

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
May 8, 2008 (2:15pm)
**New location – Building 18, Room 206 (Faculty Center)

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of March 13, 2008 Minutes
Approval of April 10, 2008 Minutes
- IV. Permanent Courses
 - Career & Life Planning
 - CRER 120 College and Career Success (3)
(Course Revision - Adding Distance Education)
 - Physical Education
 - DANC 153 Intermediate Social Dance (.5 or 1) –New**
 - FITN 237 Total Core Training (.5 or 1) - New**
 - FITN 312 Spinning® Heart Rate (.5 or 1) – New**
 - Business/Technology
 - ADMJ 780 Regular Basic Course Module III (9.5) – New**
 - FIRE 793 Firefight I Academy (12) – New**
 - ELEC 144 Solar Energy Fundamentals – (4) - New**
 - Math/Science
 - ARCH 100 Survey of Contemporary Architecture (3)
(Six year update – Adding SLO's, Removal of “one hour by arrangement,” change in Catalog and Schedule description.)
 - ARCH 666 Introduction to Architecture (1)
(Six year update – Adding SLO's, removal of “one hour by arrangement,” change in Catalog and Schedule description.)
 - BIOL 102 Environmental Conservation (3)
(Six year update – Adding SLO's, Recommended Preparation and Adding Distance Education)

ENGR	240	Engineering Dynamics (3) <i>(Six year update – Adding SLO’s, removal of MATH 253 from Prerequisite, change in Catalog and Schedule description.)</i>
NURS	215	Nursing Skills Lab 1 (4.5) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	221	Pediatric Nursing (4.5) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	222	Maternity Nursing (4.5) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	225	Nursing Skills Lab II (.5) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	232	Medical/Surgical Nursing (5) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	241	Advanced Medical Surgical Nursing I (5) <i>(Six year update – Adding SLO’s)</i>
NURS	242	Leadership/Management in Nursing (5) <i>(Six year update – Adding SLO’s)</i>
NURS	245	Nursing Skills Lab IV (.5) <i>(Six year update – Adding SLO’s)</i>
NURS	610	Basic Medication Dosage Calculations for Nurses (1) <i>(Six year update – Adding SLO’s, change in Catalog and Schedule description)</i>
NURS	615	Pharmacology for Nurses: Practical Application (1) New
NURS	630	Introduction to Medical Terminology (3) – New Plus Distance Learning
NURS	666	Career Exploration in Nursing (1)

(Six year update – Adding SLO’s, Title change from Careers in Nursing to Career Exploration in Nursing and change in Catalog and Schedule description)

NURS 800 Success Strategies: Preparing for an RN Program (1)
(Six year update – Adding SLO’s)

NURS 845 Review for Registered Nurse Exam (.5)
(Six year update – Adding SLO’s, change in Catalog and Schedule description)

V. 680/880 Courses

NURS 680MA Introduction to Medical Terminology (3)
Plus Distance Education

ADMJ 880 Regular Basic Course Module III (9.5)

FIRE 880 Firefighter I Academy (8)

VI. Information Only Item

Physical Education - Banking

FITN 127, 135, 136; TEAM 179

P.E. 113, 114, 119, 125, 810

Math/Science - Banking

CHEM 100, CHEM 101

Language Arts- Banking

ESL 866, ESL 867

GERM 810

LIT. 111, 220/820, 256-9/856-9; 260/860; 261-3/861-3; 265/865; 271/871

LIT. 272/872, 273/873, 276/876, 278/878

Business/Technology - Banking

ADMJ 125

COSM 752,753, 760

Open Agenda

COI Technical Subcommittee - Action

State Applications for Certificate of Achievement - Action

Math Non-degree Applicable Courses - Discussion

Competency Criteria Subcommittee Reports - Information

COMMITTEE ON INSTRUCTION

TENTATIVE AGENDA

April 10, 2008 (2:15pm)

