

**CURRICULUM COMMITTEE MEETING (Thursday, September 14, 2023)***Generated by Rachel Cardenas on Thursday, September 14, 2023***Members present**

Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby, Debby Blanchard, chair

**Members Absent**

Patty Golder

**Meeting called to order at 1:20 PM**

## 1. OPENING ITEMS

Procedural: 1.01 ROLL CALL

## 2. ANNOUNCEMENT COURSE/REVISION DEVELOPERS MAY COMMENT OF EXPLAIN AGENDA ITEMS

Information: 2.01 Developers may comment or explain agenda items -None

## 3. PUBLIC COMMENTS TO ACTION ITEMS

Information: 3.01 PUBLIC COMMENTS RELATED TO ACTION AGENDA ITEMS -None

## 4. MINUTES

Action, Minutes: 4.01 Approval of the June 08, 2023 curriculum meeting minutes

Motion by Lisa Harvey, second by Christina Shelby to approve the June 08, 2023 meeting minutes.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

## 5. DISCUSSION ITEMS -None

## 6. ACTION ITEM

Motion by Richard Cerreto, second by Pamela James to Bundle 6.01, 6.02, 6.03, 6.04, 6.05, 6.06, 6.07, 6.08, 6.09, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Motion by Scott Jones, second by Jacqueline Stahlke to approve Bundle #1

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.01 Course substitution B. Bridges - PSYC 213 for PSYC 211 - Applied Development Psychology Bundle #1

Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution B. Bridges - PSYC 213 for PSYC 211 - Applied Development Psychology

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.02 Course substitution A. Cates - CMST 106 for PSYC 211 - Applied Development Psychology Bundle #1

Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution A. Cates - CMST 106 for PSYC 211 - Applied Development Psychology

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.03 Course Substitution M. Conley CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1

Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution M. Conley - CMST 106 for PSYC 211 - Applied Development Psychology

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.04 Course Substitution J. Davis -CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution J. Davis - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.05 Course Substitution K. Hatcher CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution K. Hatcher - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.06 Course Substitution N. Hutchins CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution N. Hutchins - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.07 Course substitution B. Macias - CMST 106 for PSYC 211 - Applied Development Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution B. Macias - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.08 Course substitution J. Munoz - PSYC 213 for PSYC 211 - Applied Development Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution J. Munoz - PSYC 213 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.09 Course substitution A. Pena - CMST 106 for PSYC 211 - Applied Development Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution A. Pena - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.10 Course Substitution Form M. Perez CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution M. Perez - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.11 Course Substitution D. Rider-Smith -CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution D. Rider-Smith - CMST 106 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.12 Course substitution M. Romo - AUTO 57.1 for AUTO 61 Automotive Dealership Technician Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution M. Romo - AUTO 57.1 for AUTO 61 Automotive Dealership Technician  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.13 Course substitution Y. K. Sierra - PSYC 213 for PSYC 211 - Applied Development Psychology Bundle #1  
Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution Y. K. Sierra - PSYC 213 for PSYC 211 - Applied Development Psychology  
Final Resolution: Motion Carries  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.14 Course Substitution J. Sotelo CMST 106 for PSYC 211 Applied Developmental Psychology Bundle #1

Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution J. Sotelo - CMST 106 for PSYC 211 - Applied Development Psychology

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 6.15 Course Substitution E. Zamano - PSYC 213 for PSYC 211 Applied Developmental Psychology Bundle #1

Motion by Scott Jones, second by Jacqueline Stahlke to approve course substitution E. Zamano - PSYC 213 for PSYC 211 - Applied Development Psychology

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

For recording purposes, a request has been made to limit one course substitution per page.

Action: 6.16 New Prefix – (WEE) Work Experience Education

Motion by Richard Cerreto, second by Christina Shelby to approve WEE Work Experience Education to replace Cooperative Education

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

The articulation officer will need to go into Assist and change all Cooperative Education to the new prefix WEE (Work Experience Education).

