

**Date:** October 19, 2018

**Time:** 1:00PM-3:00 PM

**Location:** President's boardroom (100 building) – NEW LOCATION!!

**CC Confer Call-in information:** 1-719-785-4469 or 888-450-4821 (Passcode: 675320)

**Admin Co-Chair:** Daren Otten

**Faculty Co-Chair:** Meridith Selden

**Members:** Michael Bagley, Denice Burbach, Korey Champe, Lore Dobusch, James Gilbreath, Thea Post, Sherry Spina, Jeff Stollberg, Laura Talley, Salvador Tolentino, Carla Tweed, Aya Ueda, Carrie Wasinger

**Quorum:** 8 voting members must be present (Co-chairs may vote only if needed to make quorum)

**Recorder:** Zulema Zermeno

**Resources:** Lani Aguinaldo, Sonya Horn, Martin Gutierrez

**Guest(s):**

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Approval of agenda & minutes

- ⇒ Approve 10/5/18 minutes
- ⇒ Approve 10/19/18 agenda

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**UPDATES & DISCUSSIONS:**

- ⇒ Five-year rotation consequences (Selden & Wasinger)
- ⇒ Guided Pathways check-in (Champe & Gilbreath)

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**CONSENT AGENDA:**

ESL - 213 LOW-BEGINNING GRAMMAR (*Inactivation*)

ESL - 513 LOW-BEGINNING GRAMMAR (*Inactivation*)

ESL - 223 BEGINNING GRAMMAR (*Inactivation*)

ESL - 523 BEGINNING GRAMMAR (*Inactivation*)

FIRTC - 85 WILDLAND FIREFIGHTING FOR VOLUNTEERS (*Inactivation*)

GEOG - 2 CULTURAL GEOGRAPHY (*Inactivation*)

PUNJ - 1 ELEMENTARY PUNJABI PART 1 (*Inactivation*)

PUNJ - 2 INTERMEDIATE PUNJABI (*Inactivation*)

ASTRO - 11 ASTRONOMY LABORATORY (*Inactivation*)

ASTRO - 1L INTRODUCTION TO ASTRONOMY WITH LAB (*Inactivation*)

DRAFT - 31 DESCRIPTIVE GEOMETRY (*Inactivation*)

MUSIC - 36 INTERMEDIATE GUITAR (*Inactivation*)

MUSIC - 54R COMMUNITY CHORUS (*Inactivation*)

ART - 25 MULTIMEDIA DESIGN & WRITING (*Inactivation*)

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**INACTIVATIONS:**

PHYSICAL EDUCATION – AS

WELDING TECHNOLOGIES - Cert of Achievement (12 – 17.5 units)

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**CURRICULUM REVIEW:**

ART 5 - ART APPRECIATION, (REVISED), **PAGE 1**

**Tabled for the first time on 9.7.18 due to a lack discipline faculty at the meeting**

**Dean Feedback:** 3/21/18

**SLO Approval:** 5/25/2018

**Description:** This course provides a general introduction to visual art through selected examination of art works and architecture from diverse cultures of the world from the prehistoric period to the present, familiarizing students with art historical context and terminology, visual elements, design principles, and visual art media. Not open for credit to students who have completed HUMAN 5.

**Rationale for Revision:** Catalog description did not reflect current class content.

ART 12A - BEGINNING CERAMICS , (REVISED), **PAGE 5**

**Dean Feedback:** 8/15/18  
**SLO Approval:** 9/25/2018

**Description:** Basic studio techniques and processes in hand building, use of the Potter wheel, and creative, artistic expression using clay.

**Rationale for Revision:** -This course is being updated as part of the program review process and to align with C-ID.

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COMSC 11 - ADVANCED C++ PROGRAMMING, (REVISED), **PAGE 8**

**Dean Feedback:** 8/27/18  
**SLO Approval:** 8/20/2018

**Description:** Topics in object-oriented programming using the C++ programming language, including C++ programming techniques, streaming input/output, dynamic memory allocation, classes and data abstraction, operator overloading, inheritance, and polymorphism.

**Rationale for Revision:** Periodic update and review of course content to assure UC/CSU transfer requirements are being maintained.

