Thursday, April 2, 2020

The meeting starts promptly at 3PM via Zoom

Teleconferencing Location: via Zoom Videoconferencing at https://cccconfer.zoom.us/j/736464993

This agenda is available on the Saddleback College Curriculum website at https://www.saddleback.edu/curriculum/Curriculum-and-GE-Committee-Meetings

Consistent with the provisions of the Executive Order N-25-20, the above-noticed meeting of the Saddleback College Curriculum Committee shall take place as follows:

Members of the Curriculum Committee may participate remotely via Zoom videoconferencing. If members choose to participate remotely, their locations will not be noticed, nor will public access be available at their locations.

Members of the public may observe via Zoom videoconferencing using the link above or by calling in to the meeting at

Or iPhone one-tap (US Toll): +16699006833,736464993# or +13462487799,736464993#

Or Telephone: 
 Dial:  
+1 669 900 6833 (US Toll)  
+1 346 248 7799 (US Toll) 
+1 646 876 9923 (US Toll)  
+1 253 215 8782 (US Toll)  
+1 301 715 8592 (US Toll)  
+1 312 626 6799 (US Toll)  

Members of the public wishing to comment on an agenda item or another topic within the jurisdiction of the Board of Trustees will be given the opportunity to ask questions via Zoom through the chat feature or may submit questions via email to the Curriculum Committee Chair, Michelle Duffy at: mduffy@saddleback.edu. All public comments will be accepted via teleconference or mail. Submissions must be received prior to the posted start time of the meeting. Please include in the subject line of the email: COMMENTS FOR THE MEETING OF APRIL 2, 2020. Please indicate if you are addressing a specific agenda item or are making “Public Comment.” Submissions will be read aloud at the meeting and must comply with the 2-minute time limit.

1. Approval of Minutes – March 12, 2020
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 Bylaws Changes – Information and Action Item
7. Proposed New Noncredit Program for Academic Year 2020-21 (Spring 2021) – Information Item 
   A. Clinical Lab Assistant and Phlebotomy Program Certificate of Completion
8. Proposed New Credit Course (ETT 624) for Academic Year 2021-22 – Information Item
9. New Credit Course Justifications for Academic Year 2021-22 – Information Item
AGENDA (Continued)

A. TA 600 - Disney: Broadway, Film, Theme Parks, and Beyond
B. TA 620 – From Stage to Screen: Broadway to Hollywood

10. SC/IVC 2020-21 Comparable Course Changes – Information Item

11. New Credit Course Justification for Academic Year 2021-22 – Action Item
   A. CCNA1 Cisco Certified Network Associate

12. Proposed New Credit Program for Academic Year 2021-22 – Action Item
   A. Environmental Science Associate in Science for Transfer Degree

13. Proposed New Noncredit Program for Academic Year 2021-22 (Fall 2021) – Action Item
   A. Microsoft Solutions Expert Certificate of Completion

14. Proposed New Credit Courses (KNEA 609 – 1 unit and 1.5 units) for Academic Year 2021-22 – Action Item

15. Proposed Noncredit Course Revisions for Academic Year 2020-21 (Spring) – Consent Item

16. Proposed Noncredit Program Revisions for Academic Year 2020-21 – Consent Item
   A. English as a Second Language – Beginning Level Certificate of Competency
   B. English as a Second Language – Intermediate Level Certificate of Competency
   C. English as a Second Language – Advanced Level Certificate of Competency

17. Proposed Credit Course Revisions for Academic Year 2021-22 – Consent Item

18. Online Addenda – Consent Item

19. Division Reports (if time allows)

20. Announcements
   A. The next GE Committee meeting scheduled for Thursday, April 2nd has been cancelled.
   B. The next Curriculum Committee meeting of the spring semester is on Thursday, April 16th at 3pm.
   C. The launch deadline for scheduled review and approved new courses is April 30, 2020; program paperwork pertaining to new and/or revised courses is also due by this date.

21. Public Interest Announcements (if time allows)

22. Adjourn

COMPLIANCE WITH BROWN ACT & EO 25-20
Curriculum Committee is a legislative body which must comply with the Brown Act. §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 §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.” Please contact the Office of Instruction @ 949-582-4795 if you require an accessibility-related modification or accommodation in order to participate in this public meeting.

Gavin Newsome, Executive Order 25-20:
"Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of
SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

AGENDA

College Mission: To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and character development; and to support a dynamic and diverse environment of innovation and collegiality.

participation in or quorum for a public meeting are hereby waived."

EO N-25-20 authorizes the Curriculum Committee "to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing."
College Mission: To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and character development; and to support a dynamic and diverse environment of innovation and collegiality.