7. ACTION ITEMS - DEGREES

Action: 7.01 -NONE

8. ACTION ITEMS - CERTIFICATES

Action: 8.01 Community Health Worker - Certificate of Completion - New Certificate

Motion by Lisa Harvey, second by Jacqueline Stahlke to approve new certificate

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

The committee went over the Noncredit Career Development and College Preparation (CDCP) Enhanced Funding process and it was noted that an LMI is required.

Reference to the Program and Course Approval Handbook (PCAH) p. 142.

Action: 8.02 ESL Level 4 High Intermediate English Skills - Certificate of Competency (NC) - New Certificate

Motion by Christina Shelby, second by Richard Cerreto to approve new certificate

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 8.03 Programming I - Certificate of Achievement - Update

Motion by Richard Cerreto, second by Pamela James to approve certificate update

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 8.04 UNIX Administrator - CA: Certificate of Achievement - Update

Motion by Lisa Harvey, second by Christina Shelby to approve certificate update

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

9. ACTION ITEMS - COURSES/REQUISITES

Action: 9.01 BADM 180 - Introduction to Global Business - Course Substantial Revision

Motion by Scott Jones, second by Richard Cerreto to approve course substantial revision: SLOs, textbook.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.02 CJ 020 - Pre-Academy Orientation for CJ 80 - New Course

Motion by Richard Cerreto, second by Scott Jones to approve new course

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

This course was created to be a prerequisite for CJ 80. The committee also discussed noncredit vs. credit certificates

Action: 9.03 ENTR 102 - Entrepreneurship and Innovation - Course Substantial Revision

Motion by Leslie Huiner, second by Lisa Harvey to approve course substantial revision: course content, methods of instruction.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.04 ENTR 108 - Entrepreneurial Law - Textbook Revision Only

Motion by Christina Shelby, second by Richard Cerreto to approve textbook revision only

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.05 GEOL 128 - Special Topics - Course Substantial Revision

Motion by Pamela James, second by Jacqueline Stahlke to approve course substantial revision: disciplines, units, standards, objectives, SLOs.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

Special Topics should not be in certificates; however, Cooperative Education many times will be in certificates based on Title IV requirements.

Action: 9.06 HIST 117 - History of United States to 1876 - Course Substantial Revision

Motion by Lisa Harvey, second by Richard Cerreto to approve course substantial revision:

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.07 KIN 168 - Introduction to Self-Defense - Course Substantial Revision

Motion by Christina Shelby, second by Pamela James to approve course substantial revision: disciplines, units, standards, methods of evaluation, example assignments, textbook, and methods of instruction.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.08 MUSC 100 - Introduction to Music - Course Substantial Revision

Motion by Richard Cerreto, second by Christina Shelby to approve course substantial revision: disciplines, SLOs, methods of evaluation, textbook, methods of instruction.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.09 OCEA 101 - Oceanography - Course Substantial Revision

Motion by Lisa Harvey, second by Leslie Huiner to approve course substantial revision: disciplines, standards, SLOs, textbook, example assignments.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.10 PAL 203 - Tort Law for Paralegals - Course Substantial Revision

Motion by Lisa Harvey, second by Richard Cerreto to approve course substantial revision: objectives, SLOs, textbook, example assignments, methods of instruction.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

COR was corrected by removing the checkmark from the Correspondence Education (CE) page per writer.

Action: 9.11 PAL 203 - Tort Law for Paralegals - PAL 201 Requisite Validation - Prerequisite

Motion by Jacqueline Stahlke, second by Lisa Harvey to approve PAL 201 requisite validation - prerequisite

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

The chair will contact the department regarding the inclusion of a disproportionate impact report.

