

Curriculum Committee

AGENDA

February 5, 2019

12:30pm

Berger Faculty Innovation Center

Members (13): J. Learned (Chair); P. Stegeman (Business & Applied Technology), S. Cooper (General Counseling), D. Greene (Kinesiology/ECE), E. Benavides (Social Sciences), J. An-Dunning (Library & Learning Resources), S. Gaete (Nursing & Health Sciences), A. Garcia (Adjunct), R. Guinn (Sciences & Engineering), L. Jackson (Arts & Media), J. Matthews (Math & Computer Science), V. Rossi Dean (Communication & Humanities), K. Hoang (Student Services/Special Programs)

Ex-Officio (non-voting): J. Baker (VP Student Learning), M. Jasso (Articulation Officer), C. Voyu (OAC Representative), E. Calderon (Student Representative)

Staff: J. Magbuhat (Curriculum & Catalog Specialist), A. Simmons (Curriculum & Catalog Specialist), C. Contopoulos (Recorder)

I. Call to Order and Presence of a Quorum (7)

II. Public Comments

III. Approval of Agenda

IV. Approval of December 4, 2018 Minutes

V. Action – Majority–8

A. CONSENT:

1. New Courses and Programs and/or Substantive Changes to Courses and Programs/2nd Reading

a. New Courses:

- 1) AIS 025** Medical Billing (Units: 3)
Advisory: HS 061 (Medical Terminology)
Class size max: 28
- 2) EMT 080A** Emergency Medical Responder 1A (Units: 1.5)
Class size max: 30
- 3) EMT 080B** Emergency Medical Responder 1B (Units: 1.5)
Prerequisite: EMT 080A
Class size max: 30
- 4) CIS 097** CODe **Summer** Computer Lab (Units: 0.5)
Class size max: 50

b. Course Modifications:

- 1) ART 003A** Basic Design Color **C-ID ARTS 100**
- 2) ART 006A** Intermediate Design Color **C-ID ARTS 270**
- 3) ART 009A** Beginning Printmaking **C-ID ARTS 220**
- 4) ART 009B** Intermediate Printmaking
- 5) ART 014B** Intermediate Screen Printing
Update textbooks.
- 6) ART 019** Introduction to Painting **C-ID ARTS 210**
Change required text, and change from prerequisite ART 1A or ART 3A to advisory ART 1A or 3A.
- 7) AUTO 093C** Advanced Light/Medium Duty Systems
*Change Units and Contact Hours distribution from: ~~2 lecture + 2 lab units (36 lecture + 108 lab hours, total 144 contact hours)~~ to: **3 lecture + 1 lab units (54 lecture + 54 lab hours, total 108 contact hours)**. Modify catalog description, lab content, objectives, and SLOs.*

- 8) **CSFM 075** Hazardous Materials First Responder Awareness Level (*CSFM fee \$20.00*)
- 9) **CSFM 085A** Fire Inspector 1A: Duties and Administration (*CSFM fee \$80.00*)
- 10) **CSFM 085B** Fire Inspector 1B: Fire and Life Safety (*CSFM fee \$80.00*)
- 11) **CSFM 085C** Fire Inspector 1C: Field Inspection (*CSFM fee \$80.00*)
- 12) **CSFM 085D** Fire Inspector 1D: Field Inspection- California Specific (*CSFM fee \$80.00*)
Periodic Review and add California State Fire Marshal (CSFM) fee.

- 13) **EMT 085** EMT Refresher Course
Change class size max from 40 to 30. Update content to meet the new Title 22 requirements. Complete Distance Ed Checklist.

- 14) **PS 004** Introduction to International Relations
- 15) **HIST 050** American Popular Culture
Update SLOs, textbooks and complete Distance Ed Checklist.

- 16) **MATH 005** Trigonometry (*Prerequisite: MATH 040 or MATH 049*)
- 17) **MATH 010** College Algebra **C-ID MATH 150** (*Prerequisite: MATH 040 or MATH 049*)
Add MATH 049 as an alternate prerequisite. Update methods of evaluation, methods of instruction, and textbook.

