description)</i>
PLSC	250	Civil Liberties and Civil Rights	<i>(Revised – Change in Content, Catalog &amp; Schedule Description)</i>
<b>SOSC</b>	<b>318</b>	<b>Domestic Violence and Issues – new course</b>	

Business/Creative Arts Division

COSM	722	Fundamentals of cosmetology II	<i>(Revised – no change)</i>
COSM	750	Brush-up	<i>(Revised – Recommended Preparation – Eligibility for READ 400)</i>
COSM	760	Cosmetology Instructor Preparation	<i>(Revised – no change)</i>
HORT	311	Plant Materials I: Trees	Revised – Add Distance Education
MUS.	101	Musicianship I	<i>(Revised – Additional Corequisite MUS. 800, add to Catalog &amp; Schedule Description)</i>
<b>MUS.</b>	<b>665</b>	<b>Special Topics in Music Performance – new course</b>	

Language Arts Division

ENGL	875	English Grammar	<i>(Change in Catalog &amp; Schedule Description)</i>
FILM	155	Narrative Digital Filmmaking	<i>(Revised – Change in Title, Content, Recommended Preparation, Catalog &amp; Schedule Description)</i>
<b>FILM</b>	<b>160</b>	<b>Documentary Digital Filmmaking – new</b>	<i>(Change in course number, content, title, Catalog &amp; Schedule Description) (formerly FILM 260)</i>

V. A.A./A.S. Degree/Certificate Program

VI.

A.S. Degree: Life Sciences: Biological  
*Change in Catalog Description and major requirements*

**New - Certificate of Completion: Biotechnology (11-12 units)**

A.S Degree: Life Sciences: Biotechnology  
*Change in major course requirements and units*

A.S. Multimedia Degree/Certificate Requirements  
*Adding Option 3 Digital Audio – 19.5 units*  
*Option 1: Web Design - Change in units & required courses*  
*Option 2: Digital Video - Change in units & required courses*

Internet Programming – Certificate of Completion  
*(Change in course requirements and 14 units required.*  
*Delete Option 1 & 2)*

**New - Project Management Certificate of Completion (12 units)**

VII. Information Only Item

FILM Department – *Change Lab FLC from .35 FLC to .75 FLC*  
*FILM 100, 120, 121, and 200*

CIS 360 *Course Title Change* from Intro to Database Management to  
*Intro to Database Management, SQL and PL/SQL*

MULT 251 *Course Title Change* from Multimedia Design I to  
*Interface Design I*

MULT 252 **Course Title Change** from Multimedia Design II to  
**Interface Design II**

PHYS 250 Physics with Calculus I  
*(Adding One hour of Recitation – Fall 2005)*

**Banking -** MULT 272/273 Flash III & IV

**Banking -** MULT 242/243 Multimedia Projects I & II

VII. 680/880 Courses

ACTG 680 Trust, Estate and Gift

ACTG 680 Enrolled Agent Exam Preparation I

ACTG 680 Enrolled Agent Exam Preparation II

BUSW 680 Business Presentation II using Power Point for Windows -  
*Plus – Distance Education*

BUSW 680 Creating a Virtual Office -  
*Plus – Distance Education*

BUSW 680 E-Mail Survival

BUSW 680 Creating e-Portfolios

CRER 680 Study Skills for Success

DANC 680 Tap Dance

- ESL 880 ESL for Parents
- Open Agenda
- A) Assessment/Learning Outcomes (Sandra Comerford)
- B) Updating Courses (Matt Leddy, Stacey Grasso, George Kramm)
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COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA

December 9, 2004 2:15 p.m.  
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of November 11, 2004 Minutes
- IV. Permanent Courses
- Social Science
- LIBR 101 Information Research Skills – new course**
- PLSC 210 American Politics  
*(Revised – Change in Content, Recommended Preparation, Catalog & Schedule Description)*
- Business Division
- ACTG 161 Intermediate Accounting I – new course**
- ACTG 162 Intermediate Accounting II – new course**
- ART 124 Old Masters’ Aesthetics and Techniques – new course**
- Math/Science Division
- CIS 377 Internet Programming: JavaScript/HTML**  
*(Unit change 2.0 units) (Formerly CIS 376)*  
*Add Distance Education Supplementary*
- CIS 390 Internet Programming: PERT (Formerly CIS 378)**  
*Add Distance Education Supplementary*
- CIS 391 Visual Studio.NET I  
*(Formerly C# Programming Language I)*  
*(Revised – Change in Title, Content, Catalog & Schedule Description, Prerequisite)*  
*Add Distance Education Supplementary*
- CIS 392 Visual Studio.NET II  
*(Formerly C# Programming Language II)*  
*(Revised – Change in Title, Content, Catalog & Schedule Description)*  
*Add Distance Education Supplementary*
- CIS 393-398 Visual Studio.NET: Advanced Topics