**Pre-requisite(s):** Satisfactory completion of: COMSC 9A

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COMSC - 9A C++ Programming, (REVISED) – Added to the agenda at the meeting

**Dean Feedback:** 9/4/18  
**SLO Approval:** 10/15/18

**Description:** Introduction to the C++ programming language. Emphasis on structured programming methods, object-oriented design, and structured data types. The programming cycle from problem solving to debugging is emphasized. COMSC 6 recommended.

**Rationale for Revision:** C-ID Compliance and adjustments to lecture/lab hours.

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COMSC - 9B Data Structures, (REVISED) – Added to the agenda at the meeting

**Dean Feedback:** 8/27/18  
**SLO Approval:** 10/15/18

**Description:** A continuation of Computer Science 9A using Object Oriented Programming techniques. An introduction to abstract data types, algorithm analysis, data structures including lists, hash tables, trees, and graphs. Required for Computer Science majors.

**Rationale for Revision:** C-ID Compliance and adjustments to lecture/lab hours.

**Pre-requisite(s):** Satisfactory completion of: COMSC 9A

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COMSC - 12 Java Programming, (REVISED) – Added to the agenda at the meeting

**Dean Feedback:** 8/27/18  
**SLO Approval:** 10/15/18  
**DE Approval:** 10/21/18

**Description:** Introduction to Java Programming. Intended for those with prior experience or coursework in at least one formal programming language, preferably C or C++. Topics include: Java and HTML, Applet user interfaces, graphics and multimedia, objects, classes and methods, input and output and putput streaming, networking, threads, packages, the Java AWT and API.

**Rationale for Revision:** Periodic update and review as well as YCCD and state compliance review and update.

**DE Petition:** Online

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COMSC - 6 Basic Language Programming, (REVISED) – Added to the agenda at the meeting

**Dean Feedback:** 8/27/18

**SLO Approval:** 10/15/18

**DE Approval:** 10/21/18

**Description:** Introduction to programming using object-orientated programming techniques, including problem solving, algorithm development, coding solutions, program life cycle, and source code maintenance.

**Rationale for Revision:** Catalog description did not reflect current class content.

**DE Petition:** Online

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COMSC - 7 Introduction To Visual Basic Programming, (REVISED) – Added to the agenda at the meeting

**Dean Feedback:** 9/4/18

**SLO Approval:** 10/15/18

**DE Approval:** 10/21/18

**Description:** Introduction to event-driven programming in the Windows environment using Microsoft Visual BASIC.Net. Intended for those with prior experience or course work in at least one formal programming language. Includes objects, properties, user interface, forms, event procedures, custom controls, graphics, data access, report creation, and debugging methods.

**Rationale for Revision:** Periodic update and compliance with YCCD and state requirements.

**DE Petition:** Online

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ENGR 3 - PLANE SURVEYING, (REVISED), PAGE 16

TABLED INDEFINITELY FOR THE FIRST TIME AT THE MEETING (REQUESTED BY COURSE ORIGINATOR)

**Dean Feedback:** 8/27/18

**SLO Approval:** 8/20/2018

**Description:** This is the foundation course in surveying and geomatics for engineers, especially civil engineers. It is intended to introduce students to the theory and practice of surveying. Prerequisite: MATH 21

**Rationale for Revision:** Periodic update and program course maintenance.

**Pre-requisite(s):** Satisfactory completion of: MATH 21

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ENGR 4 - ENGINEERING GRAPHICS AND DESIGN, (REVISED), PAGE 19

TABLED INDEFINITELY FOR THE FIRST TIME AT THE MEETING (REQUESTED BY COURSE ORIGINATOR)

**Dean Feedback:** 8/27/18

**SLO Approval:** 9/10/2018

**Description:** This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and

2-D and 3-D CAD skills. The use of SolidWorks Engineering Design and Analysis software is an integral part of the course. Students will be expected to pass the CSWA exam as part of this course.

**Rationale for Revision:** *Periodic course update and maintenance.*

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ENGR 45 - PROPERTIES OF MATERIALS, (REVISED), **PAGE 26**

**TABLED INDEFINITELY FOR THE FIRST TIME AT THE MEETING (REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 8/27/18

**SLO Approval:** 8/20/2018

**DE Approval:** PENDING

**Description:** An introductory course in properties of materials used in engineering; emphasis on the theory underlying the behavior of engineering materials. Includes a face-to-face laboratory component covering the testing of metals, polymers, composites, wood, and other materials.

