Curriculum Committee: Minutes from Sept. 15th, 2003
Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Vocational Ed/ Auto Technology; K. Kuhn - Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald, Theo Mabry, Ling Song

Standing Items
1. Invitation by Articulation Co-chair, John Sutherland to participate in articulation sub-committees.
2. Call to Order at 2:25 pm
3. Changes to the Agenda: Correction to agenda: should read: Approval of Sept. 8, 2003 minutes. Action item #8 deferred until Sept. 22, 2003 meeting.
4. Approval of Sept. 8, 2003 Minutes- Approved by J. Langinger, 2nd by D. Monahan
5. Report from Academic Senate Rep., George Hritz: Effective immediately for the Fall 2003 semester, failing, sub standard and no credit grades will not count against the allowable number of currently approved repeats for a course.

Action Items
5. Carla Smith Zilber – Courses returned for dept. chair's signature and to make needed corrections to all course forms.
   A. New Courses
      1. DRAM 119 Theater Criticism
      2. DRAM 125 Stage Movement
      3. DRAM 129 Voice for the Stage
      4. DRAM 137 Stage Combat
      5. DRAM 168 Theater Management
      6. DRAM 237 Techniques of Audition
      7. DRAM 252ABC Seminar and Fieldwork Experience

6. Joyce Marks
   A. Course Revisions
      1. ENGL 93 College Skills – Approved, pending J. Fitzgerald to verify schedule description change
      2. ENGL 94 Reasoning and Logic – Approved, J. Langinger 2nd R. Nash
      3. ENGL 96 Advanced Vocabulary – Approved, J. Langinger 2nd R. Nash

7. Betty Goerke
   A. Course Revision
      1. ANTH 205 Field Anthropology – Deferred until Sept. 22, 2003 to research Cross Cultural Studies requirements for GE transfer (#18, G). Lecture only?

   A. New Courses
      1. EDUC 122 Understanding Literacy and Creating Effective Learning Environments
      2. EDUC 222 Designing and Assessing Learning Experience for All Students
Content and Process Items

9. Derek Wilson
   A. Curriculum Committee policies and procedures for meetings draft (see attached) – to be discussed further at the 9/22/03 meeting for edits and review by committee members. Rename document as “Curriculum Committee Meeting Guidelines” to also include a checklist for faculty to review before submitting course forms to curriculum.

   B. Methods of Review – discussion of most efficient methods to review courses and the forms submitted. Test opaque projector review method with courses for 9/22/03 meeting. Also pre-screen courses for potential errors or review questions by D. Wilson and J. Fitzgerald following Curriculum Committee meetings for upcoming UDWC and Curriculum meetings.

   C. Directed Study Clarification – definition of Directed/Independent/Individualized Study as described in the Course Guidelines Handbook, Title 5, and within the curriculum at CoM.

10. Theo Mabry
    A. Repeatability of Courses – as agreed by the committee members at the last meeting of Curriculum in May 2003, the Repeatability issue needs to be further discussed and researched during the Fall 2003 curriculum meetings. Committee members unanimously agreed. K. Kuhn will research and present to the committee Repeatability policies and guidelines from other California community colleges and four year institutions. D. Wilson will request P. Kuntansky-Brown to contact articulation officers at other CC’s in CA.

Pending Items

15. Peter Kassebaum
    A. Anthropology Discipline Review to be presented by P. Kassebaum on Sept. 22nd, 2003

16. Marie McCarthy
    A. Request to change STSK 70 to a repeatable class. Still pending.
Voting Membership Present
G. Hritz – Vocational Ed / Auto Technology; J. Langinger - Health Sciences; D. Monahan - English / Humanities; R. Nash - Biology / Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda addition of items 9 and 10 presented by D. Wilson
3. Approval of September 22, 2003 Minutes G. Hritz, 2nd M. Priewe
4. Report from Academic Senate Representative “the senate plans to clarify the repeatability moratorium. The senate passed a resolution to have the board investigate the access of students records without permission. The Academic Masterplan will be presented to the senate on Thursday, October 2nd.”

Action Items

5. Carla Smith Zilber – All courses approved. G. Hritz, 2nd M. Priewe
   A. New Courses
      1. DRAM 119 Theater Criticism
      2. DRAM 125 Stage Movement (for Spring)
      3. DRAM 129 Voice for the Stage
      4. DRAM 137 Stage Combat
      5. DRAM 168 Theater Management (for Spring)
      6. DRAM 237 Techniques of Audition
      7. DRAM 252ABC Seminar and Fieldwork Experience (pending)

   A. Course Revision
      1. ANTH 205 Field Anthropology

7. Matthew Priewe
   A. Textbook Desk Reference Copies for the Library Matthew clarified that the bookstore is owned by COM, but leased by Barnes & Noble. The bookstore encourages desk reference copies of textbooks for student access, but discourages requests for more than two copies of the same book (one for the instructor, one for the library desk) “as publishers will increase the price of books to offset the incurred expense.”

Content and Process Items

8. Derek Wilson
   A. Meeting Procedures and Guidelines minor correction made (see attached)

9. Derek Wilson
   A. Anthropology Review letter corrections based on committee comments and feedback to be reviewed at next meeting.
10. Derek Wilson
   A. Board Policy and District Procedures for Curriculum Development and Approval (EC 72283, 78200; 5 CAC 51956, 55000-55225) 2.0001 and 2.0001 DP.1 Copies of Policy and procedures distributed and discussed with committee members, particularly the responsibility of reviewing and revising a master schedule for the College of Marin.

11. Committee Members
   A. Curriculum Committee Resolution A resolution unanimously initiated and adopted by curriculum committee members present in response to the effects on the academic breadth and depth at the College of Marin as a result of reduced faculty and staff in the Behavioral Sciences Department in response to Peter Kassebaum Discipline Review for Anthropology. (see attached)
Curriculum Committee: Minutes from Dec. 1st, 2003
Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge – Student Representative; G. Hritz – Career Ed / Auto Technology; Kristi Kuhn – Performing Arts; Jeannie Langinger – Health Science; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English / Humanities; R. Nash - Biology / Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald.

