

# SADDLEBACK COLLEGE CURRICULUM COMMITTEE

## AGENDA

College Mission: Saddleback College empowers and supports its diverse student body by providing equitable, innovative, and student-centered educational experiences. We foster personal growth, academic success, economic opportunity, and social mobility.

**Tuesday, April 28, 2026**

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

1. **Approval of Minutes – April 14, 2026, p. 3-7**
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. **Curriculum Committee Survey for 2025-26 is Due by May 1<sup>st</sup> ([COMMITTEE EVALUATION LINK \(2025-2026\)](#)) – Information Only Item**
7. **Fall 2026 Curriculum Calendar (Final) – Information Only Item, p. 8**
8. **Proposed New Noncredit Course Justification (EHST 605/505 – Genealogy and Family History Research (EI)) for Academic Year 2027-28 – Information and Action Item, p. 9-12**
9. **Proposed New Credit Courses (MUS) for Academic Year 2026-27 (Spring) – Action Item, p. 13-14**
  - A. New recommended preparation
    - a. MUS 281 will have a recommended preparation of MUS 280
    - b. MUS 282 will have a recommended preparation of MUS 280
  - B. Approval of new credit courses
10. **Proposed New Credit Program (Community Music Teaching Certificate of Achievement) for Academic Year 2026-27 (Spring) – Action Item, p. 15**
11. **Proposed New Noncredit Course Justification (EBUS 600/500 – Practical Law for Everyday Life (EI)) for Academic Year 2027-28 – Action Item, p. 16-19**
12. **Proposed New Credit Courses (COUN 622, ENG 626, MATH 605) for UCTCA for Academic Year 2027-28 – Action Item, p. 20-21**
  - A. New prerequisite
    - a. MATH 605 (5) will have a prereq of Placement as determined by the college’s multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
  - B. Approval of new credit courses
13. **Representational Area Reports (if time allows)**
14. **Announcements**
  - A. The last GE Committee meeting of the semester is today, April 28<sup>th</sup> at 4pm in AGB 106.
  - B. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) for Fall 2027 in META/Maverick is April 30, 2026. This is also the deadline for the submission of all required elements for new and revised programs.
  - C. The Summer Review Committee will be meeting at noon on Wednesday June 17<sup>th</sup> and August 5<sup>th</sup> (location TBD). Please contact Michelle and June if you are interested in serving on one or both of these dates.
  - D. The first Curriculum Committee meeting of the fall semester is on Tuesday, August 25<sup>th</sup> at 3pm in AGB 106.

**SADDLEBACK COLLEGE  
CURRICULUM COMMITTEE**

**AGENDA (Continued)**

- E. The first GE Committee meeting of the fall semester is on Tuesday, September 8<sup>th</sup> at 4pm in AGB 106.
- F. The deadline to submit courses for consideration for Cal-GETC for 2027-28 to Articulation is Friday, September 18<sup>th</sup>.
- G. The deadline to submit new course/program initiations for Spring 2028 is Friday, September 18<sup>th</sup>.

**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....

# SADDLEBACK COLLEGE CURRICULUM COMMITTEE

## Attendance

College Mission: Saddleback College empowers and supports its diverse student body by providing equitable, innovative, and student-centered educational experiences. We foster personal growth, academic success, economic opportunity, and social mobility.

**Tuesday, April 14, 2026**

### Curriculum Team and Leadership in Attendance

- |                      |                       |
|----------------------|-----------------------|
| 1. Michelle Duffy    | Curriculum Co-Chair   |
| 2. June Millovich    | Curriculum Co-Chair   |
| 3. Aimee Tran        | Articulation Officer  |
| 4. Stephanie Di Alto | Curriculum Specialist |

### Curriculum Team and Leadership in Absence

- |                     |     |
|---------------------|-----|
| 1. Tram Vo-Kumamoto | VPI |
|---------------------|-----|

