Curriculum Advisory Committee AGENDA
October 15, 2018   Meeting begins 3:00 p.m. – Room A -182

Members: Randy Bublitz (Chair-CTE), Kathy O'Connor (Vice Chair- PE/ Athletics), Julie Brown (Business), Sandy Starkey (English), Dolores Howard (ESL/ Modern Languages), Armando Ramos (Fine Arts/ School of Media Arts), Cathy Schermer (Health and Human Services), Ignacio Alarcon (Mathematics), Matthew Kay (Sciences), Ruth Morales (Social sciences), Laura Castro (Education Support, Articulation), Lisa Schwarberg (articulation liaison), Kenley Neufeld (Admin Rep), Sally Chuah (non-voting member/resource), Laurie Vasquez (non-voting member/resource), Kaylene Thomas (Curriculum Coordinator/non voting member)

1.0   CALL TO ORDER
1.1   Public Comment
Comments are limited to three minutes per person and are not open for discussion by the committee
1.2   Review of October 1, 2018 minutes
2.0   INFORMATION/DISCUSSION
   • Annual Credit Course and Program Certification (attachment 2.0)

2.1   CAC Calendar
CAC Calendar Fall 2018
CAC meetings; 3-5pm in A-181
   September 17 (noncredit)
   September 24 3:00-4:30pm eLumen presentation
   October 1 3:00-4:30pm CourseLeaf presentation
   October 15 (noncredit)
   November 5
   November 19
   November 26
   December 3

Tech Reviews:3-5pm in A-181 - (15-20 min instruction)
   August 27 - Impact: Subject/number/title/units (Laura)
   September 10 - Dist Ed for new proposals 3:15-3:45
   October 8 - Q&A session with a SLO guru (Michael Robinson)
   October 22 - Curriculum software discussion
   October 29 - Q&A for CAC Reps

2.2   Adjustments to the Agenda
2.3   Proposals on Hold
2.4   Course Deactivations

NURS 164 Nursing Care of Childbearing and Families (impact: no prereq, removed from Nursing (ADN) AA modification)
NURS 165VN Mental Health Nursing for the VN (no impact prereq's or programs)
NURS 198 Diploma Nursing Credit (no impact prereq's or programs)
NURS 299 Independent Study In Nursing (no impact prereq's or programs)
PHIL 105 Business Ethics (impact: no prereq, removed from Environmental Studies AA modification)

2.5 Program Deactivations Spring 2018
Program Deletion: Web Programming - Skills Competency Award (PEC approved)

2.6 CTE Content Review (Requisite) (attachment 2.6)
- AUTO - Department Chair, Russell Granger
- CA - Department Chair, Randy Bublitz
- HM - Department Chair, Randy Bublitz

3.0 HEARING

CREDIT

3.1 New Course Proposals

A. <u>ACCT 120 - Nonprofit Accounting</u>
Justification: There are 2000 non-profit organizations in Santa Barbara. According to the Southern California Nonprofit Sector Report that is twice the per capita number than we have on average in Southern California.

Santa Barbara non-profits over a $1B billion in revenue per year and have $2.07 billion in assets. They generate 8.4% of Santa Barbara County's GDP. Most of the 2,000 organizations (82 percent) have budgets of less than $1million, 12 percent come in at between $1 and $5 million, leaving only 6 percent at $5 million and above.

Accounting for non-profit organizations is different from accounting for for-profit companies. Individuals who already do or want to engage in accounting work for a non-profit company need to understand the differences; how to account for grants, donations, and contributions; understand the accounting terms specific to non-profit entities; including preparing journal entries for fund accounting transactions; prepare an operating budget and prepare financial statements in accordance with accounting standards
Dist Ed: No online and hybrid
Pre-req: none
SLO: new (approved)

3.2   Modified Course Proposals

A. <u>COMP 171 - Business English</u>
Justification: *The course was modified due to curriculum requirements to update the course. The course objectives, SLOs and number of students was updated to better reflect the course. We changed the number of students from 35 to 30. There is a lot of grading, feedback, revisions and contact with students, and it best serves students to keep the number at 30. We checked this number with other courses that require a lot of writing (English), and 30 seems consistent.*
Dist Ed: Not new online and no hybrid (approved)
Pre-req: none
SLO: updated (approved)

B. <u>CS 105 Theory and Practice I</u>
Justification: 5 year course review
Dist Ed: No online and hybrid
Pre-req: none
SLO: no changes