Standing Items
1. Call to Order at 2:30 pm
2. Changes to the Agenda Item 14 Court Reporting catalog revisions.
3. Approval of November 24, 2003 Minutes G. Hritz, 2nd R. Nash

Action Items

4. Rossana Pagani
   A. New Courses
      1. SPAN 139 Selected Topic: Spanish for Teachers
      2. SPAN 139 Selected Topic: Spanish for Teachers
      Both courses deferred.

5. Joyce Marks
   A. New Course
      1. ENGL 11 College Skills: Language Skills for the GED
      Approved with change to title, remove “GED.” R. Nash, 2nd D. Monahan

6. Derek Wilson
   A. New Course
      1. MMST 223 Print and Packaging Design Approved.
   B. Course Revisions
      1. MMST 111 Multimedia Production Approved
      2. MMST 123 Intro to Multimedia Design Approved
      3. MMST 150 Digital Imaging and Production Approved
      4. MMST 151 Digital Illustration and Animation Approved
   C. Course Deletions
      1. MMST 113 Instructional Design Approved
      2. MMST 114 Business of Multimedia Approved
   D. Multimedia Skills Certificates Approved
   E. Multimedia Course Offering Blue Print Approved
   F. Concept Approval for:
      1. MMST 139SE Trends in Internet Search Engine Approved Technologies
      2. MMST 240 Sound and Video Design Approved
   G. MMST Catalog Revisions
      All course additions, revisions, and deletions approved. D-G also approved. J. Marks, 2nd G. Hritz

7. Sandy Roberts
A. Review of Community Services Course
   Course accepted.
Action Items continued

8. **Sandy Weldon**
   A. **Selected Topic Conversion**
      1. DANC 143 Tap Workshop
      *Deferred. K. Kuhn to work with Sandy’s course.*

9. **David Jones**
   A. **Course Revisions**
      1. DANC 119 African Haitian Dance
      2. DANC 121 Popular Dance Styles
      3. DANC 122 Jazz Dance I
      4. DANC 123 Jazz Dance II
      5. DANC 170 Summer Broadway Dance I
      6. DANC 171 Summer Broadway Dance II
      7. DANC 224 Jazz Dance III
      8. DANC 225 Jazz Dance IV
      *All courses approved J. Marks, 2nd G. Hritz*

10. **George Hritz**
    A. **New Courses**
       1. AUTO 275 Automotive Brake Systems
       2. AUTO 277 Automotive Alignment and Suspension
       *Both courses approved. R. Nash, 2nd J. Marks*

11. **Bill Abright**
    A. **Selected Topic Conversion**
       1. ART 278F Large Scale Ceramics: Figurative
       2. ART 278T Large Scale Ceramics: Tile & Relief
       *Both courses approved pending changes: Check “Add” course, repeat = 1 each, and correct spelling and grammar. R. Nash, 2nd K. Kuhn*

12. **Ed Essick/Faculty**
    A. **Business Information Systems Discipline Reviews**
       1. Business Office Systems
       2. Computer Information Systems
       3. Real Estate
       *Presentation, followed by discussion. Letters to be sent out in the spring.*

13. **Paul Christensen**
    A. **Behavioral Science Discipline Review**
       1. Behavioral Science
       2. Psychology
       3. Sociology
       *Discussion regarding 11/24 presentations. Letters to be sent out in the spring.*

14. **Tom Holub**
    A. **Court Reporting catalog revisions**
    *All revisions approved. G. Hritz, 2nd J. Marks*
Action Items continued

15. **Ruth Nash**
   A. Course Revision
      1. Biology 108A Human Sexuality
   *Approved pending changes: #22 uncheck B & D 1, check E.  G. Hritz, 2nd J. Marks*

Pending Items

16. Academic Senate Report
   *Deferred until December 8th meeting*

17. Liberal Arts Degrees
   *Deferred until December 8th meeting*

18. Assessment/Repeatability
   *Assessment/Repeatability package to be distributed and presented by J. Marks and D. Wilson at the Department Chairs meeting tomorrow, December 2nd.*
Curriculum Committee: Minutes from Oct. 27th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Career Ed / Auto Technology; K. Kuhn – Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Paula Kutansky-Brown, Theo Mabry, Sandy Roberts, Ling Song

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda None
3. Approval of October 13, 2003 Minutes J. Marks, 2nd M. Priewe

Action Items
4. Sandy Roberts

NEW COURSES FOR SPRING 2004

A. Review of Community Services

1. Aging Wisely – EC Christensen, Beh Sc Reviewed
2. Anthropology through Literature: Reason & Revolution 1700s – EC Christensen, Beh Sc Reviewed
3. Architectural Tours of the Bay Area – EC Rollison, Eng/Hum Reviewed
4. Cuban Culture and Present Reality Fearnley, Soc Sc Reviewed
5. Flowing Paint on Silk Hall, Fine/Visual Arts Reviewed
8. Living and Retiring in Mexico N/A Reviewed
10. Museum Quality B&W Printing be discussed with MMST faculty
    with Inkjet Printers & Desktop Digital Imaging Techniques Hall, Fine/Visual Arts Reviewed
12. Poetry in Response to Crisis – EC Rollison, Eng/Hum Reviewed
13. Poetry Writing & Experiment – EC Rollison, Eng/Hum Reviewed
14. Revisionist Mythmaking – EC Rollison, Eng/Hum Reviewed
15. Speaking for Money To Be a Knight: Ideals, Images, and Reality of a Young Man’s Life in the Middle Ages – EC Gaiz, Comm Reviewed

Online Courses
17. Creating a Home or Small Office Network Essick, Bus/Info Sys Reviewed
18. Introduction to the Game Industry Essick, Bus/Info Sys Reviewed
19. You can Write for Television Gaiz, Comm Reviewed

5. Ron Gaiz
A. New Course
1. SPCH 130 Small Group Communication Approved M. Priewe, 2nd D. Monahan

Minor correction: change “analyze” to “analyzing” in pre/co-requisite matrix.
Pending Items

6. Academic Senate Report  
   Curriculum Resolution II approved with the deletion of A.1 and A.3  
   Curriculum Resolution I approved with deletion of B.1  
   G. Hritz to gain clarification of removal of B.1 from Resolution I  
   (reasons, justification, etc.).