### Voting Members in Attendance

- |                               |  |
|-------------------------------|--|
| 1. Jessica Beck               | Extended Learning                              |
| 2. Mike Bennett               | Kinesiology & Athletics                        |
| 3. Tom DeDonno                | Business and Industry                          |
| 4. Farida Gabdrakhmanova      | Arts, Media, Performance, and Design           |
| 5. Annie Gilbert              | Extended Learning                              |
| 6. Carmenmara Hernandez-Bravo | Humanities and Social Sciences                 |
| 7. Lori Hoolihan              | Health and Wellness                            |
| 8. Susan Miller               | Health and Wellness                            |
| 9. Jennifer Rohles            | Kinesiology & Athletics                        |
| 10. Brooke Sauter             | Counseling and Special Programs                |
| 11. Carolyn Seaman            | Instructional Support and Teaching Innovations |
| 12. Michelle Weckerly         | Business and Industry                          |

### Voting Members Absent

- |                   |  |
|-------------------|--|
| 1. Jeff Barnett   | Science, Technology, Engineering, and Math |
| 2. Deborah Chau   | Counseling and Special Programs            |
| 3. Larry Perez    | Science, Technology, Engineering, and Math |
| 4. Spencer Robins | Humanities and Social Sciences             |

### Administrators in Attendance

- |                 |                   |
|-----------------|-------------------|
| 1. Dan Predoehl | Extended Learning |
|-----------------|-------------------|

### Guests

None

# SADDLEBACK COLLEGE CURRICULUM COMMITTEE

## MINUTES

College Mission: Saddleback College empowers and supports its diverse student body by providing equitable, innovative, and student-centered educational experiences. We foster personal growth, academic success, economic opportunity, and social mobility.

**Tuesday, April 14, 2026**

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

1. **Approval of Minutes – March 24, 2026, p. 3-6**
  - **First: Carmenmara Hernandez-Bravo**
  - **Second: Tom DeDonno**
  - **Motion passed**
2. **Approval of Agenda**
  - **An amendment was made to Agenda Item 13. Emeritus has requested modifying the variable hour configurations for the three proposed new courses from 2/3 lecture, 1/3 lab (1.0-5.0 hours lecture/0.5 to 2.5 hours lab) to ½ lecture, ½ lab (0.5-3.0 hours lecture/0.5-3.0 hours lab).**
  - **First: Carmenmara Hernandez-Bravo**
  - **Second: Michelle Weckerly**
  - **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**
  - **Plenary update: Phase III CCN may be delayed beyond Fall 2028.**
  - **ASCCC Curriculum Institute is July 15-18<sup>th</sup> in Sacramento.**
  - **Members are needed to serve on the Summer Review Committee; meeting dates are Wednesday, June 17<sup>th</sup> and Wednesday, August 5<sup>th</sup> at noon. A minimum of 5 faculty are required; interested parties should contact Michelle and June.**
  - **A resolution is coming before Academic Senate at tomorrow's meeting regarding minimum qualifications for faculty teaching mirrored credit/non-credit courses that are in programs calling for faculty to possess the higher qualification (credit).**
    - a. ***In order to maintain academic integrity and consistency in the district and allow students the possibility of converting non-credit work to credit work, the Academic Senate of Saddleback College supports that faculty teaching non-credit courses must meet the same minimum qualifications required of faculty teaching credit-bearing courses if the courses are mirrored for credit.***
5. **Curriculum Committee Training – Information Item**
  - **META workshops are ongoing for the current tech review cycle. Remaining dates:**
    - **April 16<sup>th</sup> at 2:00pm**
    - **April 21<sup>st</sup> at 9:00am**
    - **April 29<sup>th</sup> at 12:30pm**
  - **Reminder: include DEIA and UDL explanations in the justification textbox prior to launching courses. Refer to the DEIA and UDL guidelines.**
  - **On May 8<sup>th</sup> the CE Committee will be working through TOP/CIP alignment per the new crosswalk.**
6. **Fall 2026 Curriculum Calendar (November Meeting Dates) – Discussion Item, p. 7**
  - **Committee input was requested regarding the meeting dates for November 2026. The November 10<sup>th</sup> meeting coincides with a faculty contractual day; it is imperative that quorum be obtained so that the December BoT item can be submitted on November 20<sup>th</sup>. Members were consulted as to whether to retain the meeting on the regularly scheduled date (second Tuesday of the month) on November 10<sup>th</sup> or to move the meeting to Thursday, November 12<sup>th</sup>.**
  - **After brief discussion it was agreed upon to schedule the meeting for Thursday, November 12<sup>th</sup>.**

