

# Minutes

Campus Center Conference Room  
October 18, 2011

**PRESENT:** M. Bowen, L. Anderson, D. Newcomb, P. Sezzi, M. De la Rocha, H. Dalton, M. Pauley, R. Sanchez, G. Arevalo, H. Kim, T. Suel, A. Gonzales

**NON-VOTING MEMBERS:** M. Zavala

**GUESTS:** Jim Carriger, Jeff Stauffer, Karen Gorback, Victoria Lugo, Aurora De la Selva

- **APPROVAL OF MINUTES: October 4, 2011:** A motion to approve the meeting minutes from October 4, 2011 was made by Gloria Arevalo and seconded by Michael Bowen. The meeting minutes were unanimously approved as submitted.

## SECTION ONE: REQUIRING COMMITTEE ACTION

### I. Curricular Proposals for Approval

#### A. Credit Courses: Second Reading

##### 1. New

- PHIL V09 – Zen Buddhism

***-APPROVED for Fall 2012.***

##### 2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);  
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

##### 3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

##### 4. 88s and 89s

##### 5. Distance Education

**B. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): Second Reading**

- Administrative Assistant – Proficiency Award (revised)
- Bilingual Computer Skills – Proficiency Award (deleted)
- Computerized Office – Proficiency Award (deleted)
- Executive Assistant – A.S./COA (deleted)
- Microcomputers: Business Applications – Proficiency Award (deleted)

***-APPROVED for Fall 2012***

**C. Credit Courses: First Reading**

1. New

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); P=Prereq, C=Coreq (substantial);  
D=Description (substantial); F=Fees (required); R=Repeat (added or increased)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

4. 88s and 89s

5. Distance Education

**D. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions): First Reading**

- Accounting – A.S./COA (revised)
- Associate in Science in Business Administration for Transfer (new program)
- Business Management – A.S./COA (revised)

***-APPROVED for first reading with exception to the Business Management (AS/COA) degree. This degree will be on the November 1<sup>st</sup> agenda for first reading approval.***

**E. Noncredit Courses**

**F. Study Abroad/International Education**

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**SECTION TWO:  
COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA**

**II. Curricular Activity: Technical Action**

**A. Delete (Remove from catalog)**

<ul style="list-style-type: none"><li>• AG V30, V40, V42B, V45</li><li>• BIS V53, V77A, V77B</li><li>• HIST V09, V20</li></ul> <p><b><i>-APPROVED for Fall 2012. It was requested that a memo of justification for the deletion of Hist V09 and V20 be submitted to the Student Learning Office. Mayo De la Rocha will submit this memo.</i></b></p>
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**B. Technical Revisions (Nonsubstantial Changes in Catalog)**

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

<ul style="list-style-type: none"><li>• ART V56 (F-was \$20, now \$30)</li><li>• BUS V21 (ID was 'BIS V98', now 'BUS V21'; D; F-remove)</li></ul> <p><b><i>-APPROVED for Fall 2012.</i></b></p>
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**C. Course Review/Update (No catalog changes)**

<ul style="list-style-type: none"><li>• CJ V04, V08, V14, V18</li><li>• MATH V24</li><li>• PHYS V05, V05L, V06L</li></ul> <p><b><i>-APPROVED for Fall 2012.</i></b></p>
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**D. Prerequisite(s)/Corequisite(s)/Recommended Preparation**

<ul style="list-style-type: none"><li>• CJ V04 (RP)</li><li>• MATH V24 (P)</li><li>• PHYS V05 (P), V05L (C)</li></ul> <p><b><i>-APPROVED for Fall 2012.</i></b></p>
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**E. Distance Education (No catalog changes)**

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**F. Degrees, Certificates and Awards (Nonsubstantial)**

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**SECTION THREE:  
DISCUSSION (CONSENT and/or ACTION)**

**III. Action/Information/Discussion**

**A. Philosophy & General Education Committee Membership (Action) – M. Pauley/G. Arevalo**

*Mark presented a revised committee membership component for the Philosophy & General Education Committee. He mentioned that the committee should be made up of active members of the Curriculum Committee. The new structure of the committee shall consist of the Faculty Curriculum Co-Chair and Articulation Officer as Co-Chairs, Registrar, and one representative from each division from the Curriculum Committee. A motion to accept the changes was made by Mayo De la Rocha and seconded by Michael Bowen. The changes were approved with two abstentions.*

**B. Placement of Schedule-Only Information in Curricunet COR (Information) – M. Bowen**

*Michael mentioned that as he has been doing tech review of the courses going through the approval process in Curricunet, he has noticed that the additional information included on a small number of courses in Banner is not included in Curricunet. This additional information is usually additional requirements listed that student need to fulfill. He asked for suggestions as to adding this additional information into Curricunet or leaving it as it is.*

**C. TMC Update/AA-T/AS-T Two-Year Sequence (Information) – G. Arevalo**

*Gloria attending a Regional Articulation Officer meeting in which the transfer degrees were discussed. She mentioned that one point that came up was the usage of the correct name for the transfer degrees. It was discussed that the exact name on the transfer template needs to be used when creating a transfer degree. The second point discussed was the discrepancy in the usage of the TMC templates. It was agreed that the templates that need to be used are the ones located on the State Chancellor's website. She also reminded everyone about the two-year sequencing requirement that needs to be included when submitting the transfer degree paperwork.*

**D. COR and Syllabi Request by UC or CSU Update (Information) – G. Arevalo**

*There's been a discussion system-wide regarding the UCs requesting additional syllabi for CORs. It was discussed that if additional components are being added to a COR there might be a possibility that the UC might request additional information. The areas would be in out-of-class assignments and course objectives. When developing these areas it is important to be very descriptive.*

**E. UC Curricular Priorities for Next Year (Information) – G. Arevalo**

*This year history courses were revised/updated. Next courses in line are counseling and guidance workshop courses.*

**F. CSU GE Art 2 Unit Course Removal from GE (Information) - G. Arevalo**

*The CSU system is looking at removing 2-unit courses that are currently transferable. We will need to revise any 2-unit courses that we have and resubmit them for approval. CSU will not approve for transfer any 2-unit course. This will be discussed at next week's Tech Review meeting.*

**NEXT MEETING**

**November 1, 2011 - 3:00 p.m.  
Campus Center Conference Room**