7. Liberal Arts Degrees  
   The subcommittee has divided the research. K. Kuhn – Certificates,  
   A. Magallanes – AA degrees, M. Prieve – AS degrees. Subcommittee  
   will gain better clarification of Liberal Arts degree and its state approved definition.

8. Assessment/Repeatability  
   The subcommittee will formulate a package to be sent to all faculty and  
   department chairs to review repeatability within their respective discipline. J. Marks has  
   drafted a letter to accompany the material to be sent. D. Wilson will provide a matrix and  
   guidelines for the review by the next meeting for the committee to review.
Curriculum Committee: Minutes from Oct. 20th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
K. Kuhn – Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
B. Borenstein

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda Standing Items 5 and 6 moved to end of meeting
3. Approval of October 13, 2003 Minutes J. Marks, 2nd M. Priewe
   J. Marks, 2nd G. Hritz
4. Report from Academic Senate Representative: (by phone to D. Wilson) The Academic Senate and its subcommittees cannot impose punitive restrictions, as with course actions. Therefore, it is recommended that A.3 of Resolution II be removed. The Academic Senate will discuss with faculty of disciplines not meeting their obligations the seriousness of the discipline review.
   In response, the committee struck A.3 from resolution II. M. Priewe, 2nd J. Langinger
5. Assessment/Repeatability Subcommittee
6. Liberal Arts and Sciences Degree Subcommittee

Action Items

7. Ajoe Ritchie
   A. Selected Topic 139 Conversion
      1. CIS 237 Introduction to SQL Programming Approved. M. Priewe, 2nd K. Kuhn

8. Ron Gaiz
   A. New Course
      1. SPCH 130 Small Group Communication Requires matrix for Advisory enrollment (pre/corequisite matrix). Questions raised by A. Magallanes about degree. Joyce Marks will meet with Ron to discuss formats and assist in course revision. Derek will email current course forms with matrix to Ron.

9. Committee
   A. Standing Items
      1. The committee approved the rescheduling of standing items 4, 5 and 6 to the last half hour of each meeting (during curriculum committee discussion) for this and all future meetings to allow course action items to be handled first and foremost. Approved. M. Priewe, 2nd J. Langinger

      4. Assessment/Repeatability Subcommittee Joyce Marks presented initial findings of all courses at College of Marin that have a repeatability designation in the current catalog description. The subcommittee will meet Friday, Oct. 24th at 1 pm.

      5. Liberal Arts and Sciences Degree Subcommittee Initial findings deferred until next meeting.
Curriculum Committee: Minutes from Nov. 24th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge – Student Representative; G. Hritz – Career Ed/Auto Technology; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda none
3. Approval of November 3, 2003 Minutes As amended (spelling of “minimize”) G. Hritz, 2nd D. Monahan

Action Items
4. Julie Miller
   A. Course Revision
      1. MEDA 210L Clinical Externship Approved with the following changes: #9 = 25; #10 = 1; Add recency requirement (5 yrs.) to either the course or program catalog description. J. Langinger, 2nd M. Priewe

5. Tom Holub
   A. Course Revisions All courses approved pending the following changes: #8 = 45; #15 = 45, concurrent; #19 = 18 units; #25=CSU elective; #29 = strike first entire sentence; #43 = change “weeks” to “topics”
      1. COUR 110 Theory of Machine Shorthand M. Priewe, 2nd R. Nash
      2. COUR 112 Beginning Machine Shorthand G. Hritz, 2nd M. Priewe Workshop: Level I
      3. COUR 115F Beginning Machine Shorthand J. Marks, 2nd G. Hritz Four-Voice: Level II-F
      5. COUR 115S Beginning Machine Shorthand J. Marks, 2nd G. Hritz Literary: Level II-S
      7. COUR 125F Intermediate Machine Shorthand M. Priewe, 2nd J. Marks Four-Voice: Level III-F
     13. COUR 150S Intermediate Machine Shorthand J. Marks, 2nd G. Hritz Literary: Level IV-S
5. **Tom Holub**  
   A. **Course Revisions - continued**  
      15. COUR 175F Intermediate Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Four-Voice: Level V-F  
      16. COUR 175J Intermediate Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Jury Charge: Level V-J  
      17. COUR 175S Intermediate Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Literary: Level V-S  
      18. COUR 175T Intermediate Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Two-Voice: Level V-T  
      19. COUR 200J Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Jury Charge: Level VI-J  
      20. COUR 200T Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           Jury Charge: Level VI-T  
      21. COUR 210A Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           5-Minute Four-Voice: Level VII-A  
      22. COUR 210B Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           7.5-Minute Four-Voice: Level VII-B  
      23. COUR 210C Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           10-Minute Four-Voice: Level VII-C  
      24. COUR 225S Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           5-Minute Literary: Level VIII-S  
      25. COUR 225J Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           5-Minute Jury Charge: Level VIII-J  
      26. COUR 225T Advanced Machine Shorthand *J. Marks, 2nd G. Hritz*  
           5-Minute Four-Voice: Level VIII-T  

6. **Kathy Freschi**  
   A. New A.A. Degree in International Studies *Endorsed with the following recommendations: J. Marks, 2nd M. Priewe*  