Action: 9.12 PAL 204 - Wills and Trusts for Paralegals - Course Substantial Revision  
 Motion by Richard Cerreto, second by Leslie Huiner to approve course substantial revision: SLOs, entrance skills, methods of evaluation, textbook, example assignments.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

COR was corrected to reflect no to CE

Action: 9.13 PAL 204 - Wills and Trusts for Paralegals PAL 201 Requisite Validation - Prerequisite  
 Motion by Richard Cerreto, second by Christina Shelby to approve PAL 201 requisite validation - Prerequisite  
 Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Discussion:

The chair will contact the department regarding the inclusion of a disproportionate impact report.

Action: 9.14 PAL 206 - California Employment and Labor Law - Course Substantial Revision  
 Motion by Scott Jones, second by Lisa Harvey to approve course substantial revision: objectives, SLOs, textbook, example assignments.  
 Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.15 PAL 207 - Conflict Resolution and Negotiations - Course Substantial Revision  
 Motion by Christina Shelby, second by Scott Jones to approve course substantial revision: objectives, textbook.  
 Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.16 RMGT 030 - Be a Better Carnivore - New Course  
 Motion by Scott Jones, second by Lisa Harvey to approve new course  
 Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.17 RMGT 031 - Trending Diets - New Course  
 Motion by Richard Cerreto, second by Lisa Harvey to approve new course  
 Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.18 RMGT 85 - Advanced Culinary Management and Leadership - Course Substantial Revision  
 Motion by Richard Cerreto, second by Lisa Harvey to approve course substantial revision: objectives, SLOs, methods of evaluation, textbook, and example assignments.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action: 9.19 TA 114 - Play Writing - Course Substantial Revision  
 Motion by Lisa Harvey, second by Christina Shelby to approve course substantial revision: course standards, course content, objectives, methods of evaluation, textbook, example assignments, and methods of instruction.

Final Resolution: Motion Carries

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

## 10. CONSENT AGENDA

Information: 10.01 Public Comment Announcement to Consent Agenda Items

Action (Consent): 10.02 BADM 104 - Managerial Accounting - Correspondence Education Addendum  
 Resolution: to approve correspondence education addendum

Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.03 ECON 102 - Principles of Economics: Micro - Correspondence Education Addendum  
 Resolution: to approve correspondence education addendum

Motion by Christina Shelby, second by Lisa Harvey.

Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.04 ENTR 102 - Entrepreneurship and Innovation - Distance Education  
Resolution: to approve distance education  
Motion by Christina Shelby, second by Lisa Harvey to approve distance education  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.05 ENTR 104 - Starting a Business for Entrepreneurs with Limited Resource - Distance Education  
Resolution: to approve distance education  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.06 ENTR 108 - Entrepreneurial Law - Distance Education  
Resolution: to approve distance education  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.07 GEOL 128 - Special Topics - Distance Education  
Resolution: to approve distance education  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.08 HIST 117 - History of United States to 1876 - Correspondence Education Addendum  
Resolution: to approve correspondence education addendum  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.09 MUSC 100 - Introduction to Music - Correspondence Education Addendum  
Resolution: to approve correspondence education addendum  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.10 PHIL 108 - Introduction to Ethics and Contemporary Moral Issues - Correspondence Education Addendum  
Resolution: to approve correspondence education addendum  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

Action (Consent): 10.11 RMGT 85 - Advanced Culinary Management and Leadership - Distance Education  
Resolution: to approve distance education  
Motion by Christina Shelby, second by Lisa Harvey to approve correspondence education addendum  
Yea: Scott Jones, Leslie Huiner, Richard Cerreto, Pamela James, Jacqueline Stahlke, Lisa Harvey, Christina Shelby

## 11. CURRICULUM COMMITTEE TRAINING

Information: 11.01 Faculty COR Guide including DEIA  
Guideline to assist when reviewing courses to look for DEIA

Information: 11.02 11.02 More of the 411 on AB1111 (Common Course Numbering) - PPTX  
This item will be moved to next week's agenda.

## 12. New Category

**Meeting Adjourned 2:53**