C. <u>CS 189 Programming Practicum</u>
Justification: 5 year course review
Dist Ed: No online and hybrid
Pre-req: no new
SLO: no changes

3.3 New Program Proposals
3.4 Modified Program Proposals

NONCREDIT
3.5 New Noncredit Course Proposals
3.6 Modified Noncredit Course Proposals

A. ART NC101 - Beginning Oil Painting: For Older Adults
B. ART NC112 - Keeping an Art Journal: For Older Adults
C. ART NC115 - Color Exploration: For Older Adults
D. ART NC142 - Watercolor and the Great Outdoors: For Older Adults
E. ART NC146 - Intermediate and Advanced Painting: For Older Adults
F. ART NC156 - Botanical Illustration: For Older Adults
G. ART NC165 - Basic Printmaking: For Older Adults
H. ART NC168 - Pastels-A Class in Color & Technique: For Older Adults
I. ART NC182 - Portrait Drawing and Painting: For Older Adults
J. ART NC190 - Abstract Painting: For Older Adults
K. ART NC211 - Beginning Drawing: For Older Adults

L. ART NC226 - Figure Drawing and Painting: For Older Adults
M. ART NC356 - Beginning Stone Carving: For Older Adults
N. ART NC439 - The Art of Jewelry Making - Level 1: For Older Adults
O. ART NC444 - Jewelry Workshop: For Older Adults
P. ART NC452 - A Taste of Jewelry-Wire Wrapping: For Older Adults
Q. ART NC585 - Art Experiences and Conversations: For Older Adults
R. ART NC704 - Stained Glass: Leaded, Copper Foil and Mosaic: For Older Adults
S. ART NC723 - Glass Arts Workshop: For Older Adults
T. ART NC896 - Clay Handbuilding: For Older Adults
U. ENG NC120 - Modern and Classic Short Stories for Older Adults
V. ENG NC303 - Explorations in Literature: For Older Adults
W. ENG NC335 - Poetry, Prose and Plays: For Older Adults
X. ENG NC434 - The Austen Mystique: For Older Adults
Y. ENG NC497 - Survey of Literary Classics: For Older Adults
Z. ENG NC630 - Screening Your Ideas: For Older Adults
AA. ENG NC634 - Writing Non-Fiction: For Older Adults
BB. ENG NC635 - Writers' Boot-camp: For Older Adults
CC.   ENG NC642 - Getting Started, Getting Good, and Getting Your Fiction Published: For Older Adults
DD.   ENG NC646 - Writing Your Life into Being: For Older Adults
EE. ENG NC673 - Writing Personal Histories: For Older Adults
FF. ENG NC674 - Write From the Start: for Older Adults
GG.   HE NC024 - Acupressure - Simple Patterns for Pain Relief and Relaxation
HH.   HE NC055 - Touch for Health Plus
II. HE NC092 - Body-Mind Medicine: Brain Longevity

3.7 New Program Noncredit Proposal
3.8 Modified Program Noncredit Proposals

Guests
 Block A:
3:15 COMP Jennifer Robinson - CAC Rep Julie Brown
3:20 CS Dean Nevins - CAC Rep Matthew Kay
3:25 Noncredit - Kathy O'Connor and Melissa Moreno

 Block B:
4:00 ACCT 120 - Andrea Carnaghe - CAC Rep Julie Brown
4:10 Noncredit - Kathy O'Connor and Melissa Moreno