7. **Hank Fearnley**  
   A. Course Revisions for CSU US History Constitution, and  
      American Ideals Requirement *Courses below approved for Fall 2004*  
      1. ETST 111 History of Black Americans (A) *Approved G. Hritz, 2nd J. Langinger*  
      2. ETST 112 History of Black Americans (B) *Approved G. Hritz, 2nd J. Langinger*  
      3. ETST 121 No Revision Submitted  
      4. ETST 151 No Revision Submitted  
      5. HIST 100 Survey of American History *Approved G. Hritz, 2nd J. Langinger*  
      6. HIST 117 History of the United States I *Approved G. Hritz, 2nd J. Langinger*  
      7. HIST 118 History of the United States II * Approved G. Hritz, 2nd J. Langinger*  
      8. POLS 100 American Political Institutions *Approved G. Hritz, 2nd J. Langinger*  
      9. POLS 101 Introduction to the Government of the United States *Approved G. Hritz, 2nd J. Langinger*
Action Items – Continued

8. Blaze Woodlief/ESL Faculty
   A. New Courses and Course Revisions
      1. ESL 54 Low Intermediate English as a Second Language: Grammar
         Approved pending changes: #10 = 1; #11 = LTR & CR/NC; #15 = 56. M. Priewe, 2nd J. Marks
      2. ESL 55 Low Intermediate English as a Second Language: Writing
         Approved pending changes: #10 = 1; #11 = LTR & CR/NC; #15 = 56; #41 Expand Student Objectives to bulleted list or short paragraph. M. Priewe, 2nd J. Marks
      3. ESL 56 Low Intermediate ESL: Words I (Voc., Reading, Spelling and Disc.)
         Approved pending changes: #10 = 1; #38 = typos. R. Nash, 2nd M. Priewe
      4. ESL 58 Pronunciation for Non-Native English Speakers
         Approved pending changes: #10 = 1; #11 = LTR & CR/NC; #43 = spelling of “diphthong.” R. Nash, 2nd M. Priewe
      All remaining courses approved pending the following changes: #10 = 1; #11 = LTR & CR/NC; #15 = 56. 60 & 64 M. Priewe, 2nd J. Marks; 65 & 66 A. Magallanes, 2nd G. Hritz; 74 & 75 I. Roderick, 2nd G. Hritz; 76 & 80V J. Langinger, 2nd A. Magallanes; 82V, 84AV, 87A, 88A, & 89A J. Marks, 2nd M. Priewe.
      5. ESL 60 Intermediate English as a Second Language: Listening and Speaking
      6. ESL 64 Intermediate English as a Second Language: Grammar
         In addition to the changes above, #41 identify and discuss grammar.
      7. ESL 65 Intermediate English as a Second Language: Writing
      8. ESL 66 Intermediate ESL: Words II (Voc., Reading, Spelling and Disc.)
      9. ESL 74 High Intermediate Grammar for English as a Second Lang. Student
      10. ESL 75 High Intermediate English as a Second Language: Writing
      11. ESL 76 High Intermediate ESL: Words III (Voc, Reading, Spelling, & Disc.)
      12. ESL 80V Low Advanced ESL: Listening and Speaking for the Workplace and Everyday Life
      13. ESL 82V Low Advanced English as a Second Language: Practical Reading & Writing for the Workplace and Everyday Life
      14. ESL 84AV Low Advanced English as a Second Language: Grammar
      15. ESL 87A Low Advanced English as a Second Language: Academic Listening and Speaking
      16. ESL 88A Editing for English as a Second Language Students in Advanced Composition Courses
      17. ESL 89A High Intermediate Reading/Writing Skills for English as a Second Language Students

B. Non-Credit ESL Courses All non-credit classes accepted
   1. ESL 5 An Introduction to Basic ESL Skills for Beginning English Learners
   2. ESL 10 Beginning A: For Beginning English Learners
   3. ESL 15 Beginning B: For Beginning English Learners with some Familiarity with Basic English
   4. ESL 20 High Beginning A: For High Beginning English Learners
   5. ESL 25 High Beginning B: For High Beginning English Learners with some Knowledge of Basic English
8. **Blaze Woodlief/ESL Faculty**  
   **B. Non-Credit ESL Courses - continued**  
   6. ESL 30  
      Grammar and Vocabulary  
      Low Intermediate A: For Low Intermediate English Learners  
   7. ESL 35  
      Low Intermediate B: For Low Intermediate English Learners Who Have Acquired an Understanding of The Basics of English Grammar  
   8. ESL 40  
      Low-Intermediate C: For Low Intermediate English Learners  

9. **Joyce Marks**  
   **A. New Courses Deferred due to lack of time**  
   1. ENGL 11  
      College Skills: Language Skills for the GED  

10. **Derek Wilson** *All items Deferred due to lack of time*  
    **A. New Course**  
    1. MMST 223  
       Print and Packaging Design  
    **B. Course Revisions**  
    1. MMST 111  
       Multimedia Production  
    2. MMST 123  
       Intro to Multimedia Design  
    3. MMST 150  
       Digital Imaging and Production  
    4. MMST 151  
       Digital Illustration and Animation  
    **C. Course Deletions**  
    1. MMST 113  
       Instructional Design  
    2. MMST 114  
       Business of Multimedia  
    **D. Multimedia Skills Certificates**  
    **E. Multimedia Course Offering Blue Print**  

11. **Paul Christensen Discipline** *Reviews presented and accepted. Letter to follow update addendum addressing future plans and goals for individual programs and the BEHS dept.*  
    **A. Behavioral Science Discipline Review**  
    1. Behavioral Science  
    2. Psychology  
    3. Sociology  

**Pending Items**  
12. Academic Senate Report *Deferred until December 8th meeting*  
13. Liberal Arts Degrees *Deferred until December 8th meeting*  
14. Assessment/Repeatability *Assessment/Repeatability package for Department Chairs meeting on December 2nd approved for distribution pending changes to cover letter (see attached).*
Voting Membership Present
K. Kuhn - Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English / Humanities; R. Nash - Biology / Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Bonnie Borenstein, Jan Dargel, Jodi Fitzgerald, Paula Kantansky-Brown, Theo Mabry, Pamela Mize, Sandy Roberts

Standing Items
1. Call to Order at 2:15 pm
2. Changes to the Agenda None.
3. Approval of May 5, 2003 Minutes- Approved by J. Langinger, 2nd by M. Priewe
4. Reports Deferred