**Rationale for Revision:** *Add DE addendum and allow this course to be offered as a hybrid course*

**DE Petition:** Hybrid

**Pre-requisite(s):** Satisfactory completion of: CHEM 1A; PHYS 4A

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MUSIC 543 - SYMPHONIC BAND, (REVISED), **PAGE 29**

*Tabled for the first time on 5.4.18 due to a lack discipline faculty at the meeting*

*Tabled for the second time on 8.17.18 to allow for course revisions.*

**Dean Feedback:** 4/23/2018

**SLO Approval:** 4/16/2018

**Description:** This course is for the study, rehearsal, and public performance of symphonic band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This is a non-credit course primarily but not exclusively intended for older adults as part of a lifelong education, providing opportunities for personal growth and development, community involvement, and skills for mental and physical well-being through creative expression of music making.

**Rationale for Revision:** *Required periodic update. Revisions made to: 1) Catalog description 2) Course objectives 3) Noncredit hours 4) SLOs Clarification of: 1) course materials 2) conditions of enrollment (audition)*

**Pre-requisite(s):** Audition Required (This is a public performance course, where student may be dropped based on the audition result if allocating available seats to students who have been judged most qualified was necessary, pursuant to Title 5, Section 58106.)

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MUSIC 558 - COMMUNITY JAZZ ENSEMBLE, (REVISED), **PAGE 33**

*Tabled for the first time on 5.4.18 due to a lack discipline faculty at the meeting*

*Tabled for the second time on 8.17.18 to allow for course revisions.*

**Dean Feedback:** 4/23/18,

**SLO Approval:** 4/16/2018

**Description:** This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This is a non-credit course primarily but not exclusively intended for older adults as part of a lifelong education, providing opportunities for personal growth and development, community involvement, and skills for mental and physical well-being through creative expression of music making.

**Rationale for Revision:** *Update outdated contents and comply with the intended purpose of the non-credit courses.*

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DRAFT 30 - TECHNICAL DRAWING WITH CAD, (REVISED), **PAGE 12**

**Dean Feedback:** 9/10/18  
**SLO Approval:** 9/17/2018  
**DE Approval:**

**Description:** Fundamental technical drafting practices and documentation for part fabrication drawing. Drafting conventions and standards applied to orthographic, section, auxiliary views, isometric and oblique projection will be covered in addition to basic CAD object creation and editing and freehand sketching. ASME Y14.xM standards are emphasized. CAD Software will be used to complete the applied laboratory exercises.

**Rationale for Revision:** *Course Title, description, and content update to work with generic CAD software packages.*

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FABRICATION AND MANUFACTURING METHODS - CERT OF ACHIEVEMENT WITH 30-59.5 UNITS, (NEW DEG/CERT),  
**PAGE 36**

**Dean Feedback:** 8/15/18  
**SLO Approval:** 8/27/2018

**Description:** The fabrication and metalworking certificate will introduce students to fabrication and metal working skills with sheet metal and structural applications. Students will also learn to use both manual and automated fabrication and metalworking equipment. Students will learn manual machining skills using manual equipment. Students will also learn the design process and use of CNC Machining equipment.

**Rationale for Revision:** *After conversations with our local industry and partners, the need for fabrication and metalworking skills became apparent. Also, according to the Bureau of Labor Statistics, there is growth in the need for metalworkers and fabricators.*

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INTRODUCTORY WELDING TECHNOLOGIES - CERT OF ACHIEVEMENT WITH 12-17.5 UNITS, (NEW DEG/CERT), **PAGE 37**

**Dean Feedback:** 8/15/18  
**SLO Approval:** 8/27/2018

**Description:** This certificate will introduce a variety of welding and cutting processes which students will experience in their welding career. This will help students to understand the various processes and help them to make decisions which will help them focus their efforts for future employment.

**Rationale for Revision:** *Replace the Welding technologies certificate which has outdated information, and meet local needs*

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MANUFACTURING TECHNOLOGY/ MACHINING - CERT OF ACHIEVEMENT WITH 18-29.5 UNITS, (REVISED DEG/CERT),  
**PAGE 88**

**Dean Feedback:** 10/1/18  
**SLO Approval:** 9/10/2018

**Description:** Manufacturing Technology is a comprehensive program of instruction designed to develop knowledge of scientific principle, mathematical concepts, and technical skills. It includes laboratory experiences found in machining, welding, and related technologies. These experiences will enable the student to enter industry with problem-solving skills in design, production planning, materials handling, quality control, inspection, and programming with computer numerical controls. The student, upon the successful completion of the program, will have a job-entry skill.