4.0 ACTION

CREDIT

4.1 New Course Proposals

4.2 Modified Course Proposals

4.3 New Program Proposals

4.4 Modified Program Proposals

NONCREDIT

4.5 New Noncredit Course Proposals

4.6 Modified Noncredit Course Proposals

A. CNEW NC070 - Introduction to Handheld Devices
B. CNEW NC071 - Tech Talk: What's New in Computers and Technology?
C. CNEW NC102 - Optimize and Upgrade Your PC
D. CNEW NC103 - Keeping a PC Hard Disk Clean and Organized
E. CMPW NC024 - Introduction to Windows
F. CMPW NC042 - Optimizing Photos for the Internet and Email
G. CMPW NC055 - Basic PowerPoint
H. ECE NC015 - How to Respond to Tears, Fears, and Tantrums
I. ECE NC032 - Nature Walk: For Parents and Preschool Children
J. ECE NC094 - Discipline Without Punishments or Rewards
K. ECE NC118 - Toddler Times for Parents of Children 12-18 months
L. ECE NC140 - Music Times I: For Parents of Babies 8-24 months
M. ECE NC142 - Creativity and Preschoolers: Focus on Art
N. ECE NC158 - Music Times II: For Parents of Children 2-3 Years
O. ECE NC159 - Infant Times I: Newborn to Crawling
P. ECE NC161 - Infant Times II: Crawling to Walking
Q. ECE NC162 - Music Times III: For Parents of Children 2.5 – 5 Years
R. MUS NC005 - Choral Singing for Older Adults
S. MUS NC008 - Jazz/Pop Piano for Older Adults
T. MUS NC014 - Beginning Piano Level 1 for Older Adults
U. MUS NC017 - Playing the Ukulele: For Older Adults
V. MUS NC019 - Developing a Musical Ensemble: For Older Adults
W. MUS NC043 - Beginning Electronic Keyboard: For Older Adults
X. MUS NC090 - Performance Singing: For Older Adults
Y. PSY NC003 - Nature and Self-Healing—Beginning: For Older Adults
Z. PSY NC009 - Rock-Folk Music and the '60s Consciousness Movement : For Older Adults
AA. PSY NC011 - Exploring the Riches of Transpersonal Psychology: For Older Adults
BB. PSY NC017 - Healing Our World: For Older Adults
CC.   PSY NC021 - Adventures in Self Esteem: For Older Adults

DD.   PSY NC023 - Turning Points in Thought From Film: For Older Adults

EE. PSY NC025 - Compassionate Communication: For Older Adults

FF. PSY NC026 - Behind Appearances-Integrating Psychology and Spirituality: For Older Adults

GG.   PSY NC067 - When Love Meets Fear: For Older Adults

HH.   PSY NC083 - Mindfulness Meditation: Opening Your "I": For Older Adults

II. PSY NC097 - Nature and Self-Healing—Intermediate: For Older Adults

JJ. WELL NC016 - Overcoming Barriers to Managing Your Weight

4.7   New Program Noncredit Proposals

4.8   Modified Program Noncredit Proposals

5.0   ADJOURN

California
Community
Colleges

TO: Chief Executive Officers
          Chief Instructional Officers
          Academic Senate Presidents
          Curriculum Chairs
          Academic Senate for California Community Colleges
          Curriculum Specialists

FROM: Alice Perez
          Vice Chancellor, Academic Affairs

RE: Annual Credit Course and Program Certification

This memorandum provides information regarding the Annual Credit Course and Program Certification, which supports the curriculum streamlining process of all credit course proposals, modified credit programs, and local credit programs, with the exception of Associate Degrees for Transfer (ADTs) and new Career Technical Education credit programs. Periodic reviews of the locally approved and certified curriculum will be conducted by the Chancellor's Office to monitor compliance and data integrity.

Moving forward, the Chancellor's Office will require each college to submit one certification form signed by the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair and to provide the local governing board policy that defines the standards for credit hour calculations. These documents will be due October of each year to the Chancellor's Office. A reminder of these requirements will be provided to the colleges September of each year.

The certification form and local governing board policy must be submitted to the Chancellor's Office no later than 5 pm on **October 16, 2018,** to the Chancellor's Office. If these documents are not received by the due date, a manual review of credit course and program proposal submissions will be conducted by the Chancellor's Office until both documents are received.

Throughout the academic year, colleges may request for a technical assistance team--comprised of an Academic Senate member, Chief Instructional Officer, and Chancellor's Office staff--to assist on any curriculum related matter. Please submit these requests to your point of contact at the Chancellor's Office.

Please contact Jackie Escajeda, Dean in Academic Affairs, at **jescajeda@cccco.edu** or (916) 327-2066, should you have any questions or concerns.

Attachment: Annual Credit Course and Program Certification

1 of 3

California Community Colleges Chancellor's Office

Annual Credit Course and Program Certification

By signing this form, the Chief Executive Officer, Chief Instruction Officer, Academic Senate President, and Curriculum Chair acknowledge and certify that:

- course hours and units are correct in accordance with CCCCO Course Calculations;
- the college/district course outline of record has been approved by the District Governing Board;
- the college has developed local policy, regulations, or procedures specifying the accepted relationship between contact hours, outside-of-class hours, and credit for calculating credit hours to ensure consistency in awarding units of credit;
- cooperative work experience courses that have local board approval;
- credit courses and programs that are submitted to the Chancellor's Office Curriculum Inventory (COCI) system are accurate and compliant with California Education Code, California Code of Regulations, title 5, and the current CCCCO Program and Course Approval Handbook (PCAH);
- credit programs have the required attachments in accordance to the current CCCCO PCAH; and
- Mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance ((CCR, §55002(a) (1)).