Action Items
5. Introductions and Welcome New Members – George Hritz, Donna Monahan, Ruth Nash
6. Ron Palmer/George Hritz – Action deferred due to lack of time.
   A. New Course
   1. ACRT 225 Automotive Careers and Customer Relations
   B. Course Revision
   1. AUTO 225 Automotive Careers and Customer Relations
7. Sandy Weldon
   A. New Course
   1. DANC 139AL S/T: Changing Times: Social Commentary Musicals
      Course approved pending the following corrections to #24=no, #30 = no UC, #35 check ALL boxes, and #39 vocabulary “stumper” in catalog description.
8. Sandy Handsher
   A. Course Revisions
   1. COMM/HUM 109A History of Film: Beginning to 1950
      Course approved pending the following corrections to #3 FALL, #12 & 27= $0, #18=no, #22B = none, #43 change “weeks” to bulleted topics.
   2. COMM/HUM 109B History of Film: 1950 to the Present
      Course approved pending the following corrections to #12 & 27= $0, #18=no, #20 = Spring, #22B = none,, #43 change “weeks” to bulleted topics.
9. Sandy Roberts
   A. New Community Services Courses for Winter
   1. Home/Home Office Networking
   2. Strength and Fitness Training Internship
   3. Surface Design for Ceramics
   4. Wheel Throwing
   Dept Approval
   Essick, BIS
   Brovelli, Phys Ed
   Arnold, Fine/Visual Arts
   Arnold, Fine/Visual Arts
   ALL courses approved.
10. Carla Smith Zilber – *Courses deferred pending further review.*
   A. New Courses
   1. DRAM 119 Theater Criticism
   2. DRAM 125 Stage Movement
   3. DRAM 129 Voice for the Stage
   4. DRAM 137 Stage Combat
   5. DRAM 168 Theater Management
   6. DRAM 237 Techniques of Audition
   7. DRAM 252ABC Seminar and Fieldwork Experience

11. Joyce Marks – *Courses deferred due to lack of time.*
   A. Course Revisions
   1. ENGL 93 College Skills
   2. ENGL 94 Reasoning and Logic
   3. ENGL 96 Advanced Vocabulary

12. Betty Goerke – *Courses deferred due to lack of time.*
   A. Course Revision
   1. ANTH 205 Field Anthropology

13. Theo Mabry – *Deferred due to lack of time.*
   A. Repeatability of Courses

14. Derek Wilson – *Deferred due to lack of time.*
   A. Methods of Review
   B. Reduction of Unit Programs of Departments
   C. The Role of the Curriculum Committee as it relates to course offerings
      - Directed Study Clarification

**Pending Items**

15. Peter Kassebaum
    A. Anthropology Discipline Review

16. Marie McCarthy
    A. Request to change STSK 70 to a repeatable class.
Curriculum Committee: Minutes from Nov. 17th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge – Student Representative; G. Hritz – Career Ed/ Auto Technology; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Bonnie Borenstein, Pamela Mize-Kurzman, Theo Mabry.

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda additions: 7. C. Course Deletions, and 11. Anthro 205
3. Approval of November 3, 2003 Minutes R. Nash, 2nd G. Hritz

Action Items

4. George Hritz
   A. New Courses Both deferred pending changes to #28, 30, 39, and potential course numbers.
      1. AUTO 275 Automotive Brake Systems
      2. AUTO 277 Alignment and Suspension

5. Blaze Woodlief/ESL Faculty
   A. New Courses and Course Revisions
   All new courses and course revisions deferred until next meeting at 3 pm to allow committee members to review the high volume of courses brought forward. ESL faculty to evaluate and consider recommendations to change course titles to minimize confusion and avoid an audit.
      1. ESL 54 Low Intermediate English as a Second Language: Grammar
      2. ESL 55 Low Intermediate English as a Second Language: Writing
      3. ESL 56 Low Intermediate ESL: Words I (Vocabulary, Reading, Spelling and Discussion)
      4. ESL 58 Pronunciation for Non-Native English Speakers
      5. ESL 60 Intermediate English as a Second Language: Listening and Speaking
      6. ESL 64 Intermediate English as a Second Language: Grammar
      7. ESL 65 Intermediate English as a Second Language: Writing
      8. ESL 66 Intermediate ESL: Words II (Vocabulary, Reading, Spelling and Discussion)
      9. ESL 74 High Intermediate Grammar for English as a Second Language Students
     10. ESL 75 High Intermediate English as a Second Language: Writing
     11. ESL 76 High Intermediate ESL: Words III (Vocabulary, Reading, Spelling, and Discussion)
     12. ESL 80V Low Advanced ESL: Listening and Speaking for the Workplace and Everyday Life
     13. ESL 82V Low Advanced English as a Second Language: Practical Reading & Writing for the Workplace and Everyday Life
14. ESL 84AV Low Advanced English as a Second Language: Grammar

5. **Blaze Woodlief/ESL Faculty**  
   A. **New Courses and Revisions** - Continued

   15. ESL 87A Low Advanced English as a Second Language: Academic Listening and Speaking  
   16. ESL 88A Editing for English as a Second Language Students in Advanced Composition Courses  
   17. ESL 89A High Intermediate Reading/Writing Skills for English as a Second Language Students

B. **Course Deletions**  
   *All course deletions approved J. Langinger, 2nd R. Nash*

   1. ESL 34 Introduction to English as a Second Language Grammar  
   2. ESL 34L Grammar Skills Lab  
   3. ESL 35 Introduction to English as a Second Language Writing  
   4. ESL 36 Basic English as a Second Language Reading  
   5. ESL 37 Basic English as a Second Language Oral Communication III  
   6. ESL 38L English Cursive Handwriting for English as a Second Language Students  
   7. ESL 44L Grammar Skills Lab  
   8. ESL 47 Low Intermediate Oral Communication Skills  
   9. ESL 51 Intermediate Spelling for ESL Students  
  10. ESL 52 Intermediate Vocabulary Development for ESL Students  
  11. ESL 53 Developing Listening Skills  
  12. ESL 60L Intermediate ESL Skills Lab  
  13. ESL 64L Grammar Skills Lab  
  14. ESL 67 Intermediate Oral Communication Skills for ESL Students  
  15. ESL 69 Intermediate Reading and Writing for ESL Students  
  16. ESL 80L High Intermediate ESL Skills Lab  
  17. ESL 87L High Intermediate Oral Communication Skills for ESL Students  
  18. ESL 84L Grammar Skills Lab  
  19. ESL 89 High Intermediate Reading and Writing Skills for ESL Students

D. **Non-Credit ESL Courses**  
   *All non-credit courses reviewed by D. Wilson, pending acceptance by curriculum committee.*

   1. ESL 5 An Introduction to Basic ESL Skills for Beginning English Learners  
   2. ESL 10 Beginning A: For Beginning English Learners  
   3. ESL 15 Beginning B: For Beginning English Learners with some Familiarity with Basic English  
   4. ESL 20 High Beginning A: For High Beginning English Learners
5. **Blaze Woodlief/ESL Faculty**  
   D. **Non-Credit ESL Courses** - continued  
   7. ESL 35 Low Intermediate B: For Low Intermediate English Learners Who Have Acquired an Understanding of The Basics of English Grammar

6. **Ira Lansing**  
   A. New Distance Learning Courses All approved J. Langinger, 2nd M. Priewe. Unit load for MATH 95 to be researched (3 lecture hrs, 3 T.U., but why only 2 Student units).  
   1. MATH 95 Basic and Intermediate Skills  
   2. MATH 101 Elementary Algebra  
   3. MATH 103 Intermediate Algebra  
   4. MATH 104 Plane Trigonometry

7. **Joyce Marks**  
   A. New Courses  
   1. ENGL 10 College Skills – Assessment and Improvement Strategies Approved G. Hritz, 2nd A. Magallanes  
   2. ENGL 11 College Skills: Language Skills for the GED Deferred to verify credit course ability for GED content course.

The following courses approved pending the following changes:  
* #4 should follow format and content of ENGL 10  
* #29 should use feasibility from ENGL 10  
* #10 should be “1”

3. ENGL 12 College Skills: Reading and Thinking in Math A. Magallanes, 2nd M. Priewe  
4. ENGL 13 College Skills: Participating in Class M. Priewe, 2nd J. Langinger  
5. ENGL 14 College Skills: Shaping Sentences J. Langinger, 2nd M. Priewe  
6. ENGL 15 College Skills: Exploring English M. Priewe, 2nd R. Nash  
7. ENGL 16 College Skills: Perfect Punctuation M. Priewe, 2nd J. Langinger  
8. ENGL 18 College Skills: Taking Essay Tests M. Priewe, 2nd R. Nash

B. Course Revision  
Approved pending the following changes:
• #4 should follow format and content of ENGL 10
• #29 should use feasibility from ENGL 10
• Course Revision page must be included to reflect changes to course

1. ENGL 17 College Skills: Reading Textbooks
   M. Priewe, 2nd J. Langinger

7. Joyce Marks - continued
C. Course Deletions
   1. ENGL 90, 90L
   2. ENGL 90 ABC
   3. ENGL 91
   All deletions approved R. Nash, 2nd M. Priewe

Pending Items

8. Academic Senate Report Deferred due to lack of time.
9. Liberal Arts Degrees Deferred due to lack of time.
10. Assessment/Repeatability Questions and matrix provided. Discussion deferred due to lack of time.
11. ANTHRO 205 Corrections made by J. Fitzgerald, reviewed by D. Wilson, pending approval by CC.
Curriculum Committee: Minutes from Nov. 3rd, 2003

Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Career Ed / Auto Technology; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English / Humanities; R. Nash - Biology / Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Theo Mabry, Ling Song

Standing Items
1. Call to Order at 2:25 pm
2. Changes to the Agenda None
3. Approval of October 27, 2003 Minutes G. Hritz, 2nd R. Nash, as amended:
   a. Item 3 should read Oct. 20th instead of the 13th
   b. Item 6 should be corrected to read: Curriculum Resolution II approved with the deletion of A.1 and A.3 Curriculum Resolution I approved with deletion of B.1 G. Hritz to gain clarification of removal of A.3 from Resolution I (reasons, justification, etc.).

Action Items

None

Pending Items

4. Academic Senate Report Discussion and correction the Resolution approval and status to amend prior minutes. D. Wilson requested that the A.S. Rep. Bring any and all curriculum minutes to each A.S. meeting and that the A.S. minutes be supplied to the curriculum committee chair and representative prior to the subsequent curriculum committee meeting.

5. Liberal Arts Degrees The subcommittee found preliminary justification for a Liberal Arts degree as outlined by Darleen Pacheco, W.A.S.C. representative (W.A.S.C. handles accreditiation of California community colleges). M. Priewe and A. Magallanes presented ther preliminary findings that CoM lacks a philosophy statement that defines the objective for its Liberal Arts degree. T. Mabry expressed concern that this still may not meet the interpretation of the Chancellor’s office and may result in an unfavorable audit. The subcommittee will follow up with the definition for compliance with the chancellor’s office and draft a preliminary philosophy statement for review by the committee and faculty within the Liberal Arts areas.

6. Assessment/Repeatability J. Marks presented her complete survey of repeatable course at CoM as listed in the current catalog (attached). Ling Song presented her preliminary report of repeatability at CoM. D. Wilson compiled all word and excel documents into a single document/file as a PDF*(attached). The committee immediately commented on repeatable courses in L. Song’s report that are not listed as repeatable in the catalog. This further emphasized the importance of the repeatability/assessment package for disciplines at CoM. D. Wilson will present a matrix format and handout for inclusion in the package at the next curriculum meeting on Nov. 17th. D. Wilson will present the assessment/repeatability package to department chairs at the next Department Chair’s meeting in December.

A memo from P. Kutansky-Brown was presented to the committee. At the request of D. Wilson, Ms. Kutansky-Brown addressed the problem of repeatability of other schools as at the Region 3 CIAC (California Intersegmental Articulation Council) meeting on Friday, October 24, 2003.
The objective was to seek comrades at community colleges to work with to jointly find solutions (with the expectation of “commiseration”). To her surprise, the attendees were “appalled” that CoM had a repeatability problem at this late date.

[D. Wilson proposed that many of these schools had overcrowding problems during the boom in the nineties and revised their repeatability policies as a means of thinning enrollment. While during this same period CoM was attempting to maintain and build enrollment through methods of repeatability.] (attached)

D. Wilson began researching the catalog descriptions of repeatability/course repetition at schools that were in attendance at the Region 3 CIAC meeting on Oct. 24, 2003. Preliminary findings were shared with the committee. A more comprehensive selection will be included in the package for department chairs.

*To download the current FREE software to view the PDF, visit:
http://www.adobe.com/products/acrobat/readstep2.html
Curriculum Committee: Revised minutes from Oct. 6th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Career Ed / Auto Technology; K. Kuhn – Performing Arts; J. Marks – Communications; D. Monahan - English/Humanities; M. Priewe – Library; D. Wilson – Chairperson

Non Voting Membership Present
Theo Mabry, Ling Song

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda addition of item 8 presented by G. Hritz
3. Approval of September 29, 2003 Minutes M. Priewe, 2nd J. Marks
4. Report from Academic Senate Representative:
   The Curriculum Committee Meeting Procedures and Guidelines presented to the Senate. The Curriculum Committee Resolution was presented to the Senate and will be placed on the agenda of the October 9 meeting. The presentation of the Educational Master Plan resulted in a hostile meeting and demoralized faculty peers. A future meeting will be scheduled to allow the faculty from the Master Plan development to present their process and findings. This meeting has not yet been scheduled.

Action Items

5. Derek Wilson
   A. Multimedia Studies Discipline Review – presented by Derek Wilson
   B. Anthropology Recommendations Letter – additional recommendations and corrections suggested by the committee. Corrections to be made by M. Priewe (Library resources in paragraph 4) and D. Monahan (general grammar and syntax errors). Corrections to be reviewed at next meeting.

6. Theo Mabry
   A. Repeatability of Courses – Theo Mabry presented Accreditation Issues (see handout) pertinent to the curriculum committee.
      Item 1 – Program and course review, calendar and summary of presentations to date.
      Item 2 – Invalid degree not part of state inventory or that do not meet Title 5 accreditation.
      Item 3 – Course repeatability. Theo recommended faculty sub committees be formed from faculty on the curriculum committee to address Items 2 and 3.
      A subcommittee was formed for Item 2 consisting of K. Kuhn, M, Priewe, and perhaps A. Magallanes. Theo has volunteered her office as a resource.
      It was suggested that a subcommittee be formed next week to create an Assessment Matrix for courses, which can include repeatability. This may be suitable for District Directed funds to develop.

7. Betty Goerke
   A. Course Revision – deferred, awaiting changes
      1. ANTH 205 Field Anthropology

8. George Hritz
   A. Course Extension – approved M. Priewe, 2nd J. Marks
      1. AUTO 139C (Bureau of Repair 2003 –2004)
9. Committee Members

A. Curriculum Committee Resolution II – *A resolution was unanimously initiated and adopted by the voting members that were present.*

A. As a subcommittee of the academic senate, the curriculum committee unanimously affirms the following resolution:

1) Due to an excessive number of discipline review deferments and disregard for the importance of the review and the scheduled presentation dates. The curriculum committee members unanimously agree to limit any and all course actions of disciplines that have not met their discipline review obligations to the subcommittee of the Academic Senate.

2) A maximum of one (1) deferment may be granted for the duration of a semester. It is the responsibility of the discipline and its representative faculty to complete their discipline review obligations to the subcommittee of the academic senate as rescheduled.

3) Therefore, any and all course additions, revisions, or other course actions will be deferred until such time that the discipline and its representative faculty complete their discipline review obligation to the subcommittee of the academic senate.

B. The curriculum committee will inform the academic senate to take action:

1) Any and all disciplines not meeting their discipline review obligations to the subcommittee of the Academic Senate shall be reported to the academic senate as disciplines and representative faculty in non-compliance of obligations to the Academic Senate.

2) Additional action(s) if any, shall be determined by the Academic Senate based upon reports and recommendations presented by the curriculum committee.
# Curriculum Committee: Minutes from Dec. 8th, 2003

**Subcommittee of the Academic Senate**

**Voting Membership Present**
J. Derbridge – Student Representative; G. Hritz – Career Ed/ Auto Technology; K. Kuhn – Performing Arts; J. Langinger – Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan – English/Humanities; R. Nash – Biology/Geology; I. Roderick – Mathematics; D. Wilson – Chairperson

**Non Voting Membership Present**
Jodi Fitzgerald, Theo Mabry

## Standing Items

1. **Call to Order at 2:20 pm**
2. **Changes to the Agenda none**
3. **Approval of December 1, 2003 Minutes deferred.**

## Action Items

4. **Academic Senate Report**
   
   Academic Senate meeting held on December 4th
   
   Regarding repeatability, Theo Mabry presented the repetition evaluation and stated that it is faculty driven and designated. Senator, John Sutherland defended the language and the process as necessary, and stated that the research originally began under his charge as curriculum chair in spring 2003.

   Regarding the EMP, one senator has been assigned to each EMP sub-committee as well as the steering committee. EMP committees will address specific questions from Academic Senate representatives. Some EMP task force meetings are scheduled to take place this month.

5. **Liberal Arts Degrees**
   
   Deferred until next meeting when M. Priewe is present.

6. **Assessment/Repeatability**
   
   A report of department and program repeatability findings is due to the committee by February 15th, 2004. Repeatability procedures to be determined based upon response(s). The Curriculum Committee will then schedule course additions and revisions based upon need.
Curriculum Committee: Minutes from Sept. 22nd, 2003
Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Vocational Ed / Auto Technology; K. Kuhn - Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology / Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald, Paula Kutansky-Brown, Theo Mabry, Pamela Mize-Kurzman, Ling Song

Standing Items
1. Call to Order at 2:15 pm
2. Changes to the Agenda: None.
3. Approval of Sept. 15, 2003 Minutes- Approved by G. Hritz, 2nd by M. Priewe (correct name typos)
4. Report from Academic Senate Rep., George Hritz:

Action Items
5. Paul Christensen
   A. Behavioral Sciences Discipline Review Presentations
      1. Anthropology - presented by Peter Kassebaum
      2. Behavioral Science – request for deferment
      3. Psychology – request for deferment
      4. Sociology – request for deferment

6. Carla Smith Zilber – Deferred. All courses to be presented by Carla to UDWC on 9/24/03 to address changes in units and descriptions.
   A. New Courses
      1. DRAM 119 Theater Criticism
      2. DRAM 125 Stage Movement (for Spring)
      3. DRAM 129 Voice for the Stage
      4. DRAM 137 Stage Combat
      5. DRAM 168 Theater Management (for Spring
      6. DRAM 237 Techniques of Audition
      7. DRAM 252ABC Seminar and Fieldwork Experience (pending)

   A. Course Revision
      1. ANTH 205 Field Anthropology – Deferred pending changes: Remove Cross Cultural Studies requirements for GE transfer (#18, G), as course is only 1.5 units instead of the necessary 3.0, and Minor typo corrections. All corrections to be made by Peter Kassebaum.

8. Sandy Boyd - Both courses approved. M. Priewe, 2nd J. Langinger
   A. New Courses
      1. EDUC 122 Understanding Literacy and Creating Effective Learning Environments
      2. EDUC 222 Designing and Assessing Learning Experience for All Students

9. Stan Kraczeck
   A. New Courses – Approved M. Priewe, 2nd R. Nash
      1. MUS 139 ER S/T: Band Music for the Masters
      2. MUS 139 ES S/T: American Music for Wind Ensemble
3. MUS 139 ET  S/T: Big Band Music of Duke, Count, and Matheny

10. George Hritz
   A. **New Courses** - Approved M. Priewe, 2nd J. Langinger
      1. ACRT 95  Applied Automotive Math
      2. ACRT 225  Automotive Careers and Customer Relations
      3. AUTO 95  Applied Automotive Math
   B. **Revised Course** - Approved M. Priewe, 2nd J. Langinger
      1. AUTO 225  Automotive Careers and Customer Relations
   C. **Automotive Collision Repair Technology Certificates** –
      Approved M. Priewe, 2nd J. Langinger
      1. Painting and Refinishing Skills Certificate
      2. Nonstructural Damage Repair Skills Certificate
      3. Structural Damage Repair Skills Certificate
      4. Mechanical and Electrical Components Skills Certificate
      5. Master Collision Repair Career Certificate
      6. Painting and Refinishing Career Certificate
      7. Nonstructural and Structural Career Certificate

11. Ajoe Ritchie
    A. **Request for Extension** – Approved J. Marks, 2nd D. Monahan
       1. CIS 139S  S/T: Intro to SQL Programming

12. Theo Mabry
    A. **Liberal Arts and Science Degree, Title V and Accreditation Compliance**
       To be researched and evaluated by area Dean (Theo Mabry. Report findings to curriculum committee when complete.

**Content and Process Items**

13. Theo Mabry
    A. Repeatability of Courses – *deferred until October 6th meeting.*

16. Marie McCarthy
    A. Request to change STSK 70 to a repeatable class. *Still pending.*
Curriculum Committee: Minutes from Oct. 13th, 2003

Subcommittee of the Academic Senate

Voting Membership Present
G. Hritz – Career Ed/ Auto Technology; K. Kuhn – Performing Arts; J. Langinger - Health Sciences; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Nash - Biology/Geology; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
B. Borenstein, J. Dargle, P. Kutansky-Brown, T. Mabry, P. Mize-Kurtzman

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda addition of item 9 presented by B. Allbright
3. Approval of October 13, 2003 Minutes with corrections to the report from the Academic Senate Representative: remove “very…” “was inappropriately aggressive…” and remove surrounding quotation marks from AS rep. reports in minutes. In addition, changes were made to item 9, Resolution II. (please see attachments for complete corrections of minutes and Resolution II) J. Marks, 2nd G. Hritz
4. Report from Academic Senate Representative: Michael Bebe presented to the Academic senate the new budget that proposes cuts in adjunct faculty units, cuts in steps, and potential increased fees for services such as parking passes.

Action Items

5. Ajoie Ritchie deferred
   A. Selected Topic 139 Conversion
      1. CIS 237 Introduction to SQL Programming

6. John Hinds
   A. New Course Approved pending changes: change #10 to 1 repeat; #17 change to For Degree. Approved for Spring 2004 offering pending Jodi’s approval. [granted] J. Marks, 2nd G. Hritz
      1. CIS 139T Network Security
   B. Course Revision Approved M. Piewe, 2nd A. Magallanes
      1. CIS 154 Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server

7. Sandy Boyd
   A. Course Deletions Approved G. Hritz, 2nd R. Nash
      1. EDUC 120 Becoming a Teacher: Introduction
      2. EDUC 121 Becoming a Teacher: Architect of the Learning Environment
      3. EDUC 220 Becoming a Teacher: Curriculum Planning in a Multicultural Environment
      4. EDUC 221 Becoming a Teacher: Assessment and Evaluation
8. Assessment/Repeatability Subcommittee
   Subcommittee II: Invalid Degrees at COM
   K. Kuhn, M. Magallanes, and M. Priewe

   Subcommittee III: Assessment Matrix (including repeatability)
   K. Kuhn, J. Marks, and D. Wilson

   B. Borenstein and T. Mabry have volunteered to act as resources for both committees

9. Bill Allbright
   A. Course Extension
      1. ART 139j Large Scale Ceramics Approved M. Priewe, 2nd J. Langinger