SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

AGENDA

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 26, 2024

The meeting starts promptly at **3PM in AGB 106**

1. **Approval of Minutes – March 12, 2024, p. 4-7**
2. **Approval of Agenda**
3. **Public Comments –** Anyone may address the Curriculum Committee on any item NOT on the Agenda **within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations.** Each speaker is limited to two minutes.
4. **Chair's Report**
5. **Curriculum Committee Training – Information Item**
6. **Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) – Information Item, p. 8-25**
   A. HS 676NC (476NC) – Co-Occurring Disorders
   B. PH 601NC (401NC) – Introduction to Public Health
   C. PH 602NC (402NC) – Health Education and Promotion
   D. PH 603NC (403NC) – Health and Social Justice
   E. PH 604NC (404NC) – Interprofessional Communication in Healthcare
   F. SOC 625NC (425NC) – Sociology of Aging
7. **Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) – Information Item, p. 26**
8. **Proposed Course Revisions (Adult Education with Disabilities - AEWD to Adult Education Workforce Preparation - AEWP) for Academic Year 2024-25 (Spring) – Information Item, p. 27-32**
9. **Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) – Information Item, p. 33-35**
   A. Pre-Vocational Skills Certificate of Completion
   B. Employability Skills Certificate of Completion
   C. Workplace Skills Certificate of Completion
10. **Proposed New Credit Course Justifications for Academic Year 2025-26 – Information Item, p. 36-62**
    A. CUL 606 (206) – Food and Wine Pairing
    B. CUL 608 (208) – Contemporary Topics in Food Service
    C. CUL 655 (255) – Principles of Artisan Baking
    D. CUL 660 (260) – Cuisine and Culture of The Americas
    E. CUL 663 (263) – Cuisine and Culture of Europe
    F. CUL 665 (265) – Cuisine and Culture of The Mediterranean
    G. CUL 667 (267) – Cuisine and Culture of Asia
    H. CUL 670 (270) – Menu Planning and Purchasing
    I. CUL 675 (275) – Dining Room Service
11. **Proposed New Credit Program Initiations for Academic Year 2025-26 – Information Item, p. 63-65**
    A. Baking and Pastry Certificate of Achievement
    B. Advanced Baking and Pastry Certificate of Achievement
    C. Advanced Baking and Pastry A.S. Degree
12. **Proposed New Noncredit Course Justifications for Academic Year 2025-26 – Information Item, p. 66-89**
    A. HSC 604NC (404NC) – Medical Terminology
    B. MA 606NC (406NC) – Introduction to Medical Assisting
    C. MA 611NC (411NC) – Physical-Examination Procedures
    D. MA 612NC (412NC) – Medical Office Laboratory Procedures

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

AGENDA (Continued)

E. MA 613NC (413NC) – Medical Asepsis and Surgical Procedures
F. MA 614NC (414NC) – Medication Administration Procedures
G. MA 624NC (424NC) – Basics of Medical Insurance, Billing and Reimbursement
H. MA 682NC (482NC) – Fundamentals of Medical Practice Coding

13. Proposed New Noncredit Program Initiations for Academic Year 2025-26 – Information Item, p. 90-92

A. Administrative Medical Assistant Certificate of Completion
B. Clinical Medical Assistant Certificate of Completion
C. Comprehensive Medical Assistant Certificate of Completion

14. Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 – Information Item, p. 93-94

A. New recommended preparation:
    a. KNES 605 (5) will have a recommended preparation of KNES 4
    b. KNES 606 (6) will have a recommended preparation of KNES 5
B. Approval of new credit courses

15. Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) – Action Item, p. 95-96

A. New corequisite:
    a. EMT 407NC will have a coreq of EMT 417NC
    b. EMT 417NC will have a coreq of EMT 407NC
B. New limitation on enrollment:
    a. EMT 407NC will have a limitation of ~~American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required~~ Current clinical placement requirements
C. Approval of new noncredit courses

16. Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) – Action Item, p. 97

17. Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) – Action Item, p. 98-99

18. Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) – Action Item, p. 100-111

A. KNEA 606 (6) – Adapted Sports
B. KNEA 608 (8) – Adapted Outdoor Education and Recreation
C. KNEA 610 (10) – Adapted Dance (1 unit and 1.5 units)

19. Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 – Action Item, p. 112

A. New prerequisite:
    a. MATH 204S will have a prereq of Clearance from the current placement process.
B. New corequisite:
    a. MATH 204S will have a coreq of MATH 3B
C. Approval of new credit course

20. Representational Area Reports (if time allows)

21. Announcements

A. The next Curriculum Committee meeting is on Tuesday, April 9th at 3pm in AGB 106.
B. The GE Committee meets today, Tuesday, March 26th at 4pm in AGB 106.
C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

AGENDA

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

22. Public Interest Announcements (if time allows)

23. Adjourn

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "*No action or discussion shall be undertaken on any item not appearing on the posted agenda,* except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

Attendance

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 12, 2024

Curriculum Team and Leadership in Attendance

1. Michelle Duffy	Curriculum Chair
2. Stephanie Di Alto	Curriculum Specialist
3. Aimee Tran	Articulation Officer

Curriculum Team and Leadership in Absence

1. Tram Vo-Kumamoto	VPI

Voting Members in Attendance

1. Mike Bennett	Kinesiology & Athletics
2. Linda Call	Health and Wellness
3. Deborah Chau	Counseling and Special Programs
4. Tom DeDonno	Business and Industry
5. Fleur Fong	Extended Learning
6. Farida Gabdrakhmanova	Arts, Media, Performance, and Design
7. Annie Gilbert	Extended Learning
8. Carmenmara Hernandez-Bravo	Humanities and Social Sciences
9. Susan Miller	Health and Wellness
10. June Millovich	Humanities and Social Sciences
11. Carolyn Seaman	Instructional Support and Teaching Innovations
12. Michelle Weckerly	Business and Industry
13. Karla Westphal	Science, Technology, Engineering, and Math

Voting Members Absent

1. Hollis Casey	Counseling and Special Programs
2. Ari Grayson	Arts, Media, Performance, and Design
3. Larry Perez	Science, Technology, Engineering, and Math
4. Jennifer Rohles	Kinesiology & Athletics

Administrators in Attendance

1. Christina Hinkle	Humanities and Social Sciences

Guests

1. Yadira De La Cruz	Extended Learning
2. Beau Ewan	Humanities and Social Sciences
3. Brooke Sauter	Counseling and Special Programs

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 12, 2024

The meeting starts promptly at **3PM in AGB 106**

1. **Approval of Minutes – February 27, 2024, p. 3-6**
   - **First: Carmenmara Hernandez-Bravo**
   - **Second: Farida Gabdrakhmanova**
   - **Motion passed**

2. **Approval of Agenda**
   - **Michelle Duffy announced that item number 6B needed to be amended to reflect a correction to the limitation on enrollment for EMT 407NC to "Current clinical placement requirements"**
   - **First: Carmenmara Hernandez-Bravo**
   - **Second: Karla Westphal**
   - **Motion passed**

3. **Public Comments –** Anyone may address the Curriculum Committee on any item NOT on the Agenda **within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations.** Each speaker is limited to two minutes.
   - **There were no public comments.**

4. **Chair's Report**
   - **Michelle shared information from the recent ASCCC Curriculum Regional meetings. Topics included:**
     - **Equity in the COR**
     - **Baccalaureate degree pilot for nursing**
     - **Cross-listing courses**
     - **Common Course Numbering (AB11)**

5. **Curriculum Committee Training – Information Item**
   - **The scheduled review list was posted on the Curriculum Committee SharePoint on March 1st.**
   - **META trainings are scheduled in the faculty center this month and in April; the dates can be found on the curriculum website and the Curriculum Committee SharePoint. There is a training scheduled for tomorrow, March 13th.**
   - **All CWE courses are up for scheduled review this cycle due to Title 5 changes – changes include course prefix/numbering, titles, and hours; guidance for revisions is forthcoming.**

6. **Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) – Information Item, p. 7-8**
   A. New corequisite:
      a. EMT 407NC will have a coreq of EMT 417NC
      b. EMT 417NC will have a coreq of EMT 407NC
   B. New limitation on enrollment:
      a. EMT 407NC will have a limitation of ~~American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required~~ Current clinical placement requirements
   C. Approval of new noncredit courses
   - **EMT 407NC and 417NC will be included in the new Emergency Medical Technician Certificate of Completion (agenda item 7); the limitation for EMT 407C will be "Current clinical placement requirements" per the amended agenda.**
   - **MATH 300NC is designed to provide instruction for students needing additional support in their calculus courses.**

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

MINUTES (Continued)

7. **Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) – Information Item, p. 9**

- **This new program is proposed for Spring 2025; it will include new courses EMT 407NC and 417NC (agenda item 6).**

8. **Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) – Information Item, p. 10-11**

- **This new program is proposed for Spring 2025.**

9. **Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) – Information Item, p. 12-23**