This certification applies to the following:

1. All credit courses
2. Modified credit programs with the exception of ADTs
3. New credit programs with a goal of local program with the exception of new CTE credit programs and Apprenticeship

Please note: the Chancellor's Office will conduct periodic reviews of these proposals to monitor compliance data integrity.

Email a PDF of this form to: curriculum@cccco.edu

OR

Mail the original form to: California Community Colleges Chancellor's Office
Attn: Academic Affairs Division
1102 Q Street, Suite 4550
Sacramento, CA 95811

California Community Colleges Chancellor's Office

Annual Credit Course and Program Certification

By signing this document, I certify as the Chief Instructional Officer that
Santa Barbara City College has completed this process.
(College name)

_____ 9/27/2018
Chief Executive Officer   *(Signature)*   Date

Anthony E. Beebe
Chief Executive Officer   *((Print Name)*

_____ Sept. 25, 2018
Chief Instructional Officer   *(Signature)*   Date

Pamela Ralston
Chief Instructional Officer   *(Print Name)*

_____ 9/25/2018
Academic Senate President   *(Signature)*   Date

Patricia Stork
Academic Senate President   *(Print Name)*

_____ 9/26/2018
Curriculum Chair   *((Signature)*   Date

Randall F Bush
Curriculum Chair   *Print Name)*

3 of 3

AUTO

AUTO 101 - Introduction To Auto Mechanics

AUTO 101A - Introduction to Auto Mechanics

AUTO 101B - Introduction to Auto Mechanics

AUTO 102 - Basic Car Care, Maintenance and Repair

AUTO 110 - Fundamentals Of Automotive Servicing

AUTO 110A - Fundamentals of Auto Servicing

AUTO 110B - Fundamentals of Auto Servicing

AUTO 111 - Engine Rebuilding

AUTO 112 - Brakes, Suspension And Steering

AUTO 113 - Automotive Fuel and Air Conditioning Systems

AUTO 114 - Automotive Power Train

AUTO 115 - Automotive Electricity

AUTO 116 - Engine Performance

AUTO 217 - Automotive Specialty I

AUTO 218 - Automotive Specialty II

AUTO 221 - Principles of Hybrid and Electric Drives

AUTO 290 - Work Experience in Automotive Service and Technology

Culinary Arts

CA 111 - Hospitality Controls

CA 113 - Hospitality Sanitation And Safety

CA 115A - Catering Prep

CA 115B - Catering Service

CA 115C - Catering Kitchen

CA 115D - Catering Organization

CA 116 - Introduction To The Food Service Profession

CA 117 - Culinary Fundamentals I

CA 121 - Principles Of Pantry

CA 121 - Principles Of Pantry

CA 124 - Principles Of Baking

CA 129 - Purchasing And Receiving

CA 134 - Hospitality Supervision

CA 200 - Food Service Practicum

CA 201 - Wines

CA 202A - The Wines Of Italy

CA 202B - Wines Of Bordeaux And Burgundy

CA 202C - Wines Of France

CA 202D - Wines of California

CA 202E - Wines of Spain & Portugal

CA 203 - Restaurant Service And Production

CA 204 - Advanced Restaurant And Culinary

CA 211 - Garde Manger

CA 214 - Advanced Artisan Baking

CA 215 - Modern Food: Style, Design, Theory And Production

CA 217 - Culinary Fundamentals II

CA 224 - Pastry Practicum

CA 226 - Contemporary Baking

CA 227 - Cake Baking and Decorating

CA 230 - Food Service: Nutrition

CA 236 - Meat Analysis

CA 241B - The Cuisine of France

CA 245B - The Cuisine of Italy

CA 245C - Cuisine of Spain & Portugal

CA 261 - Restaurant Ownership

CA 270 - Advanced Pastry Arts

CA 290 - Work Experience For Culinary Arts Students

Hotle Management

HM 150 - Hospitality Law

HM 151 - Front Office Operations

HM 152 - Housekeeping Operations

HM 153 - Food And Beverage Operations

HM 256 - Supervision In The Hospitality Industry

HM 257 - Hospitality Sales and Marketing

HM 258 - Security And Loss Management

HM 259 - Training And Development Skills For Hospitality Professionals

HM 290 - Hotel Work Experience

HM 295 - Internship in Hotel Management/Culinary Arts