

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 14, 2023

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

1. **Approval of Minutes – February 28, 2023, p. 3-6**
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 Credit Program (Public Health Informatics and Technology Certificate of Achievement) for Academic Year 2023-24 (Spring) – Information Item, p. 7**
7. **Proposed New Noncredit Course Justifications for Academic Year 2024-25 – Information and Action Item, p. 8-13**
 - A. AESL 660 (760) – Adult Education ESL Digital Literacy I
 - B. AESL 661 (761) – Adult Education ESL Digital Literacy II
8. **Proposed New Noncredit Program Justification (Adult Education ESL Digital Literacy Certificate of Competency) for Academic Year 2024-25 – Information and Action Item, p. 14**
9. **Proposed New Credit Course Justifications for Academic Year 2024-25 – Action Item, p. 15-29**
 - A. CWE 680 (180) – Co-Op-Ed Library
 - B. KNES 614 – Sport & Society
 - C. KNES 616 – Sports in Film
 - D. KNES 630 (130) – Beginning Triathlon Training
 - E. KNES 631 (131) – Intermediate Triathlon Training
10. **Proposed New Credit Courses (CIM 608 (8) and PH 601 (1)) for Academic Year 2024-25 – Action Item, p. 30-31**
 - A. New prerequisite:
 - a. CIM 608 (8) will have a prerequisite of Clearance from the current placement process or completion of Intermediate Algebra or equivalent course with a “C” grade or better
 - B. Approval of new credit courses
11. **Proposed Correction to New Course (HIT 630/230) for Academic Year 2023-24 (Spring) – Consent Item, p. 32**
12. **Proposed Program Revisions for Academic Year 2023-24 (Spring) – Consent Item, p. 33-34**
 - A. American Sign Language Interpreting Certificate of Achievement
 - B. IT Help Desk Specialist Certificate of Completion
13. **Division Reports (if time allows)**
14. **Announcements**
 - A. The next Curriculum Committee meeting is on Tuesday, March 28th at 3pm in AGB 106.
 - B. The next GE Committee meeting is on March 28th 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, 2023. This is also the deadline for the submission of all required elements for new and revised programs.

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

AGENDA (Continued)

- 15. Public Interest Announcements (if time allows)**
- 16. 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....

Tuesday, February 28, 2023

Curriculum Team and Leadership in Attendance

- | | |
|----------------------|---|
| 1. Michelle Duffy | Curriculum Co-Chair |
| 2. Kim Stankovich | Curriculum Co-Chair |
| 3. Stephanie Di Alto | Curriculum Specialist |
| 4. Aimee Tran | Articulation Officer |
| 5. Scott Farthing | Fine Arts and Media Technology; Alternate for VPI |

Curriculum Team and Leadership in Absence

- | | |
|---|-----|
| 1. Tram Vo-Kumamoto (represented by alt.) | VPI |
|---|-----|

Voting Members in Attendance

- | | |
|-------------------------------|---|
| 1. Mike Bennett | Kinesiology & Athletics |
| 2. Hollis Casey | Counseling & Special Programs |
| 3. Deidre Cavazzi | Fine Arts and Media Technology |
| 4. Sarah Chang | Counseling & Special Programs |
| 5. Tom DeDonno | Business Science |
| 6. Scott Fredrickson | Business Science |
| 7. Farida Gabdrakhmanova | Advanced Technology and Applied Science |
| 8. Ari Grayson | Advanced Technology and Applied Science |
| 9. Carmenmara Hernandez-Bravo | Liberal Arts |
| 10. Lori Hoolihan (alternate) | Advanced Technology and Applied Science |
| 11. Kris Leppien-Christensen | Social & Behavioral Sciences |
| 12. June Millovich | Social & Behavioral Sciences |
| 13. Carolyn Seaman | Online Education & Learning Resources |
| 14. Karla Westphal | Math, Science, & Engineering |
| 15. Susan White-Alcover | Health Sciences & Human Services |

Voting Members Absent

- | | |
|-----------------------|----------------------------------|
| 1. Linda Call | Health Sciences & Human Services |
| 2. Annie Gilbert | Extended Learning |
| 3. Laura Haight | Fine Arts and Media Technology |
| 4. Jennifer Hedgecock | Liberal Arts |

Administrators in Attendance

- | | |
|---------------------|------------------------------|
| 1. Jack Beckham | Liberal Arts |
| 2. Christina Hinkle | Social & Behavioral Sciences |
| 3. Dan Predoehl | Extended Learning |

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, February 28, 2023

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

1. **Approval of Minutes – February 14, 2023, p. 3-6**
First: Deidre Cavazzi Second: Kris Leppien-Christensen
Discussion: made two edits to the Division Report; Motion Passes
2. **Approval of Agenda**
First: Tom DeDonno Second: Scott Fredrickson
Discussion: pulling item #11 A & B and item #12 B; Motion Passes
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.