**SADDLEBACK COLLEGE  
CURRICULUM COMMITTEE**

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**MINUTES**

7. **Proposed New Credit Courses (MUS) for Academic Year 2026-27 (Spring) – Information Item, p. 8-9**
  - **The Music department is proposing three new courses to be included in a new Community Music Teaching Certificate of Achievement (Agenda Item 8)**
    - A. New recommended preparation
      - a. MUS 281 will have a recommended preparation of MUS 280
      - b. MUS 282 will have a recommended preparation of MUS 280
    - B. Approval of new credit courses
  
8. **Proposed New Credit Program (Community Music Teaching Certificate of Achievement) for Academic Year 2026-27 (Spring) – Information Item, p. 10**
  - **The Community Music Teaching Certificate of Achievement will prepare students for careers as teaching artists, private lesson instructors, after-school and community music enrichment teachers, and related workforce roles in the community music sector; this new award will include three new courses (MUS 280, 281, and 282 - Agenda Item 7) as well as several existing courses.**
  
9. **Proposed New Noncredit Course Justification (EBUS 600/500 – Practical Law for Everyday Life (EI)) for Academic Year 2027-28 – Information Item, p. 11-14**
  - **The Emeritus Institute is proposing a new course to introduce older adults to the essential principles of business law as they apply to real-life situations.**
  
10. **Proposed New Credit Courses (COUN 622, ENG 626, MATH 605) for UCTCA for Academic Year 2027-28 – Information Item, p. 15-16**
  - **COUN 622 (22): Student Development in the Age of Artificial Intelligence will examine the ethical, academic, and societal implications of Artificial Intelligence (AI) through counseling and human development theories ensuring students move beyond technical awareness toward thoughtful, ethical, and human-centered understanding.**
  - **ENG 626 (26): Asian American Literature develops an appreciation of Asian American literature and culture through reading and exploration of poetry, short-stories, novels, memoirs, and drama that provide a window into a variety of Asian nationalities and ethnicities.**
  - **MATH 605 (5): Mathematics for Liberal Arts Students is designed for students majoring in liberal arts, education, communication, or non-STEM similar majors and provides an overview of a variety of mathematical topics.**
  - A. New prerequisite
    - a. MATH 605 (5) will have a prereq of Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
  - B. Approval of new credit courses
  
11. **Proposed New Credit Course Justifications for Academic Year 2027-28 – Action Item, p. 17-34**
  - **The Drafting department is proposing two new courses focusing on dimensioning and tolerancing to be included in a new Solidworks and Geometric Dimensioning and Tolerances Certificate of Achievement (Agenda Item 12B).**
    - A. DR 604 (204) – Advanced Geometric Dimensioning and Tolerancing
      - **First: Carmenmara Hernandez-Bravo**
      - **Second: Brooke Sauter**
      - **Motion passed**
    - B. DR 605 (205) – Inspection for Geometric Dimensioning and Tolerancing
      - **First: Carmenmara Hernandez-Bravo**
      - **Second: Brooke Sauter**
      - **Motion passed**

# SADDLEBACK COLLEGE CURRICULUM COMMITTEE

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## MINUTES

College Mission: Saddleback College empowers and supports its diverse student body by providing equitable, innovative, and student-centered educational experiences. We foster personal growth, academic success, economic opportunity, and social mobility.