- **KNEA 606 (6) - Adapted Sports and KNEA 608 (8) - Adapted Outdoor Education and Recreation are new unit versions of existing courses. KNEA 610 (10) - Adapted Dance (1 unit and 1.5 units) are new courses.**
- **These new courses will be submitted for UCTCA in July.**

10. **Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 – Information Item, p. 24**

A. New prerequisite:
   a. MATH 204S will have a prereq of Clearance from the current placement process.

B. New corequisite:
   a. MATH 204S will have a coreq of MATH 3B

C. Approval of new credit course

- **MATH 204S will provide support for MATH 3B.**

11. **Curriculum Committee Bylaws Revision Effective Spring 2024 – Action Item, p. 25-33**

- **Michelle briefly reviewed the changes.**
- **First: Carmenmara Hernandez-Bravo**
- **Second: June Millovich**
- **Motion passed**

12. **Proposed New Noncredit Courses (AUTO 440NC, AUTO 441NC) for Academic Year 2024-25 (Spring) – Action Item, p. 34-35**

A. New limitation on enrollment
   a. AUTO 441NC will have a limitation of Students must be at least 21 years old and have a valid California Driver's License

- **First: Michelle Weckerly**
- **Second: Caroline Seaman**
- **Motion passed**

B. New recommended preparation:
   a. AUTO 441NC will have a recommended preparation of AUTO 440NC

- **First: June Millovich**
- **Second: Farida Gabdrakhmanova**
- **Motion passed**

C. Approval of new noncredit courses

- **First: Karla Westphal**
- **Second: Farida Gabdrakhmanova**
- **Motion passed**

13. **Proposed New Noncredit Program (Bus Operator/Driver Commercial Learner's Permit Certificate of Completion) for Academic Year 2024-25 (Spring) – Action Item, p. 36**

- **First: June Millovich**
- **Second: Karla Westphal**
- **Motion passed**

SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

14. Proposed New Credit Course Justifications for Academic Year 2025-26 (Fall) – Action Item, p. 37-42

A. ENG 655 (55) – Science Fiction: Literature and Society

- **The English department has decided to number their new course ENG 55; this new course will be included in the English Literature A.A. degree, Creative Writing A.A. degree, and the English AA-T.**
- **First: Carmenmara Hernandez-Bravo**
- **Second: Karla Westphal**
- **Motion passed**

B. PHIL 616 (16) – Philosophy and Film

- **This new course will be included in the Philosophy AA-T; CTVR was consulted regarding this new course.**
- **First: Carmenmara Hernandez-Bravo**
- **Second: Caroline Seaman**
- **Motion passed**

15. Proposed New Credit Courses (ENV 626, HIST 699, KNES 611, KNES 612, KNES 613) for Academic Year 2025-26 – Action Item, p. 43-44

A. New recommended preparation:

a. KNES 612 (12) will have a recommended preparation of KNES 11
b. KNES 613 (13) will have a recommended preparation of KNES 12

- **First: Carmenmara Hernandez-Bravo**
- **Second: Michelle Weckerly**
- **Motion passed**

B. Approval of new credit courses

- **First: Carmenmara Hernandez-Bravo**
- **Second: June Millovich**
- **Motion passed**

16. Proposed Family Revision (KNES – Football) for Academic Year 2025-26 – Action Item, p. 45

- **First: Carmenmara Hernandez-Bravo**
- **Second: Michelle Weckerly**
- **Motion passed**

17. Representational Area Reports (if time allows)

- **There were no representational area reports.**

18. Announcements

A. The next Curriculum Committee meeting is on Tuesday, March 26th at 3pm in AGB 106.
B. The next GE Committee meeting is on Tuesday, March 26th at 4pm in AGB 106.
C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.

19. Public Interest Announcements (if time allows)

- **Members shared upcoming campus events.**

20. Adjourn

- **The meeting adjourned at 3:41 pm**

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "*No action or discussion shall be undertaken on any item not appearing on the posted agenda,* except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: October 6, 2023	Prepared & Submitted by: Caroline Paltin
Department: Human Services	Course Prefix & Number: HS 676NC (476NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Caroline Paltin Caroline Paltin Print Name	Caroline Paltin (Dec 19, 2023 11:02 PST) Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Caroline Paltin Caroline Paltin Print Name	Caroline Paltin (Dec 19, 2023 11:02 PST) Signature, Department Chair
Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Co-Occurring Disorders	Short Title: Co-Occurring Disorder	
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 2104.40	Non-Credit Category: Short-term vocational	Occupational Code (SAM): C- Clearly Occupational

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:

An introduction to the identification of symptoms and the assessment process for the presence of co- occurring disorders (diagnoses of mental health conditions and substance use disorders). Explores the relationship of these conditions including an introduction to the Diagnostic and Statistical Manual of Mental Disorders; emphasizes the development of concurrent integrated treatment strategies, including the Recovery Model and the development of entry-level skills required of professionals who interact with individuals with co- occurring disorders. Course includes a service learning requirement.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course? Human Services
   Reason for cross-listing: N/A

   If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: HS 176 Co-Occurring Disorders.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   This course will be offered as a specialization within the non-credit community health worker certificate to provide students with knowledge and understanding of mental health disorders commonly co-occurring with substance use conditions and the presentation of these conditions in healthcare settings.

6. Course Requisites:
   List all requisites*: **None**
   Prerequisite: **None**
   Co-requisite: **None**
   Limitation on enrollment: **None**
   Recommended Prep: **None**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Community Health Worker (non-credit)
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Covered.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No

Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No

Please attach documentation. If so, complete the following:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 10.6.23	Prepared & Submitted by: Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number: PH 601NC (401NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

11/9/2022 Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Faculty Requestor
11/9/2022 Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Department Chair
Click here to enter a date.	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
11/9/2022 Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Introduction to Public Health

Short Title: **Intro Pub Hlth**

Units: 0	Lec hrs: 3	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 1201.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): D

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:

This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community, including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A

   If yes, see the Articulation Officer for assistance with C-ID descriptors.
   C-ID Code: **N/A**
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: **N/A**

If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 1 Introduction to Public Health

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Course is part of the Community Health Worker non-credit certificate program.

6. Course Requisites:
   List all requisites*:
   Prerequisite: **None**
   Co-requisite: **None**
   Limitation on enrollment: **None**
   Recommended Prep: **None**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: **Community Health Worker non-credit certificate program.**
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 10/5/2023	Prepared & Submittedby: Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number: PH 602NC (402NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) **Health Education and Promotion**		Short Title: **HLTH ED & PROMO**
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 1261.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:
   Introduction to the principles of health education and promotion as it relates to public health and community health programs. Includes health ethics, health education theory, community health, and the history/practice of health education and promotion. Provides foundational knowledge toward work in public health, community health programs and related health professions.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: **n/a**
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: **n/a**

If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 102 Healt Education and Promotion

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Course is part of the Community Health Worker (CHW) non-credit certificate.

6. Course Requisites:
   List all requisites*:
   Prerequisite: **none**
   Co-requisite: **none**
   Limitation on enrollment: **none**
   Recommended Prep: **none**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: **Community Health Worker non-credit Certificate Program**
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No
Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.	at	CSU Campus	UC Campus	Required for	Program or Major
		at Click			Required for	
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 10/5/2023	Prepared & Submitted by: Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number: PH 603NC (403NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Health and Social Justice

Short Title: **HLTH & SOC JUST**

Units: 0 Lec hrs: 3.0 Lab hrs: 0

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1261.00 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:
This course provides an introduction to the health inequities in the United States that stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. Fundamental theories to advocate for health and social justice will be explored, and community organizing approaches will be practiced.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
C-ID Code: **N/A**
If yes, see the Articulation Officer for assistance with C-ID descriptors:

4. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?
Reason for cross-listing: **n/a**
If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 103 Health and Social Justice

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Course is part of the Community Health Worker (CHW) non-credit certificate

6. Course Requisites:
   List all requisites*:
   Prerequisite: **none**
   Co-requisite: **none**
   Limitation on enrollment: **none**
   Recommended Prep: **none**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: **Community Health Worker non-credit Certificate Program**
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.	at CSU Campus	UC Campus	Required for Program or Major
			Click	
Click	Click	Click	Click	Click
Click	Click	Click	Click	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 10/5/2023	Prepared & Submitted by: Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number: PH 604NC (404NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) **Interprofessional Communication in Healthcare**	Short Title: **INTER PROF COMM HC**	
Units: 0	Lec hrs: 1.0	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 1261.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:
   This course covers highly important interprofessional communication skills for the healthcare setting, including teamwork, patient-centered care, conflict resolution, and collaboration toward improvement of patient outcomes. Verbal, nonverbal, reading, writing, and listening skills are covered. Students will learn the value of positive and effective communication in the healthcare setting and how to communicate assertively.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: **n/a**
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: **n/a**
   If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 204: Interprofessional Communication in Healthcare

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Course is part of the Community Health Worker (CHW) non-credit certificate.