No Public Comments
4. **Chair's Report**
The Curriculum website and Sharepoint have been updated.
5. **Curriculum Committee Training – Information Item**

Highlighted where to find 2024-2025 scheduled review list, handbooks/guides, upcoming training dates, etc. whether in Sharepoint or on Curriculum website.
6. **Proposed New Credit Course Justifications for Academic Year 2024-25 – Information Item, p. 7-21**
 - A. CWE 680 (180) – Co-Op-Ed Library
 - B. KNES 614 – Sport & Society
 - C. KNES 616 – Sports in Film
 - D. KNES 630 (130) – Beginning Triathlon Training
 - E. KNES 631 (131) – Intermediate Triathlon Training
7. **Proposed New Credit Courses (CIM 608 (8) and PH 601 (1)) for Academic Year 2024-25 – Information Item, p. 22-23**
 - A. New prerequisite:
 - a. CIM 608 (8) will have a prerequisite of Clearance from the current placement process or completion of Intermediate Algebra or equivalent course with a “C” grade or better
 - B. Approval of new credit courses
8. **Proposed New Noncredit Courses (ECIM, EHEA, EHST) for Academic Year 2023-24 (Spring) – Information and Action Item, p. 24-25**
First: Deidre Cavazzi Second: June Millovich
No Discussion; Motion Passes
9. **Proposed New Credit Course Justifications for Academic Year 2024-25 – Action Item, p. 26-47**
 - A. COMM 610 (110) – Rhetoric of Popular Culture
First: Deidre Cavazzi Second: Carmenmara Hernandez-Bravo
No Discussion; Motion Passes
 - B. ENG 602 – Argumentative Writing and Critical Thinking Through Literature
First: June Millovich Second: Carmenmara Hernandez-Bravo
No Discussion; Motion Passes

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

MINUTES (Continued)

C. ES 611 (11) – Ethnic Studies, Space, and Social Justice

First: Deidre Cavazzi

Second: Carmenmara Hernandez-Bravo

No Discussion; Motion Passes

D. GEOG 611 (11) – Ethnic Studies, Space, and Social Justice

First: Deidre Cavazzi

Second: June Millovich

No Discussion; Motion Passes

E. IA 640 (40) – Intercollegiate Electronic Sports

First: Carmenmara Hernandez-Bravo

Second: Deidre Cavazzi

No Discussion; Motion Passes

F. IA 623 (23) – Men's Soccer

First: Deidre Cavazzi

Second: Ari Grayson

No Discussion; Motion Passes

G. MATH 603S (203S) – Support for MATH 3A

First: Karla Westphal

Second: Deidre Cavazzi

No Discussion; Motion Passes

10. Proposed New Credit Program Justification (Music Production A.A. Degree) for Academic Year 2024-25 – Action Item, p. 48

First: Carmenmara Hernandez-Bravo Second: Deidre Cavazzi

No Discussion; Motion Passes

11. Proposed New Noncredit Course Justifications for Academic Year 2024-25 – Action Item, p. 49-63

A. AESL 660 (760) – Adult Education ESL Digital Literacy I
Item Pulled

B. AESL 661 (761) – Adult Education ESL Digital Literacy II
Item Pulled

C. CNA 625NC (425NC) – Acute Care Nursing Assistant Theory

First: Susan White-Alcover

Second: Deidre Cavazzi

No Discussion; Motion Passes

D. CNA 626NC (426NC) – Acute Care Nursing Assistant Skills Lab

First: June Millovich

Second: Deidre Cavazzi

No Discussion; Motion Passes

E. CNA 627NC (427NC) – Acute Care Nursing Assistant Clinical Lab

First: June Millovich

Second: Deidre Cavazzi

No Discussion; Motion Passes

12. Proposed New Noncredit Program Justifications for Academic Year 2024-25 – Action Item, p. 64-65

A. Acute Care Nursing Assistant Certificate of Completion

First: Deidre Cavazzi

Second: Carolyn Seamen

No Discussion; Motion Passes

B. Adult Education ESL Digital Literacy Certificate of Competency
Item Pulled

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.