- 18) **MATH 013** Liberal Arts Math (*Prerequisite: MATH 040 or MATH 045*)
Add MATH 045 as an alternate prerequisite. Update catalog description, textbook, methods of evaluation, and methods of instruction.

- 19) **MATH 014** Statistical Methods **C-ID MATH 110** (*Prerequisite: MATH 040 or MATH 045*)
Add MATH 045 as an alternate prerequisite. Update methods of evaluation, methods of instruction, and remove 100%-online modality.

b. Course Deactivations:

- 1) **ART 007B** Intermediate Ceramics
- 2) **AUTO 092A** Biodiesel: Characteristics, Use & Production
- 3) **AUTO 099** Auto/Advanced Transportation Summation

B. ITEMS PULLED FROM CONSENT AGENDA (if need be)

- 1) **GS 010** Global Studies **C-ID GLST 101**
- 2) **GS 011** Global Issues **C-ID GLST 102**
- 3) **PHIL 003** Introduction to Political Theory **C-ID POLS 120**
- 4) **PS 001** Introduction to Government **C-ID POLS 110**
- 5) **PS 002** Introduction to Comparative Governments **C-ID POLS 130**
- 6) **PS 005** The American Presidency
Update SLOs, textbooks and complete Distance Ed Checklist. Change Online Class Size Max From: 50 to 45.

C. 2nd READING FOR ITEMS WITH CHANGES MADE AFTER 1st READING (NOT ON CONSENT)

- 1) **EMT 080** Emergency Medical Responder
Update content to meet the new Title 22 requirements. Complete Distance Ed Checklist. Add materials/uniform fees. Modify catalog & schedule descriptions, content, SLOs. Remove advisory. Change SAM code from: ~~Possibly Occupational (D)~~ to: Clearly Occupational (C).

- 2) **EMT 084** Emergency Medical Technician I
Change units from: ~~6 (4 lecture + 2 lab)~~ to: 7 (4 lecture + 3 lab); update course content, lab content and objectives in order to meet the minimum requirements as established by Riverside County EMS Agency, the California Health and Safety Code; and California Code of Regulations, Title 22 requirements. Changes will combine EMT 084 AND EMT 094 lecture and lab. Change class size max from 20 to 30. Complete Distance Ed Checklist. Add materials/uniform fees. Modify catalog & schedule descriptions. Add EMT 081 & HS 062 as advisory.

D. COURSES AND PROGRAMS – 1ST READING

a. NEW COURSES

- 1) **CIS 023A** Introduction to Amazon Web Services (Units: 2)
Modality: 100% online, Face-to-Face
Class size max: 35

b. COURSES MODIFICATIONS

- 1) **AUTO 011B** Auto Electronics Electrical Systems
2) **AUTO 012A** Automotive Suspension Steering Systems
3) **AUTO 013A** Automotive Braking Systems
4) **AUTO 014A** Automotive Engine Management
5) **AUTO 015** Automotive Engine Diagnosis Repair
6) **AUTO 016** Automotive Manual Transmissions Drive Train Systems
7) **AUTO 017** Automatic Transmissions Transaxles
8) **AUTO 018** Automotive Heating, Ventilation Air Conditioning
9) **AUTO 020A** Automotive Quick Service
10) **AUTO 040E** CNG Diagnosis Repair

Update catalog description by adding: "A lab uniform is required for this course."

Originator: Dorothy Anderson

Team Discussion

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 11) **BPOT 001** Basic Peace Officer Training-Module III

- 12) **BPOT 002** Basic Peace Officer Training-Module II

Update catalog description to comply with the Commission on Peace Officer Standards and Training (POST) curriculum.

Originator: Wally Meyer

Team Discussion

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 13) **ENG 001A** Composition

Update course outline: modify catalog and schedule descriptions, content, objectives, SLOs, assignments, and textbooks; complete Distance Education checklist

Originator: Reid Sagara

Team Discussion

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 14) **HIST 006** History of Western Civilization II

- 15) **HIST 021** California History

- 16) **HIST 023** Latin American History

Change Class Size Max from 50 to 45. Update SLOs.