6. Course Requisites:
   List all requisites*:
   Prerequisite: **none**
   Co-requisite: **none**
   Limitation on enrollment: **none**
   Recommended Prep: **none**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: **Community Health Worker non-credit Certificate Program**
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No
Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.		at		Click	Required for	
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: October 6, 2023	Prepared & Submitted by: Nicole Major
Department: Sociology/Aging Studies	Course Prefix & Number: SOC 625NC (425NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Nicole Major Nicole Major Print Name	Nicole Major Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Allison Camelot Allison Camelot Print Name	A. Camelot Allison Camelot (Dec 19, 2023 13:53 PST) Signature, Department Chair
Click to enter date Dec 19, 2023	Safiah Mamoon Safiah Mamoon Print Name	Safiah Mamoon Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Christina Hinkle Christina Hinkle Print Name	Christina Hinkle Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) **Sociology of Aging**	Short Title: **Sociology of Aging**	
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 130900	Non-Credit Category: Short-term vocational	Occupational Code (SAM): C- Clearly Occupational

1. Anticipated first term of offering: ☐ Fall ☒ Spring Year 2025

2. Catalog Description:
   Examines age as a social construct and aging as a social process. Course explores the effects of social institutions and social norms on the aging individuals. Topics covered are: the study of aging, ageism, sociological theories/perspectives of aging, current social research on issues of aging, views of aging in other societies past and present, demographics of the aging population, the life course, race and ethnicity, the healthcare system, retirement and work, gender inequalities, housing and transportation, recreation and leisure, family life, and politics and social policies. Particular attention to the sociological perspective of the aging process will be investigated. Course includes a service learning requirement.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: N/A

If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: SOC 125: Sociology of Aging.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   This course will be offered as a specialization within the non-credit community health worker certificate so students can have background information working with older adults and their families. Students can also use this class if they would like to further their studies in credit Aging Studies class.

6. Course Requisites:
   List all requisites*: **None**
   Prerequisite: **None**
   Co-requisite: **None**
   Limitation on enrollment: **None**
   Recommended Prep: **None**
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Community Health Worker (non-credit)
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Covered.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No
Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation. If so, complete the following:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

New Program Initiation Form (not needed for ADTs)

1 **Idea for program. ADTs do NOT need to complete this process.** From Regional OC CHW Project

2

Faculty Initiator completes Part 2 of this New Program Initiation Form in preparation for Step 3.

a. Program Name: **Community Health Worker**

b. Program Type: Certificate of Completion

c. Program TOP code: **1261.00** **CIP: 51.2208**

d. Contact information for Program Initiator: Safiah Mamoon smamoon@saddleback.edu (949) 582-4731

e. Proposed Pathway for new program:

- The non-credit CHW mirrors 4 of the for-credit courses in the for-credit CHW Certificate of Achievement which is a pathway to Public Health ADT program. This will increase enrollments in the courses. The 2 for credit programs share 12 units (4 courses) including Introduction to Public Health, Statistics courses (MATH 10 or PSYC 44 or BUS 10), Contemporary Health Issues, and Health and Social Justice.
  - Students in the CHW program can also consider pursuing the Public Health Informatics and Technology (PHIT) certificate program. There are multiple entry and exit points for the CHW certificate.

f. Summary description of the new program:

This non-credit Community Health Worker (CHW) Certificate of Completion can be completed in about 216 hours. Students can choose between 2 of the experiential specialties as their capstone course in either aging or co-occurring disorders. Skills are related to public health, healthcare, and social services. CHWs provide services including health education, navigation through healthcare systems and services, health outreach, community health data collection, and health promotion. Graduates will be able to help improve quality of life for clients by identifying the social determinants of health (SDOH) and disparities in communities, increasing access to health care services, promoting health screening, and providing public health education on available health services and recommendations. The certificate is for both entry-level individuals and for providing additional competencies to those employed in various fields. Graduates can work in various settings including healthcare clinics, mental health facilities, substance abuse programs, nursing homes, assisted living, and neighborhood and faith-based organizations.

g. Brief Description of how the idea for the new program came about:

The California Budget 2021-22 establishes that CHWs are now a benefit provided within the Medi-Cal program. Students who successfully complete the CHW program will gain competencies in communication skills as it relates to medicine and healthcare, healthcare services navigation and coordination, health education and promotion, knowledge of public health principles, etc., that can lead to employment as a Community Health Worker, seek higher education in public health, and further explore related fields in public/allied health occupations.

h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such.

New Courses:

- PH 601NC (401NC) Introduction to Public Health 49.8 hours
- PH 602NC (402NC) Health Education and Promotion 49.8 hours
- PH 603NC (403NC) Health and Social Justice 49.8 hours
- PH 604NC (404NC) Interprofessional Communication in Healthcare 16.6 hours
- SOC 625 NC (425NC) Sociology of Aging 49.8 hours

OR HS 676NC (476NC) Co-Occurring Disorders 49.8 hours

Total Hours: 215.8

3 **Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**

Signature/Date, Program Initiator *Safiah Mamoon* 2/16/24	Signature/Date, Dept. Chair *Safiah Mamoon* 2/16/24
Signature/Date, Division Dean *Sherrie Loewen, Ph.D.*	Other discipline faculty/chair (if applicable) or ☐ n/a

4

Articulation Officer: Review date (if applicable) **Date** **Initials**_____	**EWD Director: Review date (if applicable)** **Date** **Initials** _____

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

School/ Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
CE	AEWD 771NC	fr ~~**692151.00**~~ to **993003.00**	MOBILITY SKILLS	crs id fr ~~**AEWD 771NC**~~ to **AEWP 771NC**, cat desc, sch desc, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E—Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

CE	AEWD 774NC	fr ~~692154.00~~ to **993004.00**	SELF ADVOCACY SKILLS	crs id fr ~~**AEWD 774NC**~~ to **AEWP 774NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 775NC	fr ~~692155.00~~ to **993005.00**	COMPUTER SKILLS LAB	crs id fr ~~**AEWD 775NC**~~ to **AEWP 775NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 776NC	fr ~~992869.00~~ to **993006.00**	FUNDAMENTALS OF INDEPENDENT LIVING SKILLS (ILS)	crs id fr ~~**AEWD 776NC**~~ to **AEWP 776NC**, ti fr ~~**FUNDAMENTALS OF INDEPENDENT LIVING SKILLS (ILS)**~~ to **FUNDAMENTALS OF INDEPENDENT LIVING SKILLS**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

CE	AEWD 777NC	fr ~~992863.00~~ to **993007.00**	BASIC COMMUNITY SKILLS	crs id fr ~~**AEWD 777NC**~~ to **AEWP 777NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 778NC	fr ~~992868.00~~ to **993008.00**	INTRODUCTION TO FUNCTIONAL ACADEMIC SKILLS	crs id fr ~~**AEWD 778NC**~~ to **AEWP 778NC**, ti fr ~~**INTRODUCTION TO FUNCTIONAL ACADEMIC SKILLS**~~ to **INTRODUCTION OF FUNCTIONAL ACADEMICS**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L – Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 781NC	fr ~~692156.00~~ to **993009.00**	PERSONAL SAFETY	crs id fr ~~**AEWD 781NC**~~ to **AEWP 781NC**, cat desc, sch desc, txt, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

CE	AEWD 782NC	fr ~~692157.00~~ to **993010.00**	PERSONAL BUDGETING AND BANKING	crs id fr ~~**AEWD 782NC**~~ to **AEWP 782NC**, ti fr ~~**PERSONAL BUDGETING AND BANKING**~~ to **PERSONAL BANKING AND BASICS OF BUDGETING**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 783NC	fr ~~692158.00~~ to **993011.00**	COMMUNICATION IN THE WORKPLACE	crs id fr ~~**AEWD 783NC**~~ to **AEWP 783NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 784NC	fr ~~692159.00~~ to **993012.00**	CRITICAL THINKING SKILLS	crs id fr ~~**AEWD 784NC**~~ to **AEWP 784NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E - Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

CE	AEWD 785NC	fr ~~992856.00~~ to **993013.00**	HEALTHY RELATIONSHIPS	crs id fr ~~**AEWD 785NC**~~ to **AEWP 785NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 786NC	fr ~~992864.00~~ to **993014.00**	CAREER GOALS AND JOB EXPLORATION	crs id fr ~~**AEWD 786NC**~~ to **AEWP 786NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**
CE	AEWD 787NC	fr ~~992865.00~~ to **993015.00**	CAREER PLANNING AND JOB SEARCH	crs id fr ~~**AEWD 787NC**~~ to **AEWP 787NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
REVISED COURSES
ACADEMIC YEAR 2024-2025

CE	AEWD 788NC	fr ~~**992867.00**~~ to **993016.00**	INTRODUCTION TO EMPLOYABILITY SKILLS	crs id fr ~~**AEWD 788NC**~~ to **AEWP 788NC**, cat desc, sch desc, DE, pcs fr ~~**not program applicable**~~ to **program applicable**, retaining rpt 99 times, special class status fr ~~**Course is designated as an approved special class for students with disabilities**~~ to **Course is not a special class**, noncredit category fr ~~**E – Courses for Persons with Substantial Disabilities**~~ to **J - Workforce Preparation**, CA Classification code fr ~~**L - Non-Enhanced Funding**~~ to **J - Workforce Preparation Enhanced Funding**