13. Division Reports (if time allows)

Congratulations to Deidre Cavazzi, Dance Chair, for taking 12 student dancers to Stanford to participate in the “Exploring Neuroscience through Dance Theater” event.

14. Announcements

- A. The next Curriculum Committee meeting is on Tuesday, March 14th at 3pm in AGB 106.
- B. The next GE Committee meeting of the spring semester immediately follows today’s curriculum meeting at 4pm in AGB 106.
- C. The scheduled review list will be released on March 1st.
- D. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2023. This is also the deadline for the submission of all required elements for new and revised programs.

15. Public Interest Announcements (if time allows)

Carmenmara Hernandez-Bravo extended invitation to faculty and their family members who wish to participate in study abroad June 30th – July 30th.

6:00 pm tonight, 2/28/2023, in LRC 215 there will be a lecture, reception and viewing of Argentina 1985.

16. Adjourn 3:33pm

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
NEW PROGRAMS
ACADEMIC YEAR 2023-2024

New
Public Health Informatics and Technology
Certificate of Achievement

This certificate provides skills and knowledge to work in a new, multidisciplinary field. Students will be introduced to the basic concepts of public health infrastructure, data analysis and reporting, public health informatics and information systems, health services organization and delivery methods, data interchange standards, disruptive innovation, and data integrity, privacy, and security. Students can explore careers in the fields of public health, health information management, IT, and health informatics specifically as Medical Records Specialists, Health Information Technologists, and Medical Registrars. The certificate is for both entry-level individuals and for providing additional competencies to those employed in various fields.

Program Student Learning Outcomes

Students who complete this program will be able to:

1. Explain the use of information systems support public health policies and practices
2. Describe the concept of informatics in individual, organizational, regional, and global contexts
3. Describe the concept of interoperability and data exchange standards
4. Apply statistical and analytic techniques to analyze and interpret applications based on data from sources

Required Core

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
HIT 100*	Health Information Science	2
MATH 10*	Introduction to Statistics	3
<u>Or</u>		
PSYC 44*	Statistics for the Behavioral Sciences	3
<u>or</u>		
BUS 10*	Business Statistics	3
HIT 230	Introduction to Public Health Informatics and Technology	3
HIT 240	Public Health Data Reporting Techniques	3
HIT 111*	Introduction to Health Informatics	3

Total Units for the Certificate 14

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

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 01/24/2023	Prepared & Submitted by: Annie Gilbert
Department: AESL	Course Prefix & Number 600: AESL 660 (AESL 760)

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

Click to enter date	Annie Gilbert _____ Print Name	<i>Annie Gilbert</i>
Click to enter date	Jill Ibbotson _____ Print Name	<i>Jill Ibbotson</i> _____ 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	Karima Feldhus _____ Print Name	<i>Karima Feldhus</i> _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)		
Short Title: AESL Digital Literacy I		
Adult Education ESL Digital Literacy I		
Units: Click here to enter text.	Lec hrs: 3	Lab hrs: Click here to enter text.
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 4930.87	Non-Credit Category: K- Other Noncredit Enhanced Funding	Occupational Code (SAM): E

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024

2. Catalog Description:

Designed for English learners to gain the language skills and vocabulary relating to basic computer skills needed to perform digital tasks in personal, work, and educational settings. The course introduces vocabulary about basic computer hardware, mouse skills, location of keys on the keyboard, basic level keyboarding, etc. Students will perform basic language activities in word processing, email applications, websites and apps on mobile devices. No prior computer experience is required. This is a non-credit, open-entry/open-exit course.

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?

This course is to help AESL students who need language and digital skills to be able to get accurate health information, communicate and collaborate using the Internet for schoolwork, communicate with their children's schools, apply for jobs, fill out online forms, etc. This will complement the other basic computer and core courses as it will have a greater emphasis on linguistic elements relating to digital literacy.

6. Course Requisites:N/A

List all requisites*: N/A

Prerequisite: N/A

Co-requisite: N/A

Limitation on enrollment: N/A

Recommended Prep: N/A

**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: **AESL Digital Literacy Certificate of Competency**

**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

☐ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☒ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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.