**Rationale for Revision:** *CTE 2-Year Program Revision*

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GNBUS 22 - MACHINE CALCULATION, (REVISED), **PAGE 44**

**TABLED FOR THE FIRST TIME AT THE MEETING (REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/20/2018  
**SLO Approval:** 4/6/18

**Description:** Skill development in the operation of the electronic display and printing calculators. Functions include: addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized.

**Rationale for Revision:** Change to GNBUS 22 from OA 22. Streamlining business program courses, degrees, and certificates. Deactivating all OA courses as they are transitioned to General Business.

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GNBUS 1 - BUSINESS INFORMATION SYSTEMS, (REVISED), **PAGE 38**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/20/2018

**SLO Approval:** 3/1/2018

**DE Approval:** PENDING

**Description:** Examination of information systems in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through projects developing computer-based solutions to business problems.

**Rationale for Revision:** Required for Business AS-T model. Modeled after C-ID BUS 140. / responded to C-ID reviewer comments regarding BCA 1. Previously BCA 1; changing to GNBUS 1 to realign all business program curriculum. Course needed to have lab component to fulfill practical exercises using spreadsheets, databases, and internet technology.

**DE Petition:** Online

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GNBUS 30 - BUSINESS COMPUTER APPLICATIONS, (REVISED), **PAGE 47**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 8/15/18

**SLO Approval:** 4/4/2018

**DE Approval:** PENDING

**Description:** Develop beginning to intermediate skills using computer office applications. Basic features of word processing, spreadsheet, and presentation software are covered. Hands-on activities will focus on creating simple, integrated documents for business, personal and academic purposes. Typing skills are advised.

**Rationale for Revision:** Changing BCA 15 to GNBUS 30 Removing vendor specific references. Removed Access to allow for more time in spreadsheets and other apps. Leaving as a GE course Leaving as CSU Transferable course DE Addendum attached

**GE Petition:** Area D2: Communicative and Analytical Thinking

**DE Petition:** Online, Hybrid

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GNBUS 32 - WORD PROCESSING APPLICATION, (REVISED), **PAGE 51**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/20/2018

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** Basic and advanced features of word processing. Topics include creating, editing, and saving documents; file management; basic text, paragraph, and page formatting; page numbering; printing options; tables and columns; advanced formatting, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merge features.

**Rationale for Revision:** Created GNBUS 32 with 3 units to replace BCA22A, BCA22B, OA17A, OA17B Reduce repetitive courses throughout business curriculum.

**DE Petition:** Online

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GNBUS 33 - SPREADSHEET APPLICATION, (REVISED), **PAGE 54**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/27/2018

**SLO Approval:** 2/23/2018  
**DE Approval:** PENDING

**Description:** Learn features of spreadsheet software applications using the interface, working with text labels, values, formulas, functions, editing and formatting. Spreadsheets designed for decision-making, creating charts, list and data management. Includes advanced formatting options, financial functions, 3-D formulas, and other advanced functions. Hands-on coursework that focuses on business, academic and personal applications.

**Rationale for Revision:** *Eliminating BCA 33A and 34 Moving from BCA to GnBus Increasing unit load and course requirements to meet Acct and Business needs.*

**DE Petition:** Online

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GNBUS 34 - PRESENTATION APPLICATION, (REVISED), **PAGE 58**  
**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:**  
**SLO Approval:** 2/21/2018  
**DE Approval:** PENDING

**Description:** Learn the basics of presentation application software and more: create presentations, add visuals, include elements and data from other sources, modify master slides and timings. Customize, prepare for distribution and deliver presentations. Familiarity with keyboard recommended.

**Rationale for Revision:** *Eliminating BCA 26 Creating GNBUS 34 Removing vendor specific references*

**DE Petition:** Online, Hybrid

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GNBUS 37 - INTRODUCTION TO DATABASE APPLICATIONS, (REVISED), **PAGE 61**  
**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/20/2018  
**SLO Approval:** 2/21/2018  
**DE Approval:** PENDING

**Description:** Use database applications to develop simple to complex databases in an operating system environment. Design databases, sort and filter records, create input forms and custom-formatted reports.