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of March 13, 2008 Minutes
- IV. Permanent Courses
 - Creative Arts/Social Science
 - MUS. 250 World Music ((3)
(Course Revision – Adding Distance Education)
 - Language Arts
 - ENGL 100 Composition and Reading (3)
(Course Revision – Adding Distance Education)
 - ENGL 110 Composition, Literature and Critical Thinking (3)
(Course Revision – Adding Distance Education)
 - ENGL 165 Advanced Composition 3
(Course Revision – Adding Distance Education)
 - FREN 131 Intermediate French I (3)
(Six year update – Adding SLO’s, minor change in Content, Schedule and Catalog description.)
 - FREN 132 Intermediate French II (3)
(Six year update – Adding SLO’s, minor change in Content, Schedule and Catalog description.)
 - Physical Education
 - DANC 117 Tap Dance (.5-1.) New**
 - DANC 167 Swing Dance (.5-1.) New**
 - P.E. 301 Introduction to Personal Training (3)**
 - TEAM 105 Advanced Baseball (.5-5.0)
(Six year update- Adding SLO’s, Change in grading mode, Units from .5-4 to .5-5.)
 - BIOL 260 Introductory Physiology (5)
(Course revision – Adding Distance Education)
 - MATH 110 Elementary Algebra (5)
(Course Revision – Adding SLO’s, Change in Prerequisite, Schedule and Catalog description.)

**Signed original on file.*

MATH 111 Elementary Algebra I (3) (First Half)
(Course Revision – Adding SLO's, Change in Prerequisite,
Schedule and Catalog description.)
**Signed original on file.*

MATH 112 Elementary Algebra II (3) (Second Half)
(Course Revision – Adding SLO's, Change in Prerequisite,
Schedule and Catalog description.)
**Signed original on file.*

MATH 122 Intermediate Algebra I (3) (First Half)
(Course Revision – Adding SLO's, Change in Content,
Schedule and Catalog description.)
**Signed original on file.*

MATH 123 Intermediate Algebra II (3) (Second Half)
(Course Revision – Adding SLO's, Change in Content,
Schedule and Catalog description.)
**Signed original on file.*

MATH 147 Mathematics and Global Issues (3) New
**Signed original on file.*

MATH 850 Mathematics Supplement I (.5-2) New

MATH 852 Mathematics Supplement II (.5-2) New

V. 680/880 Courses

CRER 880 Introduction to Scholarships (1.)
CRER 880 Introduction to Financial Aid (.5)

ELEC 880 PG&E Pathways Fundamental (12)
BUS. 880 Judicial Studies Quickstart (12.5)

VI. A.S./A.S. Degree and Certificate Program
Certificate of Achievement
Perioperative Nursing I & II (18 units)

VII. Information Only Item

Math/Science - Banking

BIOL 111, 125, 160, 180, 200;
HSCI 102, 103, 105, 106, 109, 111;

Business/Technology - Banking

BUSD 114, 115; BUSW 116, 127, 591;

R.E. 122, 132,142, 143, 145, 205, 210, 225, 230, 235, 303, 305, 311, 313;
BUS.140, 170; MGMT 105, 110, 120;
MULT 395, 397;

Language Arts – Banking

FREN 203, 810; SPCH 170;

Unbanking - SPAN 161 & 162 return to active status.

Creative Arts/Social Science – Banking

ART 105, 241, 242, 349, 367,382;

ETHN 160, 161, 290, 425, 430; HIST 103, 104, 106, 110, 242, 270;

HUM. 112, 127, 128, 136, 675;

HMSV 131;

MUS. 170,320, 453, 490;

PHIL 160, 175, 200, 320;

PLSC 220, 255;

PSYC 330; SOSOC 309; SOCI 300, 391;

SOSOC 111;

Removal of “plus 2.0 lab hours by arrangement” in the Catalog & Schedule description for the following courses: ACTG 100, 121, 131, 144, 145, 161, 162, 163, 164, 165, 171, 172, 173.

Open Agenda

Intradisciplinary Studies Major – Action

University Transfer Certificates of Achievement - Action

Information Literacy Requirement - Discussion

PIV Committees - Information

COMMITTEE ON INSTRUCTION

TENTATIVE AGENDA

March 13, 2008 (2:15pm)

Bldg. 1, Room 115

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

II. Approval of Agenda

III. Approval of February 14, 2008 Minutes

IV. Permanent Courses

Physical Education

ADAP 130

Adapted Sports (.5 to 1) New

ADAP 155

Adapted Back Care (.5 to1)

(Course Revision – Minor change in content, Catalog and Schedule description)

Math/Science

ENGR 215 Computational Methods for Engineer & Scientists (3)
(Course Revision – Minor change in content – Adding Distance Education.)