Computer lab or laptop cart, part-time faculty, computer and projector

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:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 01/24/2023	Prepared & Submitted by: Annie Gilbert
Department: AESL	Course Prefix & Number 600: AESL 661 (AESL 761)

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

Click to enter date	Annie Gilbert _____ Print Name	<i>Annie Gilbert</i> _____ Signature, Faculty Requestor
Click to enter date	Jill Ibbotson _____ Print Name	<i>Jill Ibbotson</i> _____ 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	Karima Feldhus _____ Print Name	<i>Karima Feldhus</i> _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Short Title: AESL Digital Literacy II		
Adult Education ESL Digital Literacy II		
Units: Click here to enter text.	Lec hrs: 3	Lab hrs: Click here to enter text.
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 4930.87	Non-Credit Category: K- Other Noncredit Enhanced Funding	Occupational Code (SAM): E

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024

2. Catalog Description:

Designed for English learners to gain the language skills and vocabulary relating to computer skills needed to perform digital tasks in personal, work, and educational settings. The course introduces terminology about communication, spreadsheet and word processing software, and learning management system used in college. Students will perform language activities in word processing, email applications, websites, and apps on mobile devices while adhering to Internet safety rules. No prior computer experience is required. This is a non-credit, open-entry/open-exit course.

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?

This course is to help AESL students who need the language and digital skills to get accurate health information, communicate and collaborate using the Internet for schoolwork, communicate with their children's schools, apply for jobs, fill out online forms, etc. This will complement the other basic computer and core courses as it will have a greater emphasis on linguistic elements relating to digital literacy.

6. Course Requisites:N/A

List all requisites*: N/A

Prerequisite: N/A

Co-requisite: N/A

Limitation on enrollment: N/A

Recommended Prep: AESL 660 (AESL 760)

**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: **AESL Digital Literacy Certificate of Competency**

**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

☐ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☒ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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.

Computer lab or laptop cart, part-time faculty, computer and projector

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:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process.		
2	Faculty Initiator completes Part 2 of this New Program Initiation Form in preparation for Step 3.		
	a. Program Name: Adult Education ESL Digital Literacy		
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Competency		
	c. Program TOP code:	4930.87	CIP: 32.0108
	d. Contact information for Program Initiator: Annie Gilbert agilbert@saddleback.edu 949-371-7181		
	e. Proposed Pathway for new program: f. Summary description of the new program: A brief description of the purpose of the new program and the population of students for which it is being developed, and if CTE, the jobs for which students would be prepared. This should look like a catalog description. This program is designed for English learners to gain the related language skills and terminology needed to perform digital tasks in personal, work, and educational settings. The program introduces vocabulary relating to basic computer hardware (such as monitor and keyboard), mouse skills, basic level keyboarding, etc. Students will learn to perform language tasks in Microsoft Office, email applications, websites, and apps on mobile devices while adhering to Internet safety rules. No prior computer experience is required.		
	g. Brief Description of how the idea for the new program came about: If proposal is for an OSA, include a statement why Saddleback would support an OSA in contrast to offering a certificate program. This course is to help our AESL students who need language and digital skills to get accurate health information, communicate and collaborate using the Internet for schoolwork, communicate with their children's schools, apply for jobs, fill out online forms, etc. This will complement the other basic computer and core courses as it will have an emphasis on linguistic elements relating to digital literacy. 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. AESL 660 (AESL 760) Digital Literacy I AESL 661 (AESL 761) Digital Literacy II		
	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4		
	Signature/Date, Program Initiator <i>Annie Gilbert / 01/26/2023</i>		
3	Signature/Date, Dept. Chair <i>Jill Ibbotson 01/26/2023</i>		Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a
	Signature/Date, Division Dean <i>Karima Feldhus / 01/26/2023</i>		
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

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

Date: 11/28/2022	Prepared & Submitted by: Carolyn Seaman
Department: Library	Course Prefix & Number 600: CWE 680

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

Click to enter date

11/28/2022

Click here to enter text.

Print Name Carolyn Seaman

Signature, Faculty Requestor

Click to enter date

11/28/2022

Click here to enter text.

Print Name Carolyn Seaman

Signature, Department Chair

Click to enter date

12/10/22

Click here to enter text.

Print Name

Signature,
Other related discipline Chair (if relevant)

Click to enter date

Click here to enter text.

Print Name

Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Short Title: CO-OP-ED LIB

CO-OP-ED Library

Units: 1

Lec hrs: 0.00

Lab hrs: 0.00

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

TOP Code: 1602.00 Non-Credit Category: Click here to enter text.

Occupational Code (SAM): C-
Clearly Occupational

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024

2. Catalog Description:

Provides hands-on experience in a Library environment, which allows for application of professional workplace and customer service skills in a variety of settings. Students must work 75 paid hours or 60 non-paid hours per unit earned. One unit may be applied towards major requirements for certificate.

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?

Advisory Board for Library Technician certificate determined library workplace experience or coursework on professional and interpersonal soft skills is beneficial to students completing program and beneficial to employers hiring students with certificate.

6. Course Requisites:

List all requisites*:

Prerequisite: [Click here to enter text.](#)

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: Library Technician Certificate

**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

☒ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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.
N/A

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


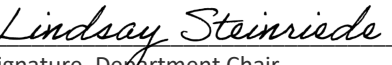
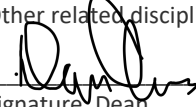
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 1/24/23	Prepared & Submitted by: Lindsay Steinriede
Department: Kinesiology	Course Prefix & Number 600: 614

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

Click to enter date	Lindsay Steinriede _____ Print Name	 Signature, Faculty Requestor
Click to enter date	Lindsay Steinriede _____ 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 1/26/23	Dan Clauss _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Sport & Society		Short Title: Sport & Society
Units: 3	Lec hrs: 3	Lab hrs: Click here to enter text.
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 1270.00	Non-Credit Category: N/A	Occupational Code (SAM): E

- Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024
- Catalog Description:
Examines the role of sport in historical and modern societies. This course investigates the social, political, and economic influences of sport as well as the impact of various gender, ethnic, and cultural groups. While this course places an emphasis on the effects in US society, students will explore how sport influences and shapes attitudes among various societies worldwide.
- 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.
- 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?

With the near-future removal of area E (most of which our KNES courses fulfilled), our division has been researching additional opportunities to provide transferable courses that will fulfill GE requirements for students. In doing so, we found sport & society as a great option. While other departments may already explore the social and behavioral sciences, Sport specifically, has had a great influence on society historically, and continues to play a major role on the influence of modern societies at various levels (local, state, national, and globally). Our course will provide students the opportunity to explore social and behavioral sciences through sport.

6. Course Requisites:

List all requisites*:

Prerequisite: n/a

Co-requisite: n/a

Limitation on enrollment: n/a

Recommended Prep: n/a

**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

☒ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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 new resources necessary. We have instructors to teach the course and course will be offered online.

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:

Introduction to Sport and Social Justice	KIN 2300	Pomona	Click	Click	Required for
Course Title	Course No.	CSU Campus	UC Campus	Program or Major	
		at	Click	Required for	Click
Course Title	Course No.	CSU Campus	UC Campus	Program or Major	
Click	Click	Click	Click	Required for	Click
Course Title	Course No.	CSU Campus	UC Campus	Program or Major	


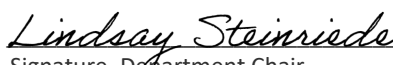
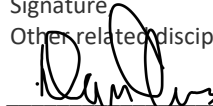
- 12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 1/24/23	Prepared & Submitted by: Lindsay Steinriede
Department: Kinesiology	Course Prefix & Number 600: KNES 616

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

Click to enter date	Lindsay Steinriede _____ Print Name	 Signature, Faculty Requestor
Click to enter date	Lindsay Steinriede _____ 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 1/26/2023	Dan Clauss _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Sports in Film		Short Title: Sports in Film
Units: 3	Lec hrs: 3	Lab hrs: Click here to enter text.
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 1270.00	Non-Credit Category: N/A	Occupational Code (SAM): E

- Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024
- Catalog Description:
Survey of American sports history, portrayal of sport, and contributions from individuals of various gender, ethnic, and socio-economic backgrounds in film. Students will analyze the importance of sports-related films from a historical, cultural, and aesthetic perspective. An emphasis will also be placed on exploring the influence of artistic freedom in selected films and reflection of subjective experiences.
- 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.
- 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?

With the near-future removal of area E (most of which our KNES courses fulfilled), our division has been researching additional opportunities to provide transferable courses that will fulfill GE requirements for students. In doing so, we found sport & film as an option. Sport has been, and continues to be, something that crosses ethnics, social-economic, and gender boundaries and there are various sports-related films that have been produced to help us see the impact of sports, and the influences on our daily lives, from a historical and cultural perspective. This is something our division would like the opportunity to share this with the student body. Students will be able to examine such concepts through the portrayal of sport in film. In addition, a sport and film class provides students the opportunity to explore the arts through an alternate avenue while giving our division a chance for regrowth and having a greater impact on students again.

6. Course Requisites:

List all requisites*:

Prerequisite: n/a

Co-requisite: n/a

Limitation on enrollment: n/a

Recommended Prep: n/a

**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

☒ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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 new resources will be needed. We have faculty to teach this course and it will run online.

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:

<u>Sport & Film</u>	<u>KINE 296</u>	at	<u>Chico</u>	<u>Click</u>	Required for	<u>Click</u>
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
<u>Click</u>	<u>Click</u>	at	<u>Click</u>	<u>Click</u>	Required for	<u>Click</u>
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
<u>Click</u>	<u>Click</u>	at	<u>Click</u>	<u>Click</u>	Required for	<u>Click</u>
Course Title	Course No.		CSU Campus	UC Campus		Program or Major


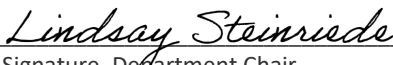
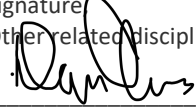
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 1/24/23	Prepared & Submitted by: Lindsay Steinriede
Department: Kinesiology	Course Prefix & Number 600: KNES 630 (130)

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

Click to enter date	Lindsay Steinriede _____ Print Name	 Signature, Faculty Requestor
Click to enter date	Lindsay Steinriede _____ 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 1/26/2023	Dan Clauss _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Beginning Triathlon Training			Short Title: Beginning Triathlon		
Units: 1		Lec hrs: 0.5		Lab hrs: 1.5	
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit					
TOP Code: 0835.00		Non-Credit Category: N/A		Occupational Code (SAM): E	

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024

2. Catalog Description:

Designed for students looking to start or improve their training for triathlons. This course will provide triathlon-based fitness programming for swimming, biking, running, and strength training. Focus is on short to middle distance triathlons and students will work closely with the instructor to individualize their programming dependent on fitness levels and goals. The course is open to all fitness levels, although basic freestyle swimming ability is highly recommended. Race nutrition will also be covered in this course.

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?

Triathlons are a very popular form of training & sport and we believe this course will capture students and community members looking to start or advance in their training. These triathlon courses will offer individualized programs dependent on fitness levels and goals. Coaching and programming for triathletes is extremely expensive and this course will offer an affordable option. Being in southern CA, we are one of the most popular areas for triathletes to train. Our weather offers training year around, our area is ranked as one of the most scenic areas to race according to active.com and triathlete magazine, and just south of us in San Diego is the birthplace of triathlon and it offers many races throughout the year. These geographic advantages provide us with the potential to bring in many individuals of interest.

Triathlon continues to grow in popularity. Even after the Covid hiatus, triathlon continued to flourish by offering online racing giving the athletes the weekend to complete a race and post results, something that is easily replicated for students.

6. Course Requisites:

List all requisites*:

Prerequisite: n/a

Co-requisite: n/a

Limitation on enrollment: n/a

Recommended Prep: Competency in basic freestyle open water swimming

**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: Kinesiology A.A. degree, Kinesiology AA-T degree

**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

☒ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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: Fitness Training
- ☐ 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.](#)

No new resources needed. This course will be offered online by a current instructor.

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:

Triathlon	KINE 1517	at	CSU Bakersfield	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



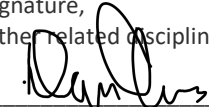
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi-cations	Math/Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SADDLEBACK COLLEGE
CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL	
Date: 1/24/23	Prepared & Submitted by: Lindsay Steinriede
Department: Kinesiology	Course Prefix & Number 600: KNES 631 (131)

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

Click to enter date	Lindsay Steinriede _____ Print Name	 Signature, Faculty Requestor
Click to enter date	Lindsay Steinriede _____ 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 1/26/2023	Dan Clauss _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Intermediate Triathlon Training		Short Title: Intermediate Triathlon
Units: 1	Lec hrs: 0.5	Lab hrs: 1.5
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 0835.00	Non-Credit Category: N/A	Occupational Code (SAM): E

1. Anticipated first term of offering: ☒ Fall ☐ Spring Year 2024

2. Catalog Description:

Designed for students looking to advance in their training for triathlons. This course will provide intermediate-level triathlon-based fitness programming for swimming, biking, running, and strength training. Focus is on short to middle distance triathlons and students will work closely with the instructor to individualize their programming dependent on current fitness levels and goals. Students should have an established level of technique in swim, bike, run, and strength training. Race nutrition will also be covered in this course.

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?

Triathlons are a very popular form of training & sport and we believe this course will capture students and community members looking to start or advance in their training. These triathlon courses will offer individualized programs dependent on fitness levels and goals. Coaching and programming for triathletes is extremely expensive and this course will offer an affordable option. Being in southern CA, we are one of the most popular areas for triathletes to train. Our weather offers training year around, our area is ranked as one of the most scenic areas to race according to active.com and triathlete magazine, and just south of us in San Diego is the birthplace of triathlon and it offers many races throughout the year. These geographic advantages provide us with the potential to bring in many individuals of interest.