Originator: Oceana Collins

Team Discussion

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

- 17) **HSAD 020** Biomedical Pharmacology

Change textbook.

Originator: Chris Jones-Cage

Team Discussion

- Requisites and Entrance Skills
- Course Content and Units
- Methods of Instruction and Evaluation
- Articulation, GE's and Coding

c. PROGRAM DEACTIVATIONS

- 1) **ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE OF ACHIEVEMENT**
- 2) **ADMINISTRATIVE OFFICE PROFESSIONAL CERTIFICATE OF ACHIEVEMENT**

Justification: We have aligned our CTE programs to the recommendation from the Chancellor's Office. To replace these office programs we have created BIW (Business Information Worker) and BIW-Manager. They are currently active in our system. We will be building from these new certificates to create BIW professional specializations.

d. PROGRAM MODIFICATIONS

- 1) **POLICE SCIENCE AS Degree**

Required Courses

| | | |
|-------------------|--|----------|
| BPOT 001 | Basic Peace Officer Training-Module III7 | |
| BPOT 002 | Basic Peace Officer Training-Module II | 12 |
| AJ 001 | Introduction to Criminal Justice | 3 |
| AJ 002 | Concepts of Criminal Law | 3 |
| AJ 004 | Criminal Court Process | 3 |
| AJ 006 | Criminal Investigation | 3 |
| ADD AJ 024 | Report Writing | 3 |
| AJ 030 | Introduction to Corrections | 3 |

Electives - Select 5 units chosen from the following: 5

| | | |
|----------------------------------|---|----------|
| AJ 003 | Legal Aspects of Evidence | 3 |
| AJ 005A | Community and the Justice System | 3 |
| Move from required AJ 010 | Juvenile Procedures | 3 |
| AJ 095A | Administration Justice Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| PSY 001 | General Psychology | 3 |
| PSY 003 | Developmental Psychology | 3 |
| PSY 029 | Abnormal Psychology | 3 |
| SOC 001 | Introductory Sociology | 3 |
| SOC 002 | Social Problems | 3 |
| SOC 003 | Fundamentals of Statistics | 3 |
| SOC 014 | Introduction to Race & Ethnicity | 3 |
| SPAN 001 | Elementary Spanish I | 5 |
| ASL 001 | Elementary American Sign Language I | 5 |
| COMM 009 | Intro to Interpersonal Communication | 3 |
| COMM 013 | Small Group Communication | 3 |
| COMM 017 | Intercultural Communication | 3 |
| COMM 025 | Argumentation and Debate | 3 |

Required Subtotal 37

Elective Subtotal 5

COD General Education Pattern 18

Kinesiology Activities 2

DEGREE TOTAL 62

e. NEW PROGRAMS

- 1) **SOCIAL MEDIA MARKETING CERTIFICATE OF ACHIEVEMENT**

The Social Media Marketing Certificate of Achievement provides students with a modern and practical skill that is not limited by any geographical location. Student can use their new skills to work either as a contractor or even as a part of a bigger enterprise anywhere in the country. Students will explore the possibilities and limitations of social media and will have hands-on experience with several of the outlets such as Facebook, Twitter, Instagram, Snapchat, blogs, wikis, and other current media. Students will be able to relate the effects of these marketing strategies into a business. They will also learn about other marketing tools that can be used in combination with social media for a more effective marketing strategy.

Upon successful completion of the Social Media Certificate of Achievement, students should be able to: use current social media outlets to promote business, create demand and increase sales based in popularity and specific client response. At the same time, students will be able to evaluate the use of social networking, online marketing channels, and to create an online presence to build businesses.