- **The Music department is proposing two new courses focusing on live sound reinforcement techniques and a new course teaching mixing and mastering techniques; these three new courses will be included in a new Live Sound Certificate of Achievement (Agenda Item 12A) and MUS 631 (231) will also be included in the Music Production Entrepreneurship Certificate of Achievement.**
  - C. MUS 613 (213) – Live Sound I
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
  - D. MUS 614 (214) – Live Sound II
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
  - E. MUS 631 (231) – Mixing and Mastering
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
  - F. MUS 643 (243) – Pop Vocal Techniques
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
- 12. Proposed New Credit Program Justifications for Academic Year 2027-28 – Action Item, p. 35-36**
- A. Live Sound Certificate of Achievement
    - **The Live Sound Certificate of Achievement will provide training in front and back of house audio operations; this new award will include three new courses (Agenda Item 11C/D/E) and two existing courses.**
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
  - B. Solidworks and Geometric Dimensioning and ~~Tolerances~~ Tolerancing Certificate of Achievement [title revised subsequent to March 24<sup>th</sup> information item]
    - **The Solidworks and Geometric Dimensioning and Tolerancing Certificate of Achievement is designed for students working in the manufacturing and aerospace industries and includes focus on manufacturing design, production, and inspection; it will consist of three existing courses and two new courses (Agenda Item 11A/B).**
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
- 13. Proposed New Noncredit Course Justifications for Academic Year 2027-28 – Action Item, p. 37-45**
- **The Emeritus Institute is proposing a new sequence of piano courses to meet student interest.**
  - **Since the March 24<sup>th</sup> meeting Emeritus has requested modifying the variable hour configurations for the three proposed new courses from 2/3 lecture, 1/3 lab (1.0-5.0 hours lecture/0.5 to 2.5 hours lab) as was originally indicated in the forms to ½ lecture, ½ lab (0.5-3.0 hours lecture/0.5-3.0 hours lab).**
  - **Dan Predoehl explained Kirill Gliadkovsky and Ariel Alexander from the Music department collaborated in developing these courses so that they don't overlap/conflict with credit courses.**
  - A. EMUS 624 (524) – Beginning Piano (EI)
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**

# SADDLEBACK COLLEGE CURRICULUM COMMITTEE

## MINUTES

- **Motion passed**
  - B. EMUS 625 (525) – Intermediate Piano (EI)
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
  - **Motion passed**
  - C. EMUS 626 (526) – Advanced Piano (EI)
    - **First: Carmenmara Hernandez-Bravo**
    - **Second: Annie Gilbert**
    - **Motion passed**
- 14. Representational Area Reports (if time allows)**
- **None**
- 15. Announcements**
- A. The last Curriculum Committee meeting of the semester is on Tuesday, April 28<sup>th</sup> at 3pm in AGB 106.
  - B. The last GE Committee meeting of the semester is on Tuesday, April 28<sup>th</sup> at 4pm in AGB 106.
  - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) for Fall 2027 in META/Maverick is April 30, 2026. This is also the deadline for the submission of all required elements for new and revised programs.
- 16. Public Interest Announcements (if time allows)**
- **Members announced upcoming events.**
- 17. Adjourn**
- **The meeting adjourned at 3:37pm.**

### 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....*”

## Fall 2026 Curriculum Calendar

### August 2026

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 10 – August 14: Professional Development

August 25: Curriculum Committee 3:00-4:00pm

### September 2026

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7*	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

September 8: Curriculum Committee 3:00-4:00pm & GE Committee 4:00-5:00pm

September 18: Deadline to submit new course/program initiation forms for Spring 2028 and deadline to submit courses for consideration for Cal-GETC to Articulation

September 22: Curriculum Committee 3:00-4:00pm

### October 2026

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 13: Curriculum Committee 3:00-4:00pm & GE Committee 4:00-5:00pm

October 27: Curriculum Committee 3:00-4:00pm

### November 2026

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11*	12	13
16	17	18	19	20
23	24	25	26*	27*
30				

November 12: Curriculum Committee 3:00-4:00pm & GE Committee 4:00-5:00pm

\*\*\*Note meetings this week are on Thursday, not Tuesday\*\*\*

November 24: Curriculum Committee 3:00-4:00pm

### December 2026

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23*	24*	25*

December 4: Deadline to launch new course proposals for implementation in Spring 2028

#### Spring 2027 Deadlines:

- January 22: Deadline to submit new course and program intents for Fall 2028
- April 30: Deadline for completion of:
  - Scheduled review courses
  - Unscheduled review (only for courses that meet criteria)
  - New courses
  - New programs
  - Paperwork for programs affected by new/revised/deleted courses

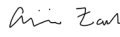




#### Key

	Professional Development
	Curriculum Committee Meeting
	Curriculum & GE Committee Meetings
	Academic Senate Meeting
	Board Item Due to President's Office
*	Holiday

SADDLEBACK COLLEGE  
 CURRICULUM DEVELOPMENT

**NEW COURSE PROPOSAL**

Date: 9-17-2025	Prepared & Submitted by: Laura Hoffman
Department: Emeritus Institute	Course Prefix & Number 600: EHST 505/605