(Formerly C# Advanced Topics)  
(Revised – Change in Title, Content, Catalog & Schedule  
Description)  
Add Distance Education Supplementary

CIS	409	Cisco Router Configuration Fundamentals (Revised – Prerequisite Change) Add Distance Education Supplementary
CIS	410	Cisco Advanced Network Configuration Add Distance Education Supplementary
CIS	475	Microsoft Windows Network Infrastructure Design (Revised – Prerequisite Change)
CIS	479	Network Security Fundamentals (Revised – Prerequisite change)
CIS	485	Wireless Network Design & Implementation (Revised – Prerequisite change)
MATH	120	Intermediate Algebra (Revised – Change in Content & Prerequisite)
MATH	122	Intermediate Algebra I (Revised – Change in Content & Prerequisite)
MATH	123	Intermediate Algebra II (Revised – Change in Content & Prerequisite)

Technology Division

<b>FIRE</b>	<b>795</b>	<b>Emergency Medical Technician – Basic</b>
<b>MANU</b>	<b>200</b>	<b>Beginning Blacksmithing &amp; Industrial Forging – new course</b>
<b>MULT</b>	<b>112</b>	<b>Mac Application – new course</b>
<b>MULT</b>	<b>190</b>	<b>Digital Audio I – new course</b>
<b>MULT</b>	<b>191</b>	<b>Digital Audio II – new course</b>
<b>MULT</b>	<b>295</b>	<b>Pro Tools LE I – new course</b>
<b>MULT</b>	<b>296</b>	<b>Pro Tools LE II – new course</b>
<b>MULT</b>	<b>315</b>	<b>Digital Studio Recording I – new course</b>
<b>MULT</b>	<b>316</b>	<b>Digital Studio Recording II – new course</b>
<b>WELD</b>	<b>350</b>	<b>Beginning Welding &amp; Metal Fabrication – new course</b>

Language Arts Division

ENGL	130	Composition, Fiction & Critical Thinking <i>(Revised- Major Course Revision; Content, Title, Catalog &amp; Schedule Description)</i>
ESL	825	Writing for Non-Native Speakers I <i>(Revised – Change in Content, Catalog &amp; Schedule Description)</i>
ESL	845	Conversation for Non-Native Speakers I <i>(Revised – Change in Content, Catalog &amp; Schedule Description)</i>
ESL	846	Conversation for Non-Native Speakers II <i>(Revised – Change in Content, Catalog &amp; Schedule Description)</i>
ESL	847	Conversation for Non-Native Speakers III <i>(Revised – Change in Content, Catalog &amp; Schedule Description)</i>
<b>ESL</b>	<b>850</b>	<b>Writing Workshop – new course</b>
FILM	155	Narrative Digital Filmmaking <i>(Revised – Change in Content, Course Title, Recommended Preparation, Catalog &amp; Schedule Description)</i>
<b>FILM</b>	<b>160</b>	<b>Documentary Digital Filmmaking (Formerly FILM 260)</b> <i>Change in Content, Title, Catalog &amp; Schedule Description, Recommended Prep – MULT 181)</i>
GERM	121	Advanced Elementary German I <i>(Revised – Change in Catalog &amp; Schedule Description)</i>
<b>JOUR</b>	<b>850</b>	<b>Special Studies in Journalism – new course</b>
LIT	101	Twentieth-Century Literature <i>(Revised – Change Content, Catalog &amp; Schedule Description)</i>
LIT	271	Irish Literature: Mythology <i>(Revised – Change in Content)</i>
LIT	272	Irish Literature: Novel & Short Story <i>(Revised – Change in Content)</i>
LIT	273	Irish Literature: Resistance Literature <i>(Revised – Change in Content)</i>
LIT	276	Irish Authors

*(Revised – Change in Content)*

LIT 804 Twentieth-Century Literature  
*(Revised – Change in Content, Catalog & Schedule Description)*

LIT 871 Irish Literature Mythology  
*(Revised – Change in Content)*

LIT 872 Irish Literature: Novel and Short Story  
*(Revised – Change in Content)*

LIT 873 Irish Literature: Resistance Literature  
*(Revised – Change in Content)*

LIT 876 Irish Authors  
*(Revised – Change in Content)*

**SPCH 861 Communication for Healthcare Professionals – new course**

V. A.A./A.S. Degree/Certificate Program  
**Human Resources Management Certificate of Completion – 9 units (*new*)**

A.A. Degree with major in Film; Transfer Program  
*(Change title from Film History and Filmmaking to “FILM”)*  
*(Change major requirements from 20 units to 21 units – see memo for list of courses required)*

A.S. Degree/Certificate Program: Computer Science Applications Development  
*(Change major course offerings – see memo for list of courses required)*  
*(30 units – no change)*

A.S. Degree/Certificate Program: Computer Support Specialist  
Option 1: Network Support  
*(Change course offerings – see memo for list of courses required)*  
*(Change units from 32 to 31)*

A.S. Degree/Certificate Program: Computer Support Specialist  
Option 2: End-User Support  
*(Change course offerings – see memo for list of courses required)*  
*(Change units from 32 to 31)*

A.S. Degree/Certificate Program: Computer Support Specialist  
Option 3: PC Hardware & System Support  
*(Change course offerings – see memo for list of courses required)*  
*(Change units from 31-31.5 to 31)*

Visual Studio .NET Certificate of Completion  
*(Title change from C# Programming to Visual Studio .NET)*

Internet Programming – Certificate of Completion

*(Change required courses and 14 units required)*  
*(Delete Option 1 & 2)*

- VI. Information Only Item  
ADMJ 145 – *Change in Hours (from 20 units to 22 units)*  
MUS. 290 – *Title Change from MIDI MUSIC to Electronic Music I*  
MUS. 291 – *Title Change from MIDI Hardware & Software Sequencing to Electronic Music II*

Courses to be **Banked**: CIS 153, CIS 474, CIS 476 and CIS 477

**CIS 152 – Prerequisite** for the following courses:  
CIS 409, CIS 475, CIS 479, CIS 485

- VII. 680/880 Courses  
**ESL 898 Comprehensive Grammar Review for Non-native Speakers**

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COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
November 11, 2004 2:15 p.m.  
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of October 14, 2004 Minutes
- IV. Permanent Courses
- |                 |   |
|-----------------|---|
| <b>MULT 101</b> | <b>WebReady – new<br/>(Distance Education Supplementary)</b>  |
| <b>GEOG 150</b> | <b>World Regional Geography</b>   |
| BIOL 100        | Introduction to Life Sciences<br><i>(Revision – Change in Catalog &amp; Schedule Description,<br/>Addition of Recommended Preparation; Adding Distance<br/>Education Supplementary)</i> |
| BIOL 145        | Plants, People, & the Environment<br><i>(Revision – Change in Catalog &amp; Schedule Description;<br/>Change in Recommended Preparation)</i>  |
| BIOL 210        | General Zoology<br><i>(Revision – Change in Catalog &amp; Schedule Description and<br/>Prerequisite)</i>  |
| BIOL 220        | General Botany  |

*(Revision – Change in Catalog & Schedule Description,  
Change – Prerequisite and Recommended Preparation))*

BIOL 250	Anatomy <i>(Revision – Change in Schedule &amp; Catalog Description and Prerequisite &amp; Recommended Preparation)</i>
<b>MATH 145</b>	<b>Liberal Arts Mathematics- new</b>
ACTG 172	Business Income Taxes <i>(Revision – Change in Prerequisite and Recommended Preparation)</i>
<b>ACTG 173</b>	<b>Trust, Estate and Gift Taxes- new</b>
ART 350	Visual Perception <i>(Revision – Change in Content, Catalog &amp; Schedule Description)</i>
ART 354	Color Photography I <i>(Revision – No Change)</i>
ART 355	Color Photography II <i>(Revision – No Change)</i>
BUS. 101	Human Relations I Revision – No change)
BUSW 114	Windows Fundamentals I <i>(Revision – Change in Catalog and Schedule Description)</i>
<b>BUSW 116</b>	<b>Command Line and Windows Operating System - new</b>
BUSW 215	Word Processing II Using WORD Windows <i>(Revision – Change in Schedule Description)</i>
<b>BUSW 450</b>	<b>Microsoft Project Fundamentals I – new</b>
<b>BUSW 451</b>	<b>Microsoft Project Fundamentals II - new</b>
BUSW 535	HTML II <i>(Revision – Change in Catalog and Schedule Description)</i>
BUS. 315	Keyboarding I <i>(Revision – No Change)</i>
BUS. 316	Keyboarding II <i>(Revision – No Change)</i>
BUS. 317	Micro/Keyboarding: Skillbuilding <i>(Revision – No Change)</i>

- BUS. 326            Electronic Filing and Records Management  
*(Revision – No Change)*
  
- BUSW 105           Introduction to Microcomputers  
*(Revision – No Change)*
  
- BUSW 214           Word Processing I Using WORD for Windows  
*(Revision – No Change)*
  