Program Learning Outcomes

1. Create marketing strategies and plans using social media and other marketing tools
2. Evaluate success of social media marketing programs via goals and metrics

Required Courses

| | | |
|----------|-------------------------------|---|
| CIS 010 | Computer Literacy | 4 |
| BUMA 010 | Introduction to Business..... | 3 |
| BUMA 027 | Marketing | 3 |
| BUMA 026 | Social Media Marketing..... | 3 |

Elective Courses - Select 3 units from the following:

| | | |
|-----------|--|---|
| BUMA 094 | Business Communications | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| BUMA 001 | Principles of Management..... | 3 |
| BUMA 028 | Entrepreneurship and Innovation | 3 |

CERTIFICATE TOTAL 16

2) **BUSINESS INFORMATION-LEGAL SPECIALIST CERTIFICATE OF ACHIEVEMENT**

The BI – Legal Specialist Certificate of Achievement prepares students for entry-level legal office support positions in a variety of different legal environments. After successful completion of the BI Legal Office Specialist Certificate of Achievement, students may seek employment as a research clerk or administrative assistant for a law firm, paralegals, or within the court systems.

Program Learning Outcomes

1. Student will be prepared for an entry-level position in a legal office.
2. Student will be prepared to conduct basic research applicable to business law and criminal justice.

Required Courses

| | | |
|-----------|--|---|
| CIS 010 | Computer Literacy | 4 |
| AIS 006 | Business Research | 1 |
| BUMA 020A | Business Law I..... | 3 |
| BUMA 094 | Business Communications | 3 |
| AJ 001 | Introduction to Criminal Justice | 3 |
| AJ 005A | Community and the Justice System..... | 3 |

Elective Courses - Select 3 units from the following:

| | | |
|-----------|--|---|
| AJ 002 | Concepts of Criminal Law | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management..... | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| CIS 095A | CIS Work Experience (Maximum of 3 units may be used for work experience)..... | 3 |

CERTIFICATE TOTAL 20

3) **BUSINESS INFORMATION-MARKET SPECIALIST CERTIFICATE OF ACHIEVEMENT**

The BI – Market Specialist Certificate of Achievement prepares students develop a dynamic skill and use social media as part of a marketing strategy to promote business, create demand and increase sales based on customer and market responses.

Program Learning Outcomes

1. Develop the skills to use social media productively and have a framework for understanding new tools and platforms.
2. Be able to use social media as a tool within a marketing strategy for a small business.

Required Courses

| | | |
|----------|------------------------------|---|
| CIS 010 | Computer Literacy | 4 |
| AIS 004A | Introductory PowerPoint..... | 1 |
| AIS 007B | Advanced Excel..... | 2 |
| BUMA 027 | Marketing | 3 |
| BUMA 026 | Social Media Marketing..... | 3 |

Elective Courses - Select 6 units from the following:

| | | |
|-----------|--|---|
| BUMA 094 | Business Communications | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| CIS 095A | CIS Work Experience (Maximum of 3 units may be used for work experience)..... | 3 |

CERTIFICATE TOTAL 19

4) BUSINESS INFORMATION-MEDICAL SPECIALIST CERTIFICATE OF ACHIEVEMENT

The BI – Medical Specialist Certificate of Achievement prepares students for entry-level medical office support positions in a variety of different medical environments. After successful completion of the BI Medical Billing Specialist Certificate of Achievement, students may seek employment as medical office clerks, medical billers in hospitals, clinics and private practice medical offices.

Program Learning Outcomes

1. Student will be prepared for an entry-level position in the medical billing field.
2. Student will be prepared to take the Certified Professional Biller (CPB) certification test.

Required Courses

| | | |
|----------|--------------------------------------|---|
| CIS 010 | Computer Literacy | 4 |
| AIS 025 | Medical Billing | 3 |
| BUMA 094 | Business Communications | 3 |
| HS 061 | Medical Terminology | 2 |
| HS 074 | Informatics for Health Science | 3 |

Elective Courses - Select 3 units from the following:..... 3

| | | |
|-----------|--|---|
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUAC 095A | Accounting Work Experience (Maximum of 3 units may be used for work experience)..... | 3 |
| BUMA 095A | Business Management Work Experience (Maximum of 3 units may be used for work experience) | 3 |
| CIS 095A | CIS Work Experience (Maximum of 3 units may be used for work experience)..... | 3 |

CERTIFICATE TOTAL 18

5) APPLICATIONS AND INFORMATION SYSTEM A.S. DEGREE

The Associate's degree in Applications and Information Systems (AIS) prepares students to either enter the workforce as an entry-level office and/or project manager or pursue a bachelor's degree in business and information systems.

Students who choose not to major in Application Information Systems or as Business Information Workers and/or Specialists find that coursework in the field can improve their abilities in several ways: to think analytically, solve problems, organize thoughts and information, and utilize new technology more efficiently and effectively. AIS classes also provide the combination of technical skills and business skills required for success in an entry-level office/administrative assistant position. The coursework also lays the foundation for careers in medical, insurance, and law office positions.

Our discussions with industry representatives indicate that in today's world employers expect and demand a certain minimum of computer skills as a given, much as they expect an employee to be able to read, write, and use basic math. College of the Desert's AIS curriculum includes course offerings that provide a general overview of the discipline, as well as courses dealing with more advanced software concepts and tools used in the business environment.

In addition to the immediate employment benefits of certificates and associate degrees, coursework at College of the Desert prepares the way for further study at the Baccalaureate level within the California State Universities and University of California systems, and other colleges nationwide.

Program Learning Outcomes

1. Analyze business problems, and then design and use appropriate technology to effectively, accurately, and coherently communicate solutions.
2. Develop creative methods for applying technology to solve business problems.
3. Employ technological tools to expedite workflow within an organization.
4. Identify and demonstrate professional work behaviors and personal qualities needed to be employable.

Required Courses

| | | |
|----------|-------------------------------------|---|
| AIS 006 | Business Research | 1 |
| AIS 011 | Current Topics in Technology | 3 |
| AIS 012 | Professional Office Procedures..... | 3 |
| AIS 002 | Microsoft Outlook | 2 |
| AIS 004A | Introductory PowerPoint..... | 1 |
| AIS 007B | Advanced Excel..... | 2 |
| CIS 010 | Computer Literacy | 4 |

Elective Courses - Select 24 units from the following:..... 3

| | | |
|-----------|--|---|
| AIS 007B | Advanced Excel..... | 2 |
| AJ 001 | Introduction to Criminal Justice | 3 |
| AJ 002 | Concepts of Criminal Law | 3 |
| AJ 005A | Community and the Justice System..... | 3 |
| AIS 005 | Computer Survival Skills | 2 |
| AIS 017 | Business Data Management..... | 4 |
| AIS 025 | Medical Billing | 3 |
| BUMA 001 | Principles of Management..... | 3 |
| BUMA 020A | Business Law I..... | 3 |
| BUMA 026 | Social Media Marketing..... | 3 |

| | | |
|-------------------------------------|--|-----------|
| BUMA 027 | Marketing | 3 |
| BUMA 032 | Human Relations in the Workplace | 3 |
| BUMA 064 | Human Resource Management | 3 |
| BUMA 094 | Business Communications | 3 |
| BUAC 005 | Tax Accounting II | 3 |
| BUAC 010 | Accounting with QuickBooks | 3 |
| BUAC 020A | Financial Accounting | 4 |
| BUAC 051 | Accounting for Entrepreneurs & Business Managers | 3 |
| CIS 082C | Website Design | 3 |
| CIS 086 | Visual Basic Programming | 3 |
| CIS 095A | Computer Information Systems Work Experience | 1-8 |
| HS 061 | Medical Terminology | 2 |
| HS 074 | Informatics for Health Science | 3 |
| MC 005 | Introduction to Public Relations | 3 |
| Required Subtotal | | 16 |
| Elective Subtotal | | 24 |
| COD General Education Pattern | | 18 |
| Kinesiology Activities | | 2 |
| DEGREE TOTAL | | 60 |

VI. Information/Discussion

- A. Class Size Maximum: Face-to-face vs Online – *Jeff Baker*
- B. Newly Approved Courses and Programs Report
- C. Active Courses and Offerings Report (Fall 2015-Spring 2019)
- D. Approved Associate Degrees for Transfer (ADTs) Report

VII. Good of the Order

VIII. Adjournment

NEXT MEETING

February 21, 2019