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.		
9/17/2025	Alicia Zach	 _____ Signature, Faculty Requestor
9/17/2025	Laura Hoffman	 _____ Signature, Department Chair (Emeritus)
9/17/2025	Christina Ghanbarpour	 <small>Christina Ghanbarpour (Sep 18, 2025 15:59:36 PDT)</small> _____ Signature, HSS History
9/17/25	Christina Hinkle	 _____ Signature, Executive Dean, HSS
9/17/25	Dan Predoehl	 <small>Daniel Predoehl (Sep 18, 2025 16:09:05 PDT)</small> _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :   ) Short Title: Genealogy and Family History Research (EI) Genealogy and Family History Research (EI)		
Units: <a href="#">Click here to enter text.</a>	Weekly lec hrs: .5 - 3	Weekly lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 2205.00	Non-Credit Category: H-Older Adults	Occupational Code (SAM): E

1. Anticipated first term of offering:             Fall    Spring            Year 2027

2. Catalog Description:

This course introduces older adult learners to the principles and practices of genealogy and family history research. Students will learn to locate, analyze, and evaluate historical records, organize genealogical data, and construct family histories using both physical and digital research methods. Emphasis is placed on critical evaluation of sources, understanding historical context, and developing skills to navigate physical and online databases and archives.

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?

The Saddleback College Emeritus Institute promotes lifelong learning by offering academically rigorous and intellectually stimulating courses that foster personal growth for older adults. The proposed course, *Genealogy and Family History Research*, addresses the needs of students who may have access to genealogical materials but require structured guidance to use them effectively and accurately. Through instruction in historical research methods and critical evaluation of sources, students will develop the skills necessary to conduct reliable family history research. Older adults frequently express strong interest in genealogy for personal, cultural, and historical reasons. While online platforms provide access to records, students benefit from academically rigorous instruction that builds research, evaluation, and historical analysis skills. This course aligns with the Emeritus Institute's mission of providing high-quality, lifelong learning opportunities that engage students in meaningful scholarship.

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: [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 Grading

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 familiar with Genealogy and Family History Research and free genealogy/family research applications that can be used on computers, mobile phones and tablets.

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:

<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.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed SLOs:

- Locate and interpret at least three different types of genealogical records (e.g., census, vital records, immigration documents).
- Demonstrate the ability to organize genealogical information into a family chart or timeline.
- Present a short family history project that integrates researched records with historical context.

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
SAD	MUS 280	993168.00	INTRODUCTION TO COMMUNITY MUSIC TEACHING	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, grading method GR - Letter Grade or Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE  
 NEW COURSES  
 ACADEMIC YEAR 2026-2027

SAD	MUS 281	993169.00	PRIVATE STUDIO PEDAGOGY & BUSINESS PRACTICES	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, <b>rec prep MUS 280</b> , grading method GR - Letter Grade or Pass/No Pass, DE, non- repeatable
SAD	MUS 282	993170.00	GROUP MUSIC INSTRUCTION METHODS	nc, 2.5 units/2 hrs lec/1.5 hrs lab/0 hr lrng cntr, <b>rec prep MUS 280</b> , grading method GR - Letter Grade or Pass/No Pass, DE, non- repeatable

SADDLEBACK COLLEGE  
NEW PROGRAMS  
ACADEMIC YEAR 2026-2027

New  
**Community Music Teaching  
Certificate of Achievement**

**The Certificate of Achievement in Community Music Teaching prepares students for careers as teaching artists, private lesson instructors, after-school and community music enrichment teachers, and related workforce roles in the commercial music sector. Students gain applied training in pedagogy, community engagement, commercial music technology, and entrepreneurship, equipping them with both the musical and professional skills necessary to thrive as independent music educators and arts workers. This certificate is open to students with basic musical proficiency (instrumental, vocal, or composition/production). No audition is required for entry, though some courses may require demonstration of fundamental musicianship skills. Completion of this program supports employment in the following roles: teaching artist, private music instructor, after-school enrichment teacher, and self-enrichment music educator.**

**Program Student Learning Outcomes**

**Students who complete this program will be able to:**

- **Demonstrate effective teaching strategies appropriate for diverse community and studio music settings.**
- **Apply entrepreneurial skills to design, market, and sustain independent teaching artist work.**
- **Utilize commercial music tools and technology to support instruction and creative projects.**
- **Communicate effectively with students, parents, and community partners in educational and professional contexts.**
- **Integrate inclusive and culturally responsive practices into music instruction.**