Language Arts

FREN 111 Elementary French I (3)
(Six year update – Minor change in Content, Schedule and Catalog description.)

Career and Life Planning

COOP 640 Cooperative Work Experience Education/General (.5-3)
(Six year revision – Minor change in Catalog and Schedule description.)

COOP 641 Cooperative Work Experience Education/Vocational(.5-8)
(Six year Revision – Change in unit, minor change in Schedule and Catalog description.)

V. General Education Requirement – A.A./A.S. Degree

ART 351 – Area E5c (Humanities)
FILM 215 – Area E5c (Humanities)
PALN 111 – Area E5a (Natural Science)

VI. A.A./A.S. Degree and Certificate Program

- **A.S. Degree Architecture Major**
Remove ARCH 130 and replace with ARCH 155
Remove ARCH 145 and replace with ARCH 165
Unit value- same.
- **Computer and Information Science – Certificate Program**
Certificates of Completion to be banked:
VisualStudio.NET Programming
Java Programming – Option 2
Network+Basics
Visual Basic Programming

VII Information Only Item

Banking – CIS 150, 152, 315, 360,361, 391, 392, 393-398, 485.
Banking –SPAN 161 and 162.

Open Agenda

- *Degrees: Area of Emphasis – Discussion
- *Form Updates – Discussion
- Technical Review Committee – Information
- *Program Viability – Information

Competency Criteria Committee Reports

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
February 14, 2008 (2:15pm)
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of January 31, 2008 Minutes
- IV. Permanent Courses
Business/Technology
 - CIS 125 Visual Basic I (4)
(Six year update – Adding SLO’s, minor update of topical outline.)
 - ELEC 282 Introduction to Soldering and Rework (2)
(Six year update – Adding SLO’s, minor change in Content, change in Catalog & Schedule description, increase hours by arrangement.)
 - ELEC 320 Linear Circuit Analysis (4)
(Six year update – Adding SLO’s, minor change in Content, Change in Catalog & Schedule description, increase hours by arrangement.)
 - ELEC 332 Prototype Project Development (2)
(Six year update - Adding SLO’s, minor change in Content, Change in Catalog & Schedule description increase hours by arrangement.)
 - ELEC 370 Non Linear Circuit Analysis (4)
(Six year update - Adding SLO’s, minor change in Content, Change in Catalog & Schedule description increase hours by arrangement.)

(Courses are being revisited. Signatures are on the original documents from the 1/31/08 meeting- BLDG 700, 735, 790.)

- BLDG 700 Introduction to the Building Code (3)
(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)
- BLDG 735 Accessibility Requirements of our Build Environment**

(3) New (add Building Inspection to required for major)

BLDG	790	Blueprint Reading for Construction (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
MULT	102	Introduction to Multimedia (3) <i>(Course revision –adding SLO’s, change in Catalog and Schedule description, removing Prerequisite, adding Recommended Preparation, including Distance Ed Supplementary.)</i>
MULT	172	Web Design: Dreamweaver (3) <i>(Course revision – adding SLO’s, change in course title from Dreamweaver to “Web Design: Dreamweaver”, Correcting FLC’s, change Prerequisite to Recommended Preparation.)</i>
MULT	177	Multimedia Graphics (Photoshop/Fireworks) <i>(Course revision –adding SLO’s, change in course title from Graphics for Multimedia (Photoshop) to Multimedia Graphics (Photoshop/Fireworks),) correcting FLC’s, change Prerequisite to Recommended Preparation.)</i>
MULT	253	Multimedia Design (3) <i>(Course revision - adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	274	Flash (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	279	Flash ActionScript (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>
MULT	292	DVD Studio Pro (3.) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to Recommended Preparation, correcting FLC’s.)</i>