**Rationale for Revision:** *Move from BCA to GnBus Remove vendor specific reference from title and description Deactivate BCA 37A when GnBus 37 is active.*

**DE Petition:** Online

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GNBUS 41 - COMPUTER OPERATING SYSTEMS, (REVISED), **PAGE 64**  
**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/20/2018  
**SLO Approval:** 2/21/2018  
**DE Approval:** PENDING

**Description:** Gain a comprehensive understanding of computer operating systems, including the new features of the operating system. This course focuses on daily tasks such as creating and organizing files, customizing the workspace, fine-tuning performance, maintaining and protecting your computer. Additional topics include using the internet, basic e-mail skills, performing searches and networking. Students are challenged to apply what they learn to real-life tasks, preparing them to easily transfer skills to new situations.

**Rationale for Revision:** *We are proposing the following: 1) Description to not be defined by versions of Microsoft Windows or specific software vendor (due to multiple software version releases) 2) Not having various versions listed in college catalog (e.g. BCA 41A, BCA 41B, etc) Just want GNBUS 41 (not BCA) 3) Keeping course number uniform 4) Will eliminate all other course listings with BCA 41 numbering 5) Note: Business program is beginning the migration of all OA and BCA courses to the GNBUS classification. Hence this course will be GNBUS 41 instead of BCA 41. All BCA's will eventually be deactivated.*

**DE Petition:** Online

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GNBUS 63 - LEGAL OFFICE PROCEDURES, (REVISED), **PAGE 67**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/21/2018

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** This class explores the legal office environment, current legal office procedures, and preparation of legal documents using up-to-date office technology.

**Rationale for Revision:** Remove OA, change to GNBUS Degrees and certs will be modified to reflect change

**DE Petition:** Online

**Pre-requisite(s):** GNBUS 32 and GNBUS 15A are recommended.

GNBUS 15A and GNBUS 32 are recommended to complete homework assignments.

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GNBUS 64 - MEDICAL WORD PROCESSING, (REVISED), **PAGE 71**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/21/2018

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** Medical document editing, utilizing partial speech recognition documentation/voice processing and transcription from physician dictation. Course work will encompass general medical/surgical fields and specialties such as OB-GYN, pediatrics, orthopedics, and cardiovascular medicine.

**Rationale for Revision:** Change from OA 55 to GNBUS 64 Revising certs and degrees too

**DE Petition:** Online

**Pre-requisite(s):** Satisfactory completion of: OA 17B; OA 52 or GNBUS 52; GNBUS 32

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GNBUS 65 - MEDICAL OFFICE PROCEDURES, (REVISED), **PAGE 76**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 2/21/2018

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** Students will learn the role of a front office administrative assistant by mastering medical office duties and becoming proficient in the creation and maintenance of medical records.

**Rationale for Revision:** This is not a new course. Changing from OA to GNBUS

**DE Petition:** Online

**Pre-requisite(s):** Satisfactory completion of: GNBUS 55A; GNBUS 32 or OA 15A; OA 17A

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GNBUS 8 - HUMAN RESOURCE MANAGEMENT, (REVISED), **PAGE 80**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 8/15/18

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** Foundations for the contemporary theory and practices relating to the management of people, managing human resources within an organization, and basic personnel processes.



**Rationale for Revision:** This is a 2 year CTE with the following revisions: Change in SLO's, textbook updated Change from MGMT to GNBUS Deactivate MGMT 15 when GNBUS 8 approved Degrees and certs being updated to include GNBUS 8 and to remove MGMT 15

**DE Petition:** Online

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GNBUS 9 - ORGANIZATIONAL MANAGEMENT, (REVISED), **PAGE 84**

**TABLED FOR THE FIRST TIME AT THE MEETING (PENDING DE & REQUESTED BY COURSE ORIGINATOR)**

**Dean Feedback:** 4/2/2018

**SLO Approval:** 4/6/2018

**DE Approval:** PENDING

**Description:** Assists students in understanding and applying theories of management and psychology to human behavior in the workplace. Increases awareness of individual and group behaviors, conflict, resolution, and leadership and organizational dynamics.

**Rationale for Revision:** Change from MGMT 35 to GNBUS 9 Deactivate MGMT 35 when GNBUS 9 is approved Degrees and Certs with MGMT 35 being revised to include GNUS 9

**DE Petition:** Online

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