Triathlon continues to grow in popularity. Even after the Covid hiatus, triathlon continued to flourish by offering online racing giving the athletes the weekend to complete a race and post results, something that is easily replicated for students.

6. Course Requisites:

List all requisites*:

Prerequisite: n/a

Co-requisite: n/a

Limitation on enrollment: n/a

Recommended Prep: KNES 630 (130) or competency in basic freestyle open water swimming

**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: Kinesiology A.A. degree, Kinesiology AA-T degree

**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

☒ Option of a standard letter grade or Pass/No Pass

☐ Pass/No Pass only

☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

☐ Non-credit

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: Fitness Training
☐ No

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

No new resources necessary. We have faculty to instruct this course and it will be offered online.

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:

Triathlon	KINE 1517	at	CSU Bakersfield	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSU G.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UC Transfer/GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IGETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
NEW COURSES
ACADEMIC YEAR 2024-2025

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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
BI	CIM 608 (8)	992932.00	INTRODUCTION TO DATA SCIENCE	nc, 3 units/2 hrs lec/3 hrs lab/0 hr lrng cntr, prereq <u>Clearance from the current placement process or completion of Intermediate Algebra or equivalent course with a "C" grade or better</u> , gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE
NEW COURSES
ACADEMIC YEAR 2024-2025

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HW	PH 601 (1)	992935.00	INTRODUCTION TO PUBLIC HEALTH	nc, 3 units/3 hrs lec/0 hr lab/0 hr lng cntr, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable
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SADDLEBACK COLLEGE
REVISED COURSE
ACADEMIC YEAR 2023-2024

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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	HIT 630 (230)	992924.00	INTRODUCTION TO PUBLIC HEALTH INFOMATICS AND TECHNOLOGY	ti fr Introduction to Public Health- Infomatics and Technology to <u>Introduction to Public Health Informatics and Technology</u>

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2023-2024

Current
American Sign Language Interpreting
Certificate of Achievement

The American Sign Language (ASL) Interpreting Certificate is designed to prepare the student to be able to communicate with the Deaf Community in a variety of settings. Their sets of language skills and cultural knowledge allows them to ~~transfer into several different programs~~ such as theater, Health Science/medical, law and Education just to name a few. Proficiency in ASL is valuable to professionals in special education, health sciences, audiology, and speech therapy. ~~Students will be prepared~~ for occupations as agency interpreters, classroom interpreters, theatre interpreters, and assistants/aids to members of the Deaf community.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate the skills needed to communicate with the Deaf community at a basic to native level.
- Show in-depth knowledge about the Deaf community and their culture.
- Competently interact with native signers.
- Demonstrate the skills needed to be able to interpret at a basic to intermediate level depending upon setting.

Required Core

Course ID	Title	Units
SL 1*	American Sign Language I	4
SL 2*	American Sign Language II	4
SL 3*	American Sign Language III	4
SL 4*	American Sign Language IV	4
SL 10	Deaf Culture and its History	3
SL 121*	American Sign Language Interpreting I	3
SL 221*	American Sign Language Interpreting Lab I	1
SL 122*	American Sign Language Interpreting II	3
SL 222*	American Sign Language Interpreting Lab II	1

Total Units for the Certificate 27

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

Revised
American Sign Language Interpreting
Certificate of Achievement

The American Sign Language (ASL) Interpreting Certificate is designed to prepare the student to be able to communicate with the Deaf Community in a variety of settings. Their sets of language skills and cultural knowledge allows them to pursue further study in fields such as theater, Health Science/medical, law and Education just to name a few. Proficiency in ASL is valuable to professionals in special education, health sciences, audiology, and speech therapy. With the completion of the national certificate exam under RID (Registry of Interpreters for the Deaf), the students will be preparing for occupations as agency interpreters, classroom interpreters, theatre interpreters, and assistants/aids to members of the Deaf community.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate the skills needed to communicate with the Deaf community at a basic to native level.
- Show in-depth knowledge about the Deaf community and their culture.
- Competently interact with native signers.
- Demonstrate the skills needed to be able to interpret at a basic to intermediate level depending upon setting.