MULT	392	Multimedia Internship (3) <i>(Course revision – adding SLO’s, change in Catalog and Schedule description, Prerequisite change to</i>
<i>(Courses are being revisited. Signatures are on the original documents from the 12/13/07.)</i>		
ACTG	131	Managerial Accounting (4) <i>(Course revision – Change in Catalog and Schedule description, content, changing Prerequisite, removing Recommended Preparation.)</i>
ACTG	161	Intermediate Accounting I (4) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)</i>
ACTG	162	Intermediate Accounting II (4) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)</i>
ACTG	163	Auditing (3) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)</i>
ACTG	164	Governmental and Nonprofit Accounting (3) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)</i>
ACTG	165	Cost Accounting (3) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)</i>
ACTG	172	Business Income Tax (3) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)</i>
BUSW	115	Windows Fundamental II (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>

BUSW	214	Word Processing I Using Word for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	215	Word Processing II Using Word for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	383	Business Presentations I Using Power Point for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	384	Business Presentations II Using Power Point for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	415	Spreadsheet I Using Excel for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	416	Spreadsheet II Using Excel for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	464	Database Management Using Access for Windows (3) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	530	Introduction to Internet (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	534	HTML I (Hypertext Markup Language) (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>

BUSW 535 HTML II (Hypertext Markup Language) (1.5)
(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)

- V. A.A./A.S. Degree and Certificate Program
A.S. Degree and Certificate – **Building Inspection**
Add BLDG 735 to major and certificate requirement, increase to 33 Units.
- A.A. Degree – **FILM**
Add FILM 215 to major requirements (selected group)
Remove FILM 101-106, 155, 160 (selected group -No change to units)
- VI. Information Only Item
Banking – **FILM 101-106, 155, 160**
Banking – **LIBR 101**

Open Agenda

- a. Update Permanent Course and Course Outline *Draft* – Carnegie Unit inclusion (Stacey)
- b. Update Course Form – Add Districtwide information
- c. Competency Subcommittee Report – (James Carranza, Ken Brown, Daniel Keller)
- d. Technical Review Committee – Fall 2008 (Stacey & Susan)

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
January 31, 2008 (2:15pm)
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of December 13, 2007 Minutes
- IV. Permanent Courses
Business/Technology
AERO 100 Private Pilot Ground School (3)
(Six year update – adding SLO's, change in Recommended Preparation, add hour by arrangement, allow repeatability, change method of grading to "Credit/ no Credit or letter grade option.)
- BLDG 700 Introduction to the Building Code (3)

(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)

BLDG	720	Electrical Inspection I (3) <i>(Six year update –adding SLO’s, removing Prerequisite, adding Credit/no Credit or letter grade option.)</i>
BLDG	725	Electrical Inspection II (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
BLDG	730	Plumbing Inspection (3) <i>(Six year update –adding SLO’s, Credit/no Credit or letter grade option, removing Prerequisite.)</i>
BLDG	735	Accessibility Requirements of our Build Environment (3) New
BLDG	790	Blueprint Reading for Construction (3) <i>(Six year update – adding SLO’s, Credit/no Credit or letter grade option.)</i>
<u>Math/Science</u>		
GEOL	100	Survey of Geology (3) <i>(Six year update – adding SLO’s, removing “one or more field trips may be required.)</i>
GEOL	101	Geology Laboratory (1) <i>(Six year update – adding SLO’s, minor change in content.)</i>
OCEN	100	Oceanography ((3) <i>(Six year update – adding SLO’s)</i>
PALN	111	Paleontology Laboratory/Field Studies (1) New <i>(G.E Natural Science)</i>

- V. A.A./A.S. Degree and Certificate Program
A.S. Degree and Certificate – **Building Inspection**
Add BLDG 735 to major and certificate requirement, increase units to33.

- VI. 680/880 Courses
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|------|-------|--|
| DANC | 680MB | Salsa Conditioning (.5/1.0) |
| ESL | 880MA | ESL for the Workplace (3) |
| MULT | 680MA | Multimedia Career Pathways (3) (Including D/L) |

Open Agenda

- a. Certificate Name Changes – Action Item
- b. Course Outline Updates – Discussion
 - Carnegie Unit Information
 - District Conformity Assurance
 - (Handouts: Canada & Skyline Course Outlines)
- c. Subcommittee Formation
 - Math Competency Update/Equivalent Course criteria
 - English Competency Update/Equivalent Course criteria

COMMITTEE ON INSTRUCTION
 TENTATIVE AGENDA
 December 13, 2007 (2:15pm - **Promptly**)
 Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of November 8, 2007 Minutes

IV. Permanent Courses

Physical Education

ADAP	140	Adapted Weight Training (.5-1) (Course Revision – Title change , and Catalog and Schedule description.)
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ADAP	875	Adapted Evaluation (.5) - New
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DANC	117	Tap Dance (.5-1) – New
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DANC	167	Swing Dance (.5-1) – New
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DANC	400	Dance Production (.5-2) – New
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FITN	335	Pilates (.5-1) – New
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Language Arts

ESL	890	ESL for Parents (2) – New
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FILM	215	Film and New Digital Media (3) – New
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FILM	815	Film and New Digital Media (3) – New
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Technology

CIS	254	Introduction to Object Oriented Program Design (4)
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(Course revision –Change in Catalog and Schedule description, moving Prerequisite to Recommended Preparation.)

FIRE	783	Firefighter I Academy (9) <i>(Six year update – Change in Catalog and Schedule description, adding equivalent experience option to Prerequisite.)</i>
FIRE	810	Firefighter Internship (3) –New
MANU	100	Science for Technology ((3) <i>(Six year update – Change in Content, Catalog and Schedule description, removing Recommended Preparation.)</i>
<u>Math/Science</u>		
ARCH	155	Architecture, Technology, & Building I: Construction Materials & Methods (2) – New
ARCH	165	Architecture, Technology, & Building II: Construction Processes & Systems (2) – New
ARCH	230	Design III: Visioning and Building Architecture (4) <i>(Six year revision – Title change, Minor changes to Catalog and Schedule description, content, and Prerequisite.)</i>
ARCH	240	Design IV: Visioning Place and Community (4) <i>(Six year revision – Title change, Minor changes to Catalog and Schedule description, content, and Prerequisite.)</i>
ENGR	210	Engineering Graphics (4) <i>(Course Revision – Change in student hours, removing Recommended Preparation.)</i>
ENGR	215	Computational Methods for Engineer and Scientists (3) <i>(Six year update – Change in content, Catalog and Schedule description, change in Prerequisite, Recommended Preparation.)</i>
MATH	110	Elementary Algebra (5) Adding Distance Education
MATH	125	Elementary Finite Mathematics (3) Adding Distance Education

MATH 130 Analytic Trigonometry (4)
Adding Distance Education

MATH 200 Introductory Statistics (4)
Adding Distance Education

Business/Creative Arts

ACTG 100 Accounting Procedures (3)
(Six year revision – Change in Catalog and Schedule description, content and removing Recommended Preparation.)

ACTG 121 Financial Accounting (4)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)

ACTG 131 Managerial Accounting (4)
(Course revision – Change in Catalog and Schedule description, content, changing Prerequisite, removing Recommended Preparation.)

ACTG 161 Intermediate Accounting I (4)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

ACTG 162 Intermediate Accounting II (4)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

ACTG 163 Auditing (3)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

ACTG 164 Governmental and Nonprofit Accounting (3)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

ACTG 165 Cost Accounting (3)
(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, adding Recommended Preparation.)

ACTG	172	Business Income Tax (3) <i>(Course revision – Change in Catalog and Schedule description, content, removing Prerequisite, changing Recommended Preparation.)</i>
ART	225	Acrylic Painting I (3) – New
ART	226	Acrylic Painting II (3) – New
ART	315	Digital Printing & Mixed Media (3) <i>(Course revision – Title change, removing Recommended Preparation, change in Catalog and Schedule description.)</i>
<u>Revisiting from Nov 07</u>		
ART	351	Beginning Black & White Photography (3) <i>(Change in Catalog and Schedule description to satisfy G.E. requirement, change in Recommended Preparation.)</i>
BUS.	316	Keyboarding (3) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUS.	317	Micro/Keyboarding Skillbuilding (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	105	Introduction to Microcomputer (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	114	Windows Fundamental I (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	115	Windows Fundamental II (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	214	Word Processing I Using Word for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>

BUSW	215	Word Processing II Using Word for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	383	Business Presentations I Using Power Point for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	384	Business Presentations II Using Power Point for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	415	Spreadsheet I Using Excel for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	416	Spreadsheet II Using Excel for Windows (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	464	Database Management Using Access for Windows (3) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	530	Introduction to Internet (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	534	HTML I (Hypertext Markup Language) (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>
BUSW	535	HTML II (Hypertext Markup Language) (1.5) <i>(Course revision – Change in Catalog and Schedule description, movement from Prerequisite to Recommended Preparation.)</i>

HORT 707 Soils, Water and Plants (1) – New

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

A.S. Administration of Justice Degree & Certificate Program
Removal of Option 2

A.S. Fire Technology Degree and Certificate Program
Major Requirements
Add FIRE 705 to major – remove as elective
Add FIRE 800 & FIRE 810 as electives

A.S. Horticulture Degree and Certificate Program – Option 1, 2 & 3
Major Requirements
Add HORT 707 to major –Bank HORT 705
Unit change from 21-25 to 21-23 units

Horticulture – New Certificate of Completion
Add Native Habitat Restoration 6.5- to 8.5 units
(See memo)

VI. 680/880 Courses

ACTG	680	Enrolled Agent Exam Preparation (3) (Changing unit value)
HORT	680MA	Native Habitat Restoration Field Laboratory (.5)
HORT	680MB	Sustainable Landscaping (1)
HORT	680MC	Principles & Practice of Native Habitat Restoration (1)
P.E.	680	Theory of Offensive Baseball (3)
FITN	680	Yoga – Dahn Style (.5 or 1)

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
November 8, 2007 (2:15pm)
Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of October 11, 2007 Minutes
- IV. Permanent Courses

Language Arts

ESL	400	Composition for Non-Native Speakers (5) <i>(Revision – Minor changes to Catalog and Schedule description; addition of Prerequisite; addition of Recommended Preparation.)</i>
ESL	857	Reading for Non-Native Speakers III (3) <i>(Revision – Minor changes to Catalog and Schedule description.)</i>
SPCH	120	Interpersonal Communication (3) <i>(Revision – Minor change in content for IGETC requirements)</i>

Math/Science

MATH	268	Discrete Mathematics (4) <i>(Six year update – Adding SLO's and updating representative text materials.)</i>
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Business/Creative Arts

ART	351	Beginning Black & White Photography (3) <i>(Revision – Minor changes to Catalog and Schedule description; requesting AA GE Area E (5c).)</i>
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V. 680/880 Courses
None

VI. A.A./A.S. Degree General Education Requirement

ADAP	175	Adapted Evaluation – Area E (5d)
ART	351	Beginning Black & White Photography – Area E (5c)
DENH	200	Introduction to Dental Hygiene – Area E
DENH	205	Overview of the Dental Profession – Area E
GRA	150	Adobe Illustrator for Print & Web Design I – Area E
GRA	160	Adobe Photoshop for Print & Web Design I – Area E
LIBR	100	Introduction to Library Research – Area E (5d)
LIBR	105	Online Research Skills – Area E (5d)

VII. Open Agenda

- a. Liberal Studies Degree – Susan Estes
- b. Certificate Naming – Stacey
- c. Information Literacy/Computer Literacy Grad Requirement
- d. Attachment: Title V Standard and Criteria for Courses July 2007 Update

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
October 11, 2007 (2:15pm)

Bldg. 1, Room 115

- I. Call to Order (a quorum is seven voting members)
- II. Approval of Agenda
- III. Approval of September 13, 2007 Minutes
- IV. Permanent Course
 - Social Science

LIBR	100	Introduction to Library Research (1) <i>(Six year update – Adding SLO’s and Distance Education, requesting AA GE Area E5d.)</i>
LIBR	105	Advanced Online Research (3) <i>(Six year update – Adding SLO’s and requesting AA GE Area E5d and UC transferability.)</i>
 - Language Arts

FILM	200	Film in Focus (3) <i>(Revision- Removal of Prerequisite, addition of Recommended Preparation, Title Change from Advanced Film Study to “Film in Focus”, minor change in Content.)</i>
FILM	800	Film in Focus (3) <i>(Revision – Title Change from Advanced Film Study to “Film in Focus”, minor change in Content.)</i>
 - Math/Science

MATH	130	Analytic Trigonometry (4) <i>(Revision- unit change from 3 to 4 units, change in Prerequisite and Recommended Preparation.)</i>
NURS	211	Introduction to Nursing (4.5) <i>(Six year update – Adding SLO’s.)</i>
NURS	212	Concepts of Homeostasis in Nursing (4.5) <i>(Six year update – Adding SLO’s)</i>
NURS	815	Transition from 1st to 2nd Year: Medical/Surgical Nursing (.5-1.5) New
 - Business/Creative Arts

BCST	240	Directing Talent (1) <i>(Revision –Change in unit value from 1.5 to 1 unit.)</i>
BCST	310	Studio Lighting Techniques (1.5) <i>(Revision- increase lecture hours from 2 to 3 hours)</i>
BCST	312	Field Lighting Techniques (1.5)

(Revision- increase lecture hours from 2 to 3 hours)

BUS.	115	Business Mathematics (3) <i>(Adding Distance Education)</i>
BUS.	315	Keyboarding I (3) <i>(Adding Distance Education)</i>
BUS.	316	Keyboarding II (3) <i>(Adding Distance Education)</i>
BUS.	353	Property & Liability Insurance Principles (3) <i>(Adding Distance Education)</i>
BUSW	384	Business Presentations II Using Power Point for Windows (1.5) <i>(Revision – Change in Catalog and Schedule description.)</i>
V.	680/880 Courses	
BIOL	880	Anatomy and Physiology Supplement (.5-2)
CIS	680	Apache Ant (.5)
MATH	880	Study Skills for Pre- and Elementary Algebra (1)
NURS	880	Transition from 1st to 2 nd Year: Medical/Surgical Nursing (.5 to 1.5)

Open Agenda

- a. ENGL/MATH Graduation Requirement - Update
- b. Stand Alone Courses
- c. Course Prerequisite Uniformity – Laura Demsetz
- d. Hours by Arrangement – Discussion/Action

COMMITTEE ON INSTRUCTION
TENTATIVE AGENDA
September 13, 2007 (2:15pm)
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 10, 2007 Minutes

V.	Permanent Course	
	<u>Career and Life Planning</u>	
	CRER	104 Transfer Essentials and Planning (.5) (Revision – deleting "by arrangement hours")
	CRER	105 College Planning (.5) (Revision – deleting "by arrangement hours")
	CRER	106 Newcomer Orientation (.5) (Revision – deleting "by arrangement hours")
	CRER	107 Introduction to Choosing a College Major (.5) (Revision – deleting "by arrangement hours")
	CRER	108 Achieving an Associate Degree and/or Vocational Certificate(.5) (Revision – deleting "by arrangement hours")
	CRER	121 Planning for Student Success (1) (Revision – deleting "by arrangement hours")
	CRER	122 Study Skills (1) (Revision – deleting "by arrangement hours")
	CRER	123 Career Exploration for Student Success (1) (Revision – deleting "by arrangement hours")
	CRER	124 Study Skills for Success Part I (.5) (Revision – deleting "by arrangement hours")
	CRER	125 Study Skills for Success Part II (.5) (Revision – deleting "by arrangement hours")
	CRER	126 Career Choices I: Career Assessment (.5) (Revision – deleting "by arrangement hours")
	CRER	127 Career Choices II: Job Search (.5) (Revision – deleting "by arrangement hours")
	<u>Business/Creative Arts</u>	
	ART	231 Watercolor I (3) (Six year revision – SLO's included; adding three hours by arrangement)
	ART	232 Watercolor II (3)

(Six year revision-SLO's included; adding three hours by arrangement)

ART	365	Intermediate Digital Photography (4) (Revision –SLO's included; adding ART 351 to Prerequisite)
VI.	680/880 Courses	
BUS.	680	Poll Worker Academy (.5)
BUSW	680	Preview of Database Management Using Access 2007 with Vista (1.5)
CIS	681	Internet Programming: Ruby (4)
CIS	684	Enterprise Database Management with MySQL (4)

Open Agenda

- d. Stand-Alone course Certification
- e. Hours by Arrangement
- f. Graduation Competency Requirements
- g. Concurrent Enrollment (Jeremy Ball)

Attachments:

2007-08 Committee on Instruction Deadlines

2007-08 Committee on Instruction Roster

*2007-08 CSM Catalogs distributed at meeting