SADDLEBACK COLLEGE
NEW PROGRAMS
ACADEMIC YEAR 2024-2025

New
Pre-Vocational Skills
Certificate of Completion

The Adult Education Workforce Preparation Pre-Vocational Skills Certificate of Completion is designed for students to demonstrate basic pre-vocational and life skill attainment. The goal of this certificate is to build independent living skills, community awareness, social skills, and general vocational skills so that students can successfully identify life and vocational goals and apply the necessary skills to work and live more independently. Emphasis will focus on basic independent living skills, community awareness, and relevant functional academic and vocational skills. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

Program Student Learning Outcomes
Students who complete this program will be able to:

- **Identify or safely utilize community mobility and transportation options.**
- **Advocate for personal needs and rights.**
- **Utilize technological tools necessary for workplace and community challenges.**
- **Identify procedures for responding to independent living situations/ environments.**
- **Identify community regulations and emergency numbers/procedures.**
- **Identify basic workplace skills, including communication and safety skills.**

Required Core

AEWP 771NC	**Mobility Skills**	**149.4**
AEWP 774NC	**Self Advocacy Skills**	**49.8**
AEWP 775NC	**Computer Skills Lab**	**16.6**
AEWP 776NC	**Fundamentals of Independent Living Skills**	**49.8**
AEWP 777NC	**Basic Community Skills**	**49.8**
AEWP 778NC	**Introduction of Functional Academics**	**49.8**

Total Hours for the Certificate 365.2

SADDLEBACK COLLEGE
NEW PROGRAMS
ACADEMIC YEAR 2024-2025

New

Employability Skills
Certificate of Completion

The Adult Education Workforce Preparation Employability Skills Certificate of Completion is designed for students who have demonstrated basic pre-vocational, independent living, and community skills, who are actively seeking employment or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities. Emphasis will focus on workplace (and community) safety, personal finance, problem solving, and healthy relationships in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

Program Student Learning Outcomes
Students who complete this program will be able to:

- **Identify community regulations and emergency numbers/procedures.**
- **Demonstrate ability to create a budget based on identified needs as well as means.**
- **Utilize effective problem-solving skills typical to workplace environments.**
- **Identify appropriate social boundaries related to maintaining healthy relationships.**
- **Identify basic workplace skills, including communication and safety skills.**

Required Core

AEWP 781NC	**Personal Safety**	**49.8**
AEWP 782NC	**Personal Banking and Basics of Budgeting**	**49.8**
AEWP 784NC	**Critical Thinking Skills**	**49.8**
AEWP 785NC	**Healthy Relationships**	**49.8**

Total Hours for the Certificate 199.2

SADDLEBACK COLLEGE
NEW PROGRAMS
ACADEMIC YEAR 2024-2025

New

Workplace Skills
Certificate of Completion

The Adult Education Workforce Preparation Workplace Skills Certificate of Completion is designed for students who have demonstrated basic independent living, community awareness, and employment readiness skills who are actively employed or actively seeking employment and/or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities as well as sustain existing opportunities. Emphasis will focus on relevant vocational skills and effective communication in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

Program Student Learning Outcomes
Students who complete this program will be able to:

- **Identify effective means of communication with supervisors.**
- **Identify effective means of communication with co-workers.**
- **Identify procedures involved in finding, applying and interviewing for a job.**
- **Demonstrate employability skills necessary in workplace situations/environments.**
- **Identify basic workplace skills, including communication and safety skills.**

Required Core

AEWP 783NC	**Communication in the Workplace**	**49.8**
AEWP 786NC	**Career Goals and Job Exploration**	**49.8**
AEWP 787NC	**Career Planning and Job Search**	**49.8**
AEWP 788NC	**Introduction to Employability Skills**	**49.8**

Total Hours for the Certificate 199.2

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 606 (CUL 206)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date	~~LISA INLOW~~ Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) FOOD AND WINE PAIRING	Short Title: FOOD AND WINE PAIRING	
Units: 2	Lec hrs: 1	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
Course examines the role that wine contributes to the commercial dining experience. The course will emphasize the origin and style of wines from various global locations. The theory and hands-on practice of pairing alcoholic beverages with food, professional level tasting and evaluation, and proper beverage service. Label terminology, palate development, flavor interaction, and traditional or "classic" European wine pairings will also be discussed. Other subjects include purchasing, storing, pricing, merchandising, and serving wine in a restaurant or cafe setting. Students must be 21 years of age or older to consume wine.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?
Reason for cross-listing: Click here to enter text.

B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Recommendation by advisory committee.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
   Co-requisite: Click here to enter text.
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Advanced Culinary AS & Cert; Catering AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Approval of Wine tasting for students 21 and over at ATEP

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No
Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 608 (208)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date	Kathleen Lunetto Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Contemporary Topics in Food Service		Short Title: Contemporary Topics
Units: 2	Lec hrs: 1	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Course explores techniques needed to adapt to consumer health concerns, including nutrition, healthy ingredients, and substitutions. Special diets, consumer preferences in regard to personal, medical, or religious purposes, and a wide range of dietary challenges are examined while providing culinary inspiration with an emphasis on healthful, appropriate, and modern professional cooking skills and ingredients.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Recommendation by advisory committee.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Advanced Culinary AS & Cert, Catering AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 11/20/2023	Prepared & Submitted by:	Kathleen Lunetto
Department: Culinary	Course Prefix & Number 600	CUL 655 (255)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto Print Name	Signature, Faculty Requestor
Click to enter date	~~Lisa Inlow~~ Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) PRINCIPLES OF ARTISAN BAKING	Short Title: Artisan Baking	
Units: 4	Lec hrs: 1	Lab hrs: 9
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   A systematic approach to bread, including details of mixing, fermenting, shaping, and baking bread with emphasis placed on the use of traditional fermentation. The course covers baker's math, ingredient selection and function, how mixing affects fermentation, and other bread baking fundamentals. Students are required to follow culinary department dress standards. Field trips are required.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   - We currently do not offer a class solely focused on bread making and advanced techniques needed to master to work as a professional baker.
   - Recommended by advisory committee.
   - Necessary to fulfill requirements of a Baking and Pastry program similar to other community college programs.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification
   Co-requisite: CUL 244
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Advanced Baking and Pastry AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☐ Non-credit
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
No additional resources are needed

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation. If so, complete the following:

Click	Course Title	Click	Course No.	at Click	CSU Campus	Click UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at Click	CSU Campus	Click UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at Click	CSU Campus	Click UC Campus	Required for Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL			
Date: 1/14/2024		Prepared & Submitted by:	K Lunetto Click here to enter
Department: Culinary		Course Prefix & Number 600:	CUL 660 (CUL 260)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto Print Name	Signature, Faculty Requestor
Click to enter date	~~Lisa Inlow~~ K Lunetto Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Cuisine and Culture of The Americas		Short Title: Cuisine and Culture of The Americas
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 130630	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

Recommended by advisory committee.
Necessary to fulfill requirements of culinary program similar to other community college programs.

Click here to enter text.

6. Course Requisites:
List all requisites*:
Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
Co-requisite:
Limitation on enrollment: Click here to enter text.
Recommended Prep: Click here to enter text.
**Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
☐ Yes Course will **NOT** be included in a degree or certificate program.
☒ No Course **WILL** be included in a degree and/or certificate program.
Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert
**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
☐ Letter Grade Only
☐ Pass/No Pass only
☒ Option of a standard letter grade or Pass/No Pass
☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
Additional skills that will be acquired by repeating this course must be included in the course outline.
If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
Reason for Repeating:*
☐ Intercollegiate Athletics
☐ Intercollegiate Competition
☐ Occupational Work Experience/General Work Experience
☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
**Provide documentation*

10. Will this course be part of an approved family?
☐ Yes If yes, identify family: Click here to enter text.
☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/2024		Prepared & Submitted by:	K Lunetto
Department: Culinary		Course Prefix & Number 600:	CUL 663)CUL 263)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto Print Name	Signature, Faculty Requestor
Click to enter date	~~Lisa Inlow~~ Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Cuisine and Culture of Europe		Short Title: Cuisine and Culture of Europe
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 130630	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from France, Italy, and Spain and will include fundamentals of other regional European cuisines. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   - Recommended by advisory committee.
   - Necessary to fulfill requirements of culinary program similar to other community college programs.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1/14/2024	Prepared & Submitted by: K Lunetto
Department: Culinary	Course Prefix & Number 600: CUL 665 (CUL 265)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto Print Name	Signature, Faculty Requestor
Click to enter date	~~Lisa Infelt~~ K Lunetto Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Cuisine and Culture of The Mediterranean		Short Title: Cuisine and Culture of The Mediterranean
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
Prepare, taste, serve, and evaluate traditional, regional dishes of the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Turkey, Lebanon, Morocco, Tunisia, Greece, and Egypt. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?
Reason for cross-listing: Click here to enter text.

B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   - Recommended by advisory committee.
   - Necessary to fulfill requirements of culinary program similar to other community college programs.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☐ X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)
Click (Course Title)	Click (Course No.)	at	Click (CSU Campus)	Click (UC Campus)	Required for	Click (Program or Major)

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1/14/2024	Prepared & Submitted by: K Lunetto Click here to enter
Department: Culinary	Course Prefix & Number 600: CUL 667 (CUL 267)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto Print Name	Signature, Faculty Requestor
Click to enter date	~~Lisa Iolow~~ K Lunetto Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Cuisine and Culture of Asia	Short Title: Cuisine and Culture of Asia	
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 130630	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages different.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   - Recommended by advisory committee.
   - Necessary to fulfill requirements of culinary program similar to other community college programs.

6. Course Requisites:
   List all requisites*:
   Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU	☐ Yes	☒ No	UC	☐ Yes	☒ No
Private	☐ Yes	☒ No			

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
Please attach documentation and complete below:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 670 (270)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date	~~LISA INLOW~~ Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Menu Planning and Purchasing	Short Title: Menu Planning and Purchasing	
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Course introduces students to the principles of menu development. Emphasis on menu design, and pricing with an overview of purchasing cycles to include selection, procurement, and equipment specification. Includes hands on practical application.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Recommendation by advisory committee.

6. Course Requisites:
   List all requisites*:
   Prerequisite:
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Advanced Culinary AS & Cert, Catering AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.

none

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No

Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No

Please attach documentation and complete below:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 675 (275)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date	~~LISA INLOW~~ Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) DINING ROOM SERVICE	Short Title: DINING ROOM SERVICE	
Units: 4	Lec hrs: 2	Lab hrs: 6
Credit Status: ☒ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☐ Non-Credit
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Skills and knowledge needed for all aspects of professional dining room service, including dining room set-up and organization, service points, safety and sanitation, and handling guest charges. Exploration of the various styles of service. Table setting styles, buffet set-ups are covered.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?
   Reason for cross-listing: Click here to enter text.

   B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Recommendation by advisory committee.

6. Course Requisites:
   List all requisites*:
   Prerequisite: Click here to enter text.
   Co-requisite:
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Advanced Culinary AS & Cert, Catering AS & Cert
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.

none

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☒ No UC ☐ Yes ☒ No

Private ☐ Yes ☒ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No

Please attach documentation and complete below:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	**Arts/Humanities**	**Social/Behavioral Sciences**	**Natural Sciences**	**Life Long Understanding**	**Ethnic Studies**
Local GE	☐	☐	☐	☐	☐	☐
Cal-GETC	☐	☐	☐	☐	☐	☐

New Program Initiation Form (not needed for ADTs)

a. Program Name: Baking and Pastry

b. Program Type: Certificate **c. Program TOP code:** 1306.30 **CIP:** 120501

d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740

e. Proposed Pathway for new program:

f. Summary description of the new program: The Baking and Pastry certificate of achievement program prepares students for entry level career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain foundational skills and training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking and pastry. The program allows for practical application of skills and abilities preparing students to meet the needs of employers.

g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory board.

h. Please list all courses to be included in the program and total units:

2

CID	Title	Units	Sequence	Status
FN 171 ⁂ or FN 210⁂	SANITATION AND SAFETY SERVSAFE IN FOOD PRODUCTION	0 - 2	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y-1 - SP	EXISTING
		14 - 16		

⁂Students with valid California ServSafe Certification may have this core requirement waived.

* Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

3 **Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**

Signature/Date, Program Initiator 1/25/24	Signature/Date, Dept. Chair 1/25/24
Signature/Date, Division Dean 1/23/24	Other discipline faculty/chair (if applicable) or ☐ n/a

4

Articulation Officer: Review date (if applicable) Date Initials____	**EWD Director: Review date (if applicable)** Date Initials ____

5 **Curriculum Committee: Review date**

6 **Consultation Council: Review date**

7 **Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

New Program Initiation Form (not needed for ADTs)

a. Program Name: Advanced Baking and Pastry

b. Program Type: Certificate **c. Program TOP code:** 1306.30 **CIP:** 120501

d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740

e. Proposed Pathway for new program:

f. Summary description of the new program: The Advanced Baking and Pastry certificate of achievement program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.

g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts.

h. Please list all courses to be included in the program and total units:

2

C ID	Title	Units	Sequence	Status
FN 171 ⁂	SANITATION AND SAFETY	0-2	Y1 - FA	EXISTING
or FN 210 ⁂	SERVSAFE IN FOOD PRODUCT ION			
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERV ICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2- FA	EXISTING

37 - 39

⁂ Students with valid California ServSafe Certification may have this core requirement waived.

* Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

3 **Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**

Signature/Date, Program Initiator 1/25/24	Signature/Date, Dept. Chair 1/25/24
Signature/Date, Division Dean 1/23/24	Other discipline faculty/chair (if applicable) or ☐ n/a

4 **Articulation Officer: Review date (if applicable)** **Date** **Initials**____ | **EWD Director: Review date (if applicable)** **Date** **Initials** ____

5 **Curriculum Committee: Review date**

6 **Consultation Council: Review date** | **7** **Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

New Program Initiation Form (not needed for ADTs)

a. Program Name: Advanced Baking and Pastry

b. Program Type: A.A or A.S. Degree **c. Program TOP code: 1306.30** **CIP:** 120501

d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740

e. Proposed Pathway for new program:

f. Summary description of the new program: The Advanced Baking and Pastry Associate of Science degree program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.

g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory committee.

h. Please list all courses to be included in the program and total units:

2

C ID	Title	Units	Sequence	Status
FN 171 ⁂	SANITATION AND SAFETY			
		0- 2	Y1 - FA	EXISTING
or FN 210⁂	SERVSAFE IN FOOD PRODUCTION			
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERVICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2- FA	EXISTING
		37- 39		

⁂ Students with valid California ServSafe Certification may have this core requirement waived.
* Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

3 **Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**

Signature/Date, Program Initiator 1/25/24	Signature/Date, Dept. Chair 1/25/24
Signature/Date, Division Dean 1/23/24	Other discipline faculty/chair (if applicable) or ☐ n/a

4

Articulation Officer: Review date (if applicable)	**EWD Director: Review date (if applicable)**
Date **Initials____**	**Date** **Initials____**

5 **Curriculum Committee: Review date**

6 **Consultation Council: Review date**

7 **Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Health Sciences	Course Prefix & Number 600: HSC 604NC (404NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white)_____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white)_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
3/8/2024	Dr Sherrie Loewen _____ Print Name	_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Medical Terminology

Short Title: Medical Terminology

Units: 0 Lec hrs: 3.00 Lab hrs: Click here to enter text.

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1201.00 Non-Credit Category: Short-Term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Introduces medical terms, through the analysis or word roots, prefixes, suffixes and combining forms to create medical terms. Students demonstrate and practice accurate term pronunciation and spelling to create a medical vocabulary for use in medical and healthcare settings. Includes terms related to major diseases, diagnostics, physical examination and specialty procedures and common treatments that are used to communicate in the medical field.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? The need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. *The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.* Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family:
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    Staff
    Faculty
    Internet access
    Current computer technology; Wifi
    Webcam
    Purchase of course textbook and online assignment access card

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

    12A. Transfer: Would you recommend that this course transfer to:
    CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
    Private ☐ Yes ☐ No

    Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
    Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

    12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 4 2024	Prepared & Submitted by: Susan White Click here to enter
Department: Medical Assistant Program	Course Prefix & Number 600: MA 606NC (406NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

January 4, 2024Click to enter date	Susan White RN,MSN,CAPA _____ Susan White RN,MSN, CAPA	_____
January 4, 2024 Click to enter date	Susan White RN,MSN,CAPA _____ Print Name	_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Sherrie Loewen_____ Print Name	_____ Signature, Dean

Course Title: INTRODUCTION TO MEDICAL ASSISTING		Short Title: INTRO TO MED ASST
Units: 0	Lec hrs: 3	Lab hrs: 0
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 1208.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): D

1. Anticipated first term of offering: ☐X Fall ☐ Spring Year 2025

2. Catalog Description: Course covers basic concepts in medical assisting including the role of the medical assistant, career pathways, job duties, professionalism and the essential skills required to work in a physician's office or medical clinic. The course identifies members of the healthcare team, medical specialties and current topics impacting the delivery of quality patient care. Important ethical and legal considerations impacting patient care including cultural diversity, safety, injury and infection prevention. Students learn about the healthcare continuum, nutrition and emergency preparedness. Students are recommended to take this course during the first semester, prior to entering the medical assistant pathways.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing:

5. Justification of recommendation for new course: How was the need for this course identified? How will course meet student needs in ways that currently approved courses (including those from other departments) do not?
   Course exists as credit but, non-credit program for MA does not exist. Non-credit courses are designed for the incumbent workers

6. Course Requisites: None
   List all requisites*: None
   Prerequisite: None
   Co-requisite: None
   Limitation on enrollment: None
   Recommended Prep:
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family:
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.

Click here to enter text.

Faculty experienced with medical/healthcare background and clinical experience
Internet access
Technology (webcam, computer, speakers)

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
Private ☐ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major
Click	Course Title	Click	Course No.	at	Click	CSU Campus	Click	UC Campus	Required for	Click	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 611NC (MA 411NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (White) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (White) _____ Signature, Department Chair
Click to enter date	_____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D. _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Physical-Examination Procedures	Short Title: Physical-Exam Proc	
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: ☐ Credit – Degree Applicable	☐ Credit – Non-degree Applicable	☒ Non-Credit
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Teaches concepts and skills required for work in the medical back office, including data collection, documentation, identification of codes, clinical skills including manual blood pressure, vital signs, patient measurements for pediatrics, adult and geriatric patients, considerations for working with culturally diverse, and special populations, legal and ethical considerations, patient education, diagnostic imaging, physical therapy procedures, emergencies, safety, and the role of the medical assistant in the physicians' office or clinic. Noncredit course designed for students pursuing knowledge and skills, without need for academic credit and/or the incumbent worker. Noncredit students must complete all course assignments, skills and requirements.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

   Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    Staff
    Faculty
    Internet
    Computer technology
    Webcam
    Classroom or room with functional Wifi
    Physical exam equipment

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

    12A. Transfer: Would you recommend that this course transfer to:
    CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
    Private ☐ Yes ☐ No

    Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☒ No
    Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

    12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 612NC (412NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (White) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (White) _____ Signature, Department Chair
Click to enter date	_____ Print Name	. _____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Click here to enter text.MEDICAL OFFICE LABORATORY PROCEDURES

Short Title: MED LABORATORY PROC

Units: 0 Lec hrs: 2.00 Lab hrs: 3.00

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1208.10 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Students develop competency related to clinical laboratory procedures performed in the medical office including accurate specimen collection, patient preparation, performance of Point of Care Testing, equipment calibration, regulatory compliance including OSHA, CLIA and CDC guidelines. Students identify method of specimen collection, amount, lab testing and normal versus abnormal values. Students perform and demonstrate competency related to safe specimen collection including venipuncture and capillary puncture, performance of urine procedures, and collection and handling of body fluids for testing and culture in compliance with regulatory and industry standards. Meets state requirements for medical assisting venipuncture and capillary puncture. Students completing this course must pass and complete all course assignments, skills, demonstrating satisfactory performance.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No

If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass.

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing; High School Math
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    Staff
    Faculty
    Internet
    Computer technology
    Webcam
    Classroom
    Skills lab
    Laboratory equipment and supplies

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

    12A. Transfer: Would you recommend that this course transfer to:
    CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
    Private ☐ Yes ☐ No

    Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
    Please attach documentation. If so, complete the following:

Click here to enter text.	Course Title	Click	Course No.	at Click	CSU Campus	Click	UC Campus	Required for Click	Program or Major
Click	Course Title	Click	Course No.	at Click	CSU Campus	Click	UC Campus	Required for Click	Program or Major
Click	Course Title	Click	Course No.	at Click	CSU Campus	Click	UC Campus	Required for Click	Program or Major

    12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 613NC (413NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white) Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white) Signature, Department Chair
Click to enter date	_____ Print Name	Susan Miller _____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Click here to enter text. 1.11.24 _____	Sherrie Loewen, Ph.D Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) MEDICAL ASEPSIS AND SURGICAL PROCEDURES	Short Title: ASEPSIS AND SURG PROC
Units: 0	Lec hrs: 2.00 Lab hrs: 3.00
Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit	
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Students learn medical-office clinical skills, infection prevention, regulatory safety standards and skills for work in a physician's office or ambulatory clinic using medical and surgical aseptic techniques, performance of bandaging, wound care, surgical tray set up, disinfection and sterilization of equipment. Students identify instruments for use for surgical a variety of minor office surgical procedures. Students should take MA 406NC, HSC 404NC and MA 411NC before enrolling in this course. All Students taking this course must complete and pass all course assignments demonstrating satisfactory performance.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members to help meet employment demands. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits, including the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass.

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: MA 406NC, HSC 404NC and MA 411NC;
   Completion of High School English Composition and Writing; High School Math
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?

☐ Yes If yes, identify family: Click here to enter text.
☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Staff
Lab assistant
Faculty
Internet/ Wifi
Computer technology
Webcam
Classroom
Skills lab
Laboratory equipment, simulation supplies, PPE, autoclave, instrumentation

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:
CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
Private ☐ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 614NC (414NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white)_____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white)_____ Signature, Department Chair
Click to enter date	_____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Medication Administration Procedures

Short Title: Medication Administ

Units: 0 Lec hrs: 2.00 Lab hrs: 3.00

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1208.10 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:

Instruction on pharmacology, math calculations, anatomy, physiology, equipment, aseptic and sterile technique, patient care and education, emergency procedures, injections, skin testing and medication by inhalation. Meets state requirements for medical assisting injection training and skills. Students completing this course complete all course assignments, skills, demonstrating satisfactory performance.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
   C-ID Code: Click here to enter text.
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

   Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing; High School Math
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division

requirements for a baccalaureate degree.
**Provide documentation*

10. Will this course be part of an approved family?
☐ Yes If yes, identify family: Click here to enter text.
☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
Staff
Faculty
Internet
Computer technology
Webcam
Classroom
Skills lab
Laboratory equipment and supplies

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

12A. Transfer: Would you recommend that this course transfer to:
CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
Private ☐ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click	
Course Title	Course No.		CSU Campus	UC Campus		Program or Major	
Click	Click	at	Click	Click	Required for	Click	
Course Title	Course No.		CSU Campus	UC Campus		Program or Major	
Click	Click	at	Click	Click	Required for	Click	
Course Title	Course No.		CSU Campus	UC Campus		Program or Major	

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 624NC (424NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white)_____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white)_____ Signature, Department Chair
Click to enter date	_____ Print Name	. _____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT

Short Title: BASICS OF INSURANCE

Units: 0 Lec hrs: 3.00 Lab hrs: Click here to enter text.

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1208.20 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
Introduces students to the basics of medical insurance and billing. Covers physician fees, insurance plans, methods of payment, credit and collections and banking procedures used in the medical office and ambulatory healthcare settings. Covers terminology related to banking, billing, collections, claims, insurance, and reimbursement.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

   Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing; High School Math
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion

   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    Staff
    Faculty
    Internet
    Computer technology
    Webcam
    Classroom or room with functional Wifi

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

    12A. Transfer: Would you recommend that this course transfer to:

    CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
    Private ☐ Yes ☐ No

    Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
    Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

    12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 682NC (482NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white)_____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller Print Name	Susan Miller (white)_____ Signature, Department Chair
Click to enter date	_____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D. _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
FUNDAMENTALS OF MEDICAL PRACTICE CODING

Short Title: FUND MED PRAC CODING

Units: 0 Lec hrs: 3.00 Lab hrs: 1.00

Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit

TOP Code: 1208.20 Non-Credit Category: Short-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description: Students learn concepts and financial procedures including insurance, billing, collections and coding practices used in medical offices, outpatient, ambulatory and hospital settings. Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and International Classification of Diseases (ICD) procedural principles are introduced. Covers relationship between coding, reimbursement, collections, insurance, administrative procedures and billing.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet students' needs in ways that currently approved courses (including those from other departments) do not?

The proposed course recommendation was a result of program advisory committee, faculty and student input. Health care employers seek course options to help cross train existing workers. The non-credit option provides students with the opportunity to gain knowledge without academic risk. The non-credit option potentially lowers the students' costs. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Noncredit options serve as a bridge for the incumbent worker seeking to learn or update knowledge and skills. By offering the noncredit option, students can achieve career development and advancement in healthcare. Students seeking the completion of a degree or certificate of achievement would complete the for-credit, mirrored courses. The non-credit courses are mirrored with for credit courses.

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: Completion of High School English Composition and Writing; High School Math
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☐ Yes Course will **NOT** be included in a degree or certificate program.
   ☒ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☒ Non-credit
   ☐ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☐ No ☒ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐If yes, identify family:

☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    Staff
    Faculty
    Internet
    Computer technology
    Webcam
    Classroom or room with functional Wifi

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☒ N/A

    12A. Transfer: Would you recommend that this course transfer to:

    CSU ☐ Yes ☐ No UC ☐ Yes ☐ No
    Private ☐ Yes ☐ No

    Will the course satisfy a major requirement at CSU or UC? ☐ Yes ☐ No
    Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click here to enter text.	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click
Click	Click	at	Click	Click	Required for	Click

    12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process.
2	**a. Program Name: Administrative Medical Assistant** **b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion** **c. Program TOP code: 1208.20 CIP: 51.0710** **d. Contact information for Program Initiator:** Susan White; swhite16@saddleback.edu 9495824912 e. Proposed Pathway for new program: Health and Wellness f. Summary description of the new program: The Administrative Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, public relations, practice-building techniques, and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. **Program Student Learning Outcomes:** Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative medical assisting; Prepares patient records for insurance, billing and coding procedures **g. Brief Description of how the idea for the new program came about:** LMI data indicates that projected industry demand for medical assistants will continue at 14% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistant who possess knowledge and skills. Additionally, anticipated new hires are required to replace workers vacate existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion. **h. Please list all courses to be included in the program and total units:** If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. <u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] <u>Existing Courses:</u> CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] <u>Total Hours: 298.8</u>

3	**Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**	
	Signature/Date, Program Initiator *Susan White RN, MSN 8/25/2023*	Signature/Date, Dept. Chair *Susan White RN,MSN Dept Chair 8/25/2023*
	Signature/Date, Division Dean *Sherrie Loewen, Ph.D.*	Other discipline faculty/chair (if applicable) or ☐ n/a
4	**Articulation Officer: Review date (if applicable)** **Date Initials_____**	**EWD Director: Review date (if applicable)** **Date Initials _____**
5	**Curriculum Committee: Review date October 12, 2023**	
6	**Consultation Council: Review date**	7 **Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process.
2	**a. Program Name: Clinical Medical Assistant** **b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion** **c. Program TOP code: 1208.10 CIP: 51.0801** **d. Contact information for Program Initiator:** Susan White; swhite16@saddleback.edu 9495824912 e. Proposed Pathway for new program: Health and Wellness f. Summary description of the new program: The Clinical Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn law, ethics, infection prevention, safety, HIPAA, physical exam, communication, medical records, documentation, laboratory procedures, venipuncture, pharmacology, injections, minor office surgery, ECG and spirometry procedures. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. **Program Student Learning Outcomes:** Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to clinical medical assisting; Assists the physician to perform patient care examinations and procedures. **g. Brief Description of how the idea for the new program came about:** LMI data indicates that projected industry demand for medical assistants will continue at 24% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistants who possess knowledge and demonstratable skills. Additionally, anticipated new hires are required to replace workers vacating existing jobs due to job advancement or retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion **h. Please list all courses to be included in the program and total units:** If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. <u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 611NC (411NC) PHYSICAL-EXAMINATION PROCEDURES* [83 hours] MA 612NC (412NC) MEDICAL OFFICE LABORATORY PROCEDURES [83 hours] MA 613NC (413NC) MEDICAL ASEPSIS AND SURGICAL PROCEDURES [83 hours] MA 614NC (414NC) MEDICATION ADMINISTRATION PROCEDURES [83 hours] <u>Total Hours: 431.6</u>
3	**Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**
	Signature/Date, Program Initiator *Susan White RN, MSN 8/25/2023* — Signature/Date, Dept. Chair *Susan White RN,MSN Dept Chair 8/25/2023*
	Signature/Date, Division Dean *Sherrie Loewen, Ph. D.* — Other discipline faculty/chair (if applicable) or ☐ n/a
4	**Articulation Officer: Review date (if applicable)** **Date Initials_____** — **EWD Director: Review date (if applicable)** **Date Initials _____**
5	**Curriculum Committee: Review date October 12, 2023**
6	**Consultation Council: Review date**
7	**Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process.
2	**a. Program Name: Comprehensive Medical Assistant** **b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion** **c. Program TOP code: 1208.00 CIP: 51.0801** **d. Contact information for Program Initiator:** Susan White; swhite16@saddleback.edu 9495824912 **e. Proposed Pathway for new program:** Health and Wellness **f. Summary description of the new program:** The Comprehensive Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn: appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, laboratory and medication administration procedures including venipuncture, capillary puncture and injections, electrocardiography, spirometry, public relations, practice-building and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC and start medical assisting in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. **Program Student Learning Outcomes:** Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative and clinical medical assisting; Assists the physician to perform patient care examinations and procedures. **g. Brief Description of how the idea for the new program came about:** LMI data indicates that projected industry demand continues at 24% from 2022 to 2032, which is above average for all occupations including nursing. Over the next few decades 114,600 medical assistant job openings per year are expected in the SoCal region. Employment gaps continue as medical and technological advances grow and healthcare systems expand and are being built. Additionally, new hires are required to replace workers vacating existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and adding courses that can be taken as credit or non-credit. Non-credit options provide incumbent workers and employers with educational resource options which allow skills training and career advancement without increasing cost or completion time. **h. Please list all courses to be included in the program and total units:** If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. <u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 611NC (411NC) PHYSICAL-EXAMINATION PROCEDURES* [83 hours] MA 612NC (412NC) MEDICAL OFFICE LABORATORY PROCEDURES [83 hours] MA 613NC (413NC) MEDICAL ASEPSIS AND SURGICAL PROCEDURES [83 hours] MA 614NC (414NC) MEDICATION ADMINISTRATION PROCEDURES [83 hours] MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4] <u>Existing Courses:</u> CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] <u>Total Hours: 630.8</u>
3	**Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**
	Signature/Date, Program Initiator *Susan White RN, MSN 8/25/2023* — Signature/Date, Dept. Chair *Susan White RN,MSN Dept Chair 8/25/2023*
	Signature/Date, Division Dean *Sherrie Loewen, Ph.D.* — Other discipline faculty/chair (if applicable) or ☐ n/a
4	**Articulation Officer: Review date (if applicable)** **Date Initials_____** — **EWD Director: Review date (if applicable)** **Date Initials _____**
5	**Curriculum Committee: Review date October 12, 2023**
6	**Consultation Council: Review date**
7	**Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link**

School/ Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HW	KNES 604 (4)	674110.25	BEGINNING WEIGHT LIFTING	nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable
HW	KNES 605 (5)	674110.30	INTERMEDIATE WEIGHT LIFTING	nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr, **rec prep KNES 4**, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable

HW	KNES 606 (6)	674170.15	ADVANCED WEIGHT LIFTING	nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr, **rec prep KNES 5**, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable

School/ Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
HW	EMT 407NC	993000.00	EMERGENCY MEDICAL TECHNICIAN PROCEDURES NC	nc, 0 unit/10 hrs lec/3 hrs lab/0 hr lrng cntr, **coreq EMT 417NC**, **lim Current clinical placement requirements**, gr opt NC - Noncredit, DE, repeatable 1 time
HW	EMT 417NC	993001.00	EMERGENCY MEDICAL TECHNICIAN CLINICAL OBSERVATION NC	nc, 0 unit/0 hr lec/3 hrs lab/0 hr lrng cntr, **coreq EMT 407NC**, gr opt NC - Noncredit, DE, repeatable 1 time

SM	MATH 300NC	992982.00	CALCULUS INSTRUCTIONAL SUPPORT LAB	nc, 0 unit/0 hr lec/0 hr lab/3 hrs lrng cntr, oe/oe, gr opt NC - Noncredit, repeatable up to 99 times

SADDLEBACK COLLEGE
NEW PROGRAM
ACADEMIC YEAR 2024-2025

New

Emergency Medical Technician
Certificate of Completion

The Emergency Medical Technician Certificate of Completion is designed to develop students into proficient and compassionate prehospital emergency professionals. Coursework covers the cognitive, psychomotor, and affective aspects of Basic Life Support level prehospital care as identified in the National EMS Education Standards, including biochemistry, anatomy, physiology, pathophysiology, assessment and treatment interventions, operations, administration, safety, and well-being. Students must achieve a grade of "P" in EMT 407NC, and successfully complete all requirements for EMT 417NC, to be awarded a course completion certificate, which is required to take the National Registry EMT written examination and become certified as an EMT. The courses in this program also satisfy the Orange County EMT accreditation training requirements.

Program Student Learning Outcomes
Students who complete this program will be able to:

- **Demonstrate proficiency in the cognitive aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.**
- **Demonstrate proficiency in the psychomotor aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.**
- **Demonstrate proficiency in the affective aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.**

Required Core

HSC 422NC*	**Basic Life Support – CPR American Heart Association**	**16.6**
EMT 407NC*	**Emergency Medical Technician Procedures NC**	**215.8**
EMT 417NC*	**Emergency Medical Technician Clinical Observation NC**	**49.8**

Total Hours for the Certificate 282.2

***Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.**

SADDLEBACK COLLEGE
NEW PROGRAM
ACADEMIC YEAR 2024-2025

New
Public Health
Associate in Science for Transfer

The Associate in Science in Public Health for Transfer Degree (AS-T) is designed to prepare students with a general education in the principles, concepts and methodologies of Public Health. Public Health is a dynamic field that focuses on community-based efforts to prevent disease, prolong life, and promote healthy environments and lifestyles. Students discuss the role of community engagement in promoting public health and social justice. They will learn of the multiple determinants of health, including sociological, economic, genetic, behavioral, environmental, and other factors that impact human health and health disparities. Students will gain understanding of the biopsychosocial basis for health and healthy populations. Students study the risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and public health. They will apply the basic concepts, methods, and tools of public health data collection, use, and analysis and explain why evidence-based approaches an essential part of public health practice.

Students will be prepared for careers in a variety of settings, including hospitals, state and local health departments, non-profit agencies, educational institutions, research organizations, health clinics, and international programs.