**Required Core:**

**Select one:**

**MUS 1 The Basics of Music 3**

**or**

**MUS 10\* Harmony I 3**

**Complete:**

**MUS 280 Introduction to Community Music Teaching 3**

**MUS 281\* Private Studio Pedagogy & Business Practices 3**

**MUS 282\* Group Music Instruction Methods 2.5**

**Restricted Electives: Select one course**

**MUS 54A Beginning Piano I 2**

**MUS 80 Beginning Voice 1.5**

**MUS 171 Basic Guitar 1.5**

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**Total Units for the Certificate 13-**

**13.5**

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

SADDLEBACK COLLEGE  
 CURRICULUM DEVELOPMENT

**NEW COURSE PROPOSAL**

Date: 09/17/25	Prepared & Submitted by: Laura Hoffman
Department: Emeritus Institute	Course Prefix & Number 600: EBUS 500/600

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.		
9/17/2025	Emily Quinlan	 <u>Emily Quinlan</u> <small>Emily Quinlan (Sep 18, 2025 14:03:37 PDT)</small> Signature, Faculty Requestor
9-17-25	Laura Hoffman	 <u>Laura Hoffman</u> Signature, Department Chair
9/17/2025	John Jaramillo	 <u>John Jaramillo</u> Signature, Dean
9/17/2025	Dan Predoehl	 <u>Daniel Predoehl</u> <small>Daniel Predoehl (Sep 19, 2025 09:04:57 PDT)</small> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :  )			Short Title: Practical Law for Everyday Life (EI)		
Practical Law for Everyday Life (EI)					
Units: <a href="#">Click here to enter text.</a>		Weekly lec hrs: .5 – 3	Weekly lab hrs: 0		
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit					
TOP Code: 0505.00		Non-Credit Category: H-Older Adults		Occupational Code (SAM): E	

1. Anticipated first term of offering:                       Fall    Spring                      Year 2027
  
2. Catalog Description:  
 This course introduces older adult learners to the essential principles of business law as they apply to real-life situations. Designed for real-world application rather than professional credentialing, the class emphasizes informed decision making related to contracts, consumer law and rights, business agreements, employment, real estate, negotiation for personal and professional services, resolution of homeowners association (HOA) disputes, intellectual property, understanding criminal law, personal property and estate considerations, and navigating the multi-tiered judicial system of the United States and constitutional law basics.
  
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?

The Saddleback College Emeritus Institute is designed to promote lifelong learning by offering academically rigorous, intellectually stimulating courses that foster personal growth for older adults. The proposed course, *Practical Law for Everyday Life*, supports this mission by introducing students to accessible, noncredit instruction in fundamental legal concepts as they apply to daily life — including contracts, consumer law and rights, business agreements, employment, real estate, negotiation for personal and professional services, resolution of homeowners' association (HOA) disputes, intellectual property, understanding criminal law, personal property and estate considerations. Emeritus students have expressed interest in gaining a better understanding of everyday legal issues that affect consumers, workers, retirees, and small business owners. The content is designed specifically for lifelong learners and does **not overlap or conflict with Saddleback College's for-credit Business Law courses (BUS 13: Legal Environment and Business Law)**, which focus on degree, transfer, and career preparation. Instead, this course is designed to provide older adult learners with academically rigorous, noncredit instruction that builds practical understanding of legal issues in everyday contexts. It supports lifelong learning, consumer awareness, and civic participation, while remaining distinct from degree or transfer coursework and carrying no grades or units.

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: [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 Grading

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 with qualified faculty who are eligible to teach business law

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:

<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.

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed SLOs:

- Demonstrate an understanding of how contracts function in everyday agreements.
- Identify at least three common legal issues older adults may encounter and explain potential responses.
- Analyze a case study to articulate key legal concerns and identify when professional assistance may be needed.

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
SCS	COUN 622 (22)	993171.00	STUDENT DEVELOPMENT IN THE AGE OF ARTIFICIAL INTELLIGENCE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable

SMS	MATH 605 (5)	993173.00	MATHEMATICS FOR LIBERAL ARTS STUDENTS	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, <b><u>prereq Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra,</u></b> gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable
SSH	ENG 626 (26)	993172.00	ASIAN AMERICAN LITERATURE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable