



Curriculum Committee

AGENDA

February 21, 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. Contopulos (Recorder)

- I. Call to Order and Presence of a Quorum (7)
II. Public Comments
III. Approval of Agenda
IV. Approval of February 5, 2019 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) CIS 023A Introduction to Amazon Web Services (Units: 2)
Modality: 100% online, Face-to-Face Class size max: 35

b. Course Modifications:

- 1) BPOT 001 Basic Peace Officer Training-Module III
2) BPOT 002 Basic Peace Officer Training-Module II
Update catalog description to comply with the Commission on Peace Officer Standards and Training (POST) curriculum.
3) ENG 001A Composition
Update course outline: modify catalog and schedule descriptions, content, objectives, SLOs, assignments, and textbooks; complete Distance Education checklist
4) HIST 021 California History
Change Class Size Max from 50 to 45. Update SLOs.
5) HSAD 020 Biomedical Pharmacology
Change textbook.

c. Program Modification:

1) POLICE SCIENCE AS Degree

Required Courses

Table listing required courses for Police Science AS Degree: BPOT 001, BPOT 002, AJ 001, AJ 002, AJ 004, AJ 006 with corresponding page numbers.

ADD	AJ 024	Report Writing.....	3
	AJ 030	Introduction to Corrections	3
	Elective – Select 1 course (3-5 units)		
	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 (<i>Maximum of 3 units may be used for work experience</i>)	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
	SPAN 021	Spanish for Heritage Speakers 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		3-5
	COD General Education Pattern.....		18
	Kinesiology Activities		2
	DEGREE TOTAL.....		60-62

d. 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 (<i>Maximum of 3 units may be used for work experience</i>)	3
BUMA 001	Principles of Management.....	3
BUMA 028	Entrepreneurship and Innovation	3

CERTIFICATE TOTAL.....	16
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2) BUSINESS INFORMATION-LEGAL OFFICE SPECIALIST CERTIFICATE OF ACHIEVEMENT

The Business Information (BI) – Legal Office 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 entry-level research clerks or administrative assistants for a law firm, paralegal services, or within the court systems.

Program Learning Outcomes

1. Students will be prepared for an entry-level position managing legal documents and sensitive information either in a legal or court 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
LIS 001	An Introduction to Basic Research Skills.....	2

CERTIFICATE TOTAL	20
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3) BUSINESS INFORMATION-MARKETING SPECIALIST CERTIFICATE OF ACHIEVEMENT

The Business Information (BI) – Marketing 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 create a framework that uses social media platforms as analytical tools.
2. Be able to use social media as a promotional 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
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4) BUSINESS INFORMATION-MEDICAL OFFICE SPECIALIST CERTIFICATE OF ACHIEVEMENT

The Business Information (BI) – Medical Office 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 Office Specialist Certificate of Achievement, students may seek employment as medical office clerks and/or medical billers in hospitals, clinics and private practice medical offices.

Program Learning Outcomes

1. Students will have the necessary knowledge and sensitivity to handle proprietary information for an entry level position in medical billing, or information management at a medical office or hospital.
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:.....

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
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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.

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 in information management positions.

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 007A	Introductory Excel	2 1
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

e. 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.

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

1. COURSES MODIFICATIONS

- a. **GS 010** Global Studies **C-ID GLST 101**
- b. **GS 011** Global Issues **C-ID GLST 102**
- c. **PHIL 003** Introduction to Political Theory **C-ID POLS 120**
- d. **PS 001** Introduction to Government **C-ID POLS 110**
- e. **PS 002** Introduction to Comparative Governments **C-ID POLS 130**
- f. **PS 005** The American Presidency
- g. **SOC 001** Introductory Sociology **C-ID SOCI 110**

Update SLOs, textbooks and complete Distance Ed Checklist.

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

1. COURSES MODIFICATIONS

- a. **AUTO 011B** Auto Electronics Electrical Systems
- b. **AUTO 012A** Automotive Suspension Steering Systems
- c. **AUTO 013A** Automotive Braking Systems
- d. **AUTO 014A** Automotive Engine Management
- e. **AUTO 015** Automotive Engine Diagnosis Repair
- f. **AUTO 016** Automotive Manual Transmissions Drive Train Systems
- g. **AUTO 017** Automatic Transmissions Transaxles
- h. **AUTO 018** Automotive Heating, Ventilation Air Conditioning
- i. **AUTO 020A** Automotive Quick Service
- j. **AUTO 040E** CNG Diagnosis Repair

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

D. COURSES AND PROGRAMS – 1ST READING

1. COURSES MODIFICATIONS

- a. **A 001** Descriptive Astronomy

Add online modality and complete Distance Education checklist.

Originator: Ahmed Elshafie

Team Discussion

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

- b. **BI 005** Molecular and Cell Biology

CID Alignment: Remove CH 001 as corequisite, update course content, catalog description, and textbook.

Originator: Alexa Sawa

Team Discussion

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

- c. **CH 001A** General Chemistry I

- d. **CH 001B** General Chemistry II

CID Alignment: Update course content and catalog description.

Originator: Joana Ciurash

Team Discussion

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

- e. **CH 003** Introductory General Chemistry
CID Alignment: Update textbook and catalog description.

Originator: *Christine Melton*

Team Discussion

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

2. CODE ALIGNMENT PROJECT

- a. BIW Certificate of Achievement
- b. BIW-Manager Certificate of Achievement
- c. AIS 002 Microsoft Outlook
- d. AIS 003A Introductory Microsoft Word
- e. AIS 004A Introductory PowerPoint
- f. AIS 005 Computer Survival Skills
- g. AIS 006 Business Research
- h. AIS 007A Introductory Excel
- i. AIS 007B Advanced Excel
- j. AIS 011 Current Topics in Technology
- k. AIS 012 Professional Office Procedures
- l. AIS 017 Business Data Management

Change **TOP Code** from: ~~070200-Computer Information Systems~~ to: 051400-Office Technology/Office Computer Applications and **CIP Code** from: ~~11.0103-Information Technology~~ to: 52.0401-Administrative Assistant and Secretarial Science, General.

VI. Information/Discussion

- A. Code Alignment Project
- B. 2019-20 Curriculum Timeline
- C. Programs Affected by Newly Approved New and Deactivated Courses
- D. 2018-19 Courses Due for Review
- E. 2019 Curriculum Institute

VII. Good of the Order

VIII. Adjournment

NEXT MEETING

March 5, 2019