This degree is designed for seamless transfer to a California State University. Students graduating with an Associate in Science in Public Health for Transfer Degree are well positioned to complete a bachelor's degree in a similar major within the California State University system with 60 units of upper-division coursework. Students who complete the Public Health AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students must maintain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum 2.0 is required for CSU admission, some majors may require a higher GPA. Please consult a counselor for more information.

Program Student Learning Outcomes
Students who complete this program will be able to:

- **Appraise the guiding principles of public health as a discipline, including how public health differs from personal health.**
- **Propose public health interventions to improve the health of a population.**
- **Assess the burden of disease on the health of populations, including the impact of environmental exposures and use data to support evidence-based practices.**
- **Identify the various determinants of health and how it is impacted by policies.**

SADDLEBACK COLLEGE
NEW PROGRAM
ACADEMIC YEAR 2024-2025

Associate Degree for Transfer requirements (pursuant to SB1440, §66746)

1. **Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:**
   a. **The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements (CSU GE-Breadth).**
   b. **A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.**
2. **Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.**

Required Core:

HLTH 1	Contemporary Health Issues	3
PH 1	Introduction to Public Health	3
BIO 20	Introduction to Biology	4

Select one

BUS 10*	Business Statistics	3
or		
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3

List A: Select one

CHEM 3*	Fundamental Chemistry	4
CHEM 1A*	General Chemistry	5
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4

List B: Complete the following course

PH 103	Health and Social Justice	3

List C: Select one

HS 170	Alcohol and Other Drugs in Our Society	3
PH 102	Health Education and Promotion	3
HLTH 3	Women's Health Issues	3
PSYC 5*	Psychological Aspects of Human Sexuality	3

Total Units for the Major 23-24

***Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.**

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1-1-24	Prepared & Submitted by: Mike Bennet
Department: KNEA	Course Prefix & Number 600: KNEA 606 (6)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Mike Bennet Print Name	Signature, Faculty Requestor
Click to enter date	Mike Bennet Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Dan Clauss Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) ADAPTED SPORTS	Short Title: ADAPTED SPORTS	
Units: 1.0	Lec hrs: 0.5	Lab hrs: 1.5
Credit Status: ☒ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☐ Non-Credit		
TOP Code: 0.835.80 – Adapted Physical	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): E – Non-Occupational

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Introduction to sports including basketball, soccer, floor hockey, softball, bocce ball, and dodgeball. Designed for individuals with cognitive, behavioral, and/or physical disabilities who need assistance and equipment adaptations in activities and sports. Teaching methods and rules of the game are adapted to meet individual needs.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: n/a
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: n/a

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   We offer a 1.5-unit version of adapted sports in the fall and spring. We would like to offer it in the summer, but the times and activities being instructed with fit better as a one-unit course.

6. Course Requisites:
   List all requisites*: n/a
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: none
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☒ Yes Course will **NOT** be included in a degree or certificate program.
   ☐ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Click here to enter text.
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☐ Non-credit
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    This course is currently offered in the fall and spring, so all staff, faculty, supplies and equipment are currently in place.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☒ Yes ☐ No UC ☒ Yes ☐ No
Private ☒ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☒ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Adapted Sports	116A	at	CSU Northridge	Click	Required for	Kinesiology
Physical Activity and the Disabled	PE4	at	Click	UC Davis	Required for	Physical Education
Click	Click	at	Click	Click	Required for	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 1-1-24	Prepared & Submitted by: Mike Bennett
Department: Click here to enter text.	Course Prefix & Number 600: KNEA 608 (8)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Mike Bennett Print Name	Signature, Faculty Requestor
Click to enter date	Mike Bennett Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Dan Clauss Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) ADAPTED OUTDOOR EDUCATION AND RECREATION		Short Title: ADAPT OUTDOOR ED/REC
Units: 1.0	Lec hrs: 0.5	Lab hrs: 1.5
Credit Status: ☒ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☐ Non-Credit		
TOP Code: 0835.80 - Adapted Physical	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): E-Non-Occupational

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
   Introduction to outdoor recreation modified and designed for students that have participated in therapy, rehabilitation, have chronic medical diagnosis or any cognitive, behavioral, and/or physical disabilities. The class focuses on safety, outdoor fitness conditioning, and basic skills needed to interact with outdoor environment while participating in one or more outdoor activities, including but not limited to: stand up paddling, kayaking, sailing, surfing, hiking, rock climbing, and archery.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
   C-ID Code: n/a
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
   If yes, which department is responsible for scheduling, updating, and assessing the course?

   Reason for cross-listing: n/a

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   We currently offer a 1.5-unit version of this course that is very popular with our students in the fall and the spring. We would like to offer a 1.0-unit summer course and our 1.5-unit version covers too much time and activities to be offered in the summer.

6. Course Requisites:
   List all requisites*:
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: none
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☒ Yes Course will **NOT** be included in a degree or certificate program.
   ☐ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Click here to enter text.
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☐ Non-credit
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    We have all needed supplies/equipment, staff, and faculty as the course is currently offered in the fall and spring every term.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☒ Yes ☐ No UC ☒ Yes ☐ No
Private ☒ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☒ Yes ☐ No
Please attach documentation. If so, complete the following:

Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Recreation programing and leadership	RTM 107	at	San Diego State	Click	Required for	Recreation Program
Hiking	1	at	Click	UC Berkeley	Required for	PE
Click	Click	at	Click	Click	Required for	Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	☐	☐	☐	☐	☐	☐	☐	☐
CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 12-31-23	Prepared & Submitted by: Mike Bennett
Department: KNEA	Course Prefix & Number 600: KNEA 610 (10)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Mike Bennett Print Name	Signature, Faculty Requestor
Click to enter date	Mike Bennett Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Dan Clauss Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) ADAPTED DANCE	Short Title: ADAPT DANCE	
Units: 1	Lec hrs: 0.5	Lab hrs: 1.5
Credit Status: ☒ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☐ Non-Credit		
TOP Code: 0835.80 – Adapted Physical	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): E – Non-Occupational

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2025

2. Catalog Description:
Fitness class that introduces elements of dance such as rhythm, coordination, body and spatial awareness, movement vocabulary, and creative expression. Designed for individuals with any cognitive, behavioral, and/or physical disabilities. Methods of instruction are modified to accommodates varied levels of abilities. Students will participate in several types of dance including but not limited to modern, swing, country, salsa, and ballroom.

3. Is this course being aligned to a C-ID descriptor? ☐ Yes ☒ No ☐ N/A
C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? ☐ Yes ☒ No
If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

   Saddleback College offers numerous dance activity courses for students without disabilities. Many of our current students enrolled in Adapted Kinesiology have requested that a dance class be offered so that students with disabilities would have access to this type of instruction.

6. Course Requisites:
   List all requisites*: none
   Prerequisite: none
   Co-requisite: none
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: none
   **Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?
   ☒ Yes Course will **NOT** be included in a degree or certificate program.
   ☐ No Course **WILL** be included in a degree and/or certificate program.
   Which ones: Click here to enter text.
   **Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ Pass/No Pass only
   ☐ Non-credit
   ☒ Option of a standard letter grade or Pass/No Pass
   ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? ☒ No ☐ Yes
   Additional skills that will be acquired by repeating this course must be included in the course outline.
   If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only)
   Reason for Repeating:*
   ☐ Intercollegiate Athletics
   ☐ Intercollegiate Competition
   ☐ Occupational Work Experience/General Work Experience
   ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   **Provide documentation*

10. Will this course be part of an approved family?
    ☐ Yes If yes, identify family: Click here to enter text.
    ☒ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
    In order to offer this class, a faculty with expertise in dance that meets minimum qualifications to teach adapted kinesiology will need to be hired. KNEA aides in a ratio of approximately 1 aide per 6 students will need to be hired. Funds for staffing this class are available. The class will be scheduled in PE 306 or 301 which currently is available for desired times/days. Both of these classrooms contain video, audio and

access to internet. The adapted program is in possession of equipment and supplies such as exercise balls, balance boards and canes that may be need for this class.

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. ☐ N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU ☒ Yes ☐ No UC ☒ Yes ☐ No

Private ☒ Yes ☐ No

Will the course satisfy a major requirement at CSU or UC? ☒ Yes ☐ No

Please attach documentation. If so, complete the following:

Aerobic Dance	KIN 135A	at	CSU Northridge	Click	Required for	Kinesiology
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Contemporary Dance	PE 7	at	Click	UC Berkeley	Required for	Physical Educ.
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

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UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

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Department: KNEA	Course Prefix & Number 600: KNEA 610 (10)

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CSU G.E.	☐	☐	☐	☐	☐	☐	☐	☐
UC Transfer/GE	☐	☐	☐	☐	☐	☐	☐	☐
IGETC	☐	☐	☐	☐	☐	☐	☐	☐

School/ Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
SM	MATH 204S	993002.00	SUPPORT FOR MATH 3B	nc, 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr, **prereq Clearance from the current placement process.**, **coreq MATH 3B**, gr opt PN - Pass/No Pass, DE, non-repeatable