Required Core

Course ID	Title	Units
SL 1*	American Sign Language I	4
SL 2*	American Sign Language II	4
SL 3*	American Sign Language III	4
SL 4*	American Sign Language IV	4
SL 10	Deaf Culture and its History	3
SL 121*	American Sign Language Interpreting I	3
SL 221*	American Sign Language Interpreting Lab I	1
SL 122*	American Sign Language Interpreting II	3
SL 222*	American Sign Language Interpreting Lab II	1
SL 211	ASL for Healthcare and Medical Personnel	3

Total Units for the Certificate 30

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

Division	Program Control Number	Program Title	Action Taken
			TOP code=numerical classification code used to assign programs and courses to disciplines CIP code=numerical classification code used to facilitate the organization, collection, and reporting of fields of study and program completions
HW	22864	American Sign Language Interpreting	TOP code fr 0850.00 – Sign Language to 0850.10 - Sign Language Interpreting , CIP code fr 16.1601 – American Sign Language (ASL) to 16.1603 - Sign Language Interpretation and Translation

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2023-2024

Current
IT Help Desk Specialist
Certificate of Completion

The IT Help Desk Specialist ~~certificate of completion~~ is a tuition-free noncredit certificate which allows individuals to begin training in the high employment potential field of Help Desk IT Information Technology ~~(IT)~~. This certificate is also of value to all 21st-century workers especially individuals wishing to complement current skills with modern-day cloud and ~~computer-orientated~~ applications. The certificate includes required courses on developing keyboarding skills. ~~Other required courses cover office procedures, an introduction to Windows, and cloud solutions.~~ A cloud solution provides universal access to data anywhere and applications that can act on data using any intelligent device, PC/Mac, tablet, or smartphone. ~~Students then have the option of restrictive electives focusing on various Microsoft Applications.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify basic IT terminology.
- Describe and identify the basic components of a client-server network.
- Prepare business documents and create them at speeds of up to 30 words per minute.

Required Core

Course ID	Title	Hours
CIMA 421NC	Keyboarding for Computers – Beginning	58.1
CIMA 422NC*	Keyboarding for Computers – Intermediate	58.1
CIMA 400NC	Office Skills – Office Procedures	83.0
CIMA 401NC	Office Skills – Microsoft Windows	83.0

Restricted Electives: Select 2 courses

CIMA 402NC*	Word Processing – Microsoft Word	83.0
CIMA 403NC*	Office Skills – Outlook and Teams	83.0
CIMA 404NC	Spreadsheets – Microsoft Excel	83.0
CIMA 405NC	Microsoft Office 365 Applications – Access and Sharepoint	83.0
CIMA 408NC	Business Presentations – Microsoft Powerpoint	83.0

Total Hours for the Certificate 448.2

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

Revised
IT Help Desk Specialist
Certificate of Completion

The IT Help Desk Specialist Certificate of Completion is a tuition-free noncredit certificate which allows individuals to begin training in the high employment potential field of Help Desk IT (Information Technology). This certificate is also of value to all 21st-century workers, especially individuals wishing to complement current skills with modern-day cloud and data visualization applications. The certificate includes required courses on developing keyboarding skills. The certificate includes options to take advanced courses like Microsoft Excel, Microsoft PowerBI (Business Intelligence/Data Analytics) and Data Visualization (Tableau). Furthermore, valuable cloud solutions such as Outlook, SharePoint and Teams also have course options. A cloud solution provides universal access to data anywhere, and applications that can act on data using any intelligent device, PC/Mac, tablet, or smartphone.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Identify basic IT terminology.
- Describe and identify the basic components of a client-server network.
- Prepare business documents and create them at speeds of up to 30 words per minute.

Required Core

Course ID	Title	Hours
CIMA 421NC	Keyboarding for Computers – Beginning	58.1
CIMA 422NC*	Keyboarding for Computers – Intermediate	58.1
CIMA 400NC	Office Skills – Office Procedures	83.0
CIMA 401NC	Office Skills – Microsoft Windows	83.0

Restricted Electives: Select 2 courses

CIMA 402NC*	Word Processing – Microsoft Word	83.0
CIMA 403NC*	Office Skills – Outlook and Teams	83.0
CIMA 404NC*	Spreadsheets – Microsoft Excel	83.0
CIMA 405NC*	Microsoft Office 365 Applications – Access and Sharepoint	83.0
CIMA 408NC*	Business Presentations – Microsoft Powerpoint	83.0

CIMA 415NC* Microsoft Excel for Data Analytics 83.0

CIMA 488NC Introduction to Data Analytics – Data Reporting Tableau 83.0

Total Hours for the Certificate 448.2

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