- BUSW 415           Spreadsheet I Using EXCEL for Windows  
*(Revision – No Change)*
  
- BUSW 416           Spreadsheet II Using EXCEL for Windows  
*(Revision – No Change)*
  
- BUSW 464           Database Management Using ACCESS for Windows  
*(Revision – No Change)*
  
- BUSW 530           Introduction to Internet  
*(Revision – No Change)*
  
- BUSW 534           HTML I  
*(Revision – No Change)*

V.     Degree/Certificate Program  
          *Requirements for English Major for A.A. Degree*

VI.    Information Only Item  
          Banking Certificate of Completion  
                –Certificate in Object-Oriented Design (12 units)  
                  *(CIS 256, 278, 372/373; CIS 254, 279, 372/373)*  
          Tax Preparer II - Certificate of Completion  
                *Delete ACTG 100 and Add ACTG 173*

VII.   680/880 Courses  
          CRER 680        College Planning  
          CRER 680        University Transfer Essentials and Planning  
          CRER 680        Achieving an Associate Degree and/or a Certificate  
          CRER 680        Introduction to Choosing a College Major  
          CRER 680        Newcomer Orientation

Open Agenda

- A.     Outline Format (Labs)
  - B.     Learning Outcomes/Matrix update (Laura, Stacey)
  - C.     Course upgrading of 680's update
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COMMITTEE ON INSTRUCTION  
TENTATIVE AGENDA  
October 14, 2004  
2:15 p.m.

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II Approval of Agenda
- III. Approval of September 9, 2004 Minutes
- IV. Permanent Courses
  - CHEM 210 General Chemistry I  
*(Revision – No changes)*
  - CHEM 220 General Chemistry II  
*(Revision – No changes)*
  - LIBR 100 Introduction to Library Studies  
*(Revision – Minor change in Content, Grading, Catalog & Schedule Description)*
  - PSYC 201 Child Development  
*(Revision – Change in Catalog & Schedule Description, Distance Education Supplementary)*
  - SPCH 120 Interpersonal Communication  
*(Revision – Change in Catalog & Schedule Description)*
- V. Changes to Degree/Certificate Program and Certificate Completion
  - A.S. Degree Administration of Justice  
*(Adding Group 6 – Recommended Electives)*
- VI. Information Only Items
  - ART 405, ART 406, ART 411, ART 412  
Plus two lab hours per week by arrangement.
- VII. 680/880 Courses
  - CIS 680 Computer and Information Science  
Software Project Management
- VII Open Agenda
  - A. Emerging Technology Program (Kathy Diamond)
  - B. Course Upgrading of 680's to Permanent Courses  
(Arlene Fajardo, George Kramm)
  - C. Course Approval Subcommittee Report (Tim Karas)
  - D. Learning Outcomes Subcommittee Report (Laura Demsetz)
  - E. Diversity in Curriculum (George Kramm)

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II Welcome New Members/Introductions
- III Approval of Agenda
- IV Approval of May 13, 2004 Minutes
- V Permanent Courses
  - MUS. 302 Piano II (*Revision – No Change*) (*Distance Education*)
  - CIS 380 Internet Programming: PHP  
(*Revision – Change in Prerequisite Catalog*)
  - MATH 270 Linear Algebra  
(*Revision – Change in Recommended Preparation*)
  - MATH 275 Ordinary Differential Equations  
(*Revision – No Change*)
  - ENGL 850 Writing Workshop  
(*Revision – Change in Content & Catalog Description*)
  - LIT. 430 Mythology and Folklore  
(*Revision – Change in Content & Catalog Description*)
  - SPCH 170 Organizational Communication  
(*Revision – Change in Schedule Description. Is this UC Transferable*)
- VI. 680/880 Courses
  - BUSW 680 Introductory Project Management Using Microsoft Project, II
  - BUSW 680 Command Line and Windows Operating System
- VII. Open Agenda
  - 1. Announcements
    - a. Distance Education Workshop
    - b. New Digital Course Outline Repository
  - 2. COI Training
  - 3. Assessment Committee
    - a. Learning Outcomes
    - b. Accreditation
    - c. Syllabus Template (subcommittee?)
  - 4. Course Repetition
  - 5. Course Approval Process Restructuring
    - a. Digital Signatures
    - b. Online access to official outlines
    - c. Decrease amount of wasted paper
    - d. Efficiency and Effectiveness
    - e. Subcommittee?
  - 6. Future Topics (Ideas from Committee)

VIII. Attachments

2004-05 Committee on Instruction Deadlines

2004-05 Committee on Instruction Roster

Letter from California Community Colleges Chancellor's Office regarding  
SB 1415