Thursday, March 12, 2020

The meeting starts promptly at 3PM in ABG 106

Curriculum Team and Leadership in Attendance:
Michelle Duffy Curriculum Chair
Kevin O’Connor Dean, Liberal Arts; Alternate for VPI
Kim Stankovich – voting member Curriculum Lead Team, FAMT
Aimee Tran Articulation Officer/Curriculum Lead Team
June Millovich – voting member Curriculum Lead Team, SBS

Curriculum Team and Leadership in Absent:
Suzie Bugay Curriculum Specialist
Stephanie Di Alto Curriculum Specialist
Tram Vo-Kumamoto VPI

Voting Members in Attendance:
Linda Call Health Sciences & Human Services
Hollis Casey Counseling
Sarah Chang Counseling
Barbara Cox Business Science
Jennifer Czerniawski Social & Behavioral Sciences
Tom DeDonno Business Science
Annie Gilbert Community Ed., Emeritus, & K-12
John Richards Advanced Technology & Applied Science
Carolyn Seaman Online Education & Learning Resources
Karah Street Math, Science, & Engineering
Karla Westphal Math, Science, & Engineering
Carmenmara Hernandez-Bravo Liberal Arts
Nahid Meskin Health Sciences & Human Services
Maria Kiernan Community Ed., Emeritus, & K-12
Matt Hunt Liberal Arts
Mike Bennett Kinesiology & Athletics
Laura Haight Fine Arts & Media Technology

Administrators in Attendance:

Voting Members Absent:
Orlantha Nin Student Equity and Special Programs
Kathleen Lunetto Advanced Technology & Applied Science
Brandee Craig Kinesiology & Athletics
Ardith Lynch Student Equity and Special Programs

Guests:
1. Approval of Minutes – February 27, 2020

John Richards motioned to approve the minutes with the heading being changed from “AGENDA” to “MINUTES”. Karah Street seconded. Unanimously approved.

2. Approval of Agenda

Kim Stankovich motioned to approve the agenda. Karla Westphal seconded. Unanimously approved.

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 comments.

4. Chair’s Report

Michelle Duffy reported on the following:
- Discussions are being held as to how we will proceed with Curriculum Committee meetings if we are closed due to COVID-19.
- Plans to attend Plenary and the Non-Credit Institute have been cancelled.
- Reminder that CurricUNET is planned to close on May 1st once scheduled review deadline has passed.
- Academic Senate announced that Kris Leppien-Christensen will be the Curriculum Committee Co-Chair beginning in Fall 2020.

5. Curriculum Committee Training – Information Item

Michelle Duffy shared the following:
- Gathering names of those interested in participating in a curriculum workgroup to work on class caps.
- When you launch a course- please remember to add a co-contributor since there are sabbatical/retirements/etc. Contributor will have access to revise COR.
- Schedule review list can be found on Curriculum website
- DE addenda- chair spoke to DE coordinator and found out there is a glitch in the system. We will be going back to the Word Doc submission form. Curriculum website is updated.
- The VPI is working with our DE Committee to submit an Emergency Blanket Addendum to the Chancellor's Office that would cover courses through the end of the semester.
- Regarding Narrative item 5 Projections- Chair seeks guidance from Chancellors Office who said to follow 5th edition PCAH. All courses in the COR need 2-year projections recorded in chart form.

6. New Credit Course Justification for Academic Year 2021-22 – Information Item
   A. CCNA1 Cisco Certified Network Associate

7. Proposed New Credit Program for Academic Year 2021-22 – Information Item
   A. Environmental Science Associate in Science for Transfer Degree

8. Proposed New Noncredit Program for Academic Year 2021-22 (Fall 2021) – Information Item
   A. Microsoft Solutions Expert Certificate of Completion
9. **Proposed New Credit Courses (KNEA 609 – 1 unit and 1.5 units) for Academic Year 2021-22 – Information Item**

10. **New Credit Program Justification for Academic Year 2020-21 (Spring 2021) – Action Item**
    A. Cosmetology A.S. Degree

    Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

11. **New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Action Item**
    A. FN 650 – Sustainable Nutrition and Food Systems
    Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

    B. MUS 674 – Intermediate Strings
    Kim Stankovich motioned to approve the item. Laura Haight seconded. The Curriculum Committee unanimously approved the item.

12. **Proposed New Noncredit Courses for Academic Year 2020-21 (Spring 2021) – Action Item**

13. **Proposed New Credit Courses for Academic Year 2020-21 (Spring 2021) – Action Item**
    A. New Prerequisite:
        a- BUS 601 (112) will have a prerequisite of Placement by the current assessment process or successful completion of MATH 253 with a “C” or better.

    Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

    B. New Recommended Preparation:
        a- CIMA 600 (105) will have a recommended preparation of CIMA 104 and knowledge of pivot tables

    Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

    C. Approval of new credit courses

    Laura Haight motioned to approve the item. Tom DeDonno seconded. The Curriculum Committee unanimously approved the item.

14. **New Noncredit Program Justifications for Academic Year 2021-22 – Action Item**
    A. Adult Education Basic Technology Skills

    John Richards motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

    B. Non-Profit Business Administration and Management

    Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

15. **New Noncredit Course Justifications for Academic Year 2021-22 – Action Item**
    A. AEBE 692 (792) – High School Equivalency Language Arts Lab I

    Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.
B. AEBE 693 (793) – High School Equivalency Language Arts Lab II
   Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

C. AEBE 694 (794) – High School Equivalency Mathematics Lab I
   Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

D. AEBE 695 (795) – High School Equivalency Mathematics Lab II
   Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

E. AEBT 601 (701) – Adult Education Basic Technology Skills I
   Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

F. AEBT 602 (702) – Adult Education Basic Technology Skills II
   Karah Street motioned to approve the item. Carmenmara Hernandez Bravo seconded. The Curriculum Committee unanimously approved the item.

G. BUS 620 (420NC) – Non-Profit Business Management
   Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

H. BUS 621 (421NC) – Non-Profit Business Finance
   Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

I. BUS 622 (422NC) – Legal Aspects of the Non-Profit Business
   Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

J. EBIO 601 (501) – Advanced Birds of the World (El)
   Karah Street motioned to approve the item. Kim Stankovich seconded. The Curriculum Committee unanimously approved the item.

K. EECL 600 (500) – Human Ecology (El)
   John Richards motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

L. EHST 600 (500) – Western Civilization to 1648 (El)
   Maria Kiernan motioned to approve the item. Karla Westphal seconded. The Curriculum Committee unanimously approved the item.

16. **New Credit Program Justifications for Academic Year 2021-22 – Action Item**
   A. Holistic Health Studies Certificate of Achievement
   Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

   B. Integrative Health for Fitness and Wellness Professionals Certificate of Achievement
   Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

17. **New Credit Course Justifications for Academic Year 2021-22 – Action Item**
A.  CDE 680 (180) – Cooperative Work Experience – Child Development and Education (1 Unit)
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

B.  CDE 680 (180) – Cooperative Work Experience – Child Development and Education (2 Units)
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

C.  DANC 684 – Middle Eastern Dance
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

D.  ENG 610 – Strategic Reading in a Global Society
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

E.  KNES 605 (405) – Exploring the Yoga Sutras
Carmenmara Hernandez Bravo motioned to approve the item. Laura Haight seconded. The Curriculum Committee unanimously approved the item.

F.  KNES 616 (216) – Holistic Health-Underlying Mechanisms
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

G.  KNES 617 (217) – Complementary and Alternative Health Practices
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

H.  KNES 618 (218) – Introduction to Ayurveda
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

I.  SL 603 (121) – American Sign Language Interpreting I
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

J.  SL 604 (221) – American Sign Language Interpreting I Lab
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

K.  SL 605 (122) – American Sign Language Interpreting II
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

L.  SL 606 (222) – American Sign Language Interpreting II Lab
Carmenmara Hernandez Bravo motioned to approve the item. Karah Street seconded. The Curriculum Committee unanimously approved the item.

18. Division Reports (if time allows)
19. Announcements
A. The next GE Committee meeting of the spring semester immediately follows today’s Curriculum Committee meeting at 4pm in AGB 106.
B. The next Curriculum Committee meeting of the spring semester is on Thursday, April 2nd at 3pm in AGB 106.
C. The launch deadline for scheduled review and approved new courses is April 30, 2020; program paperwork pertaining to new and/or revised courses is also due by this date.

20. Public Interest Announcements (if time allows)

21. 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....
CURRICULUM COMMITTEE
BY-LAWS
Saddleback College

Approved: May 10, 2017
Revised: November 1, 2017
Revised: February 28, 2018
Revised: February 27, 2020
## Contents

I. COMMITTEE RESPONSIBILITIES
   A. REVIEW OF COURSES AND CERTIFICATES/DEGREES
   B. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES
   C. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION
   D. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE
   E. REVIEW OF DISCIPLINE PLACEMENT
   F. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY
   G. REVIEW AND EVALUATION OF SADDLEBACK COLLEGE CURRICULUM APPROVAL PROCESS
   H. REVIEW AND EVALUATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
   I. CREATION OF CURRICULUM COMMITTEE PROCEDURES

II. CURRICULUM COMMITTEE VOTING MEMBERSHIP

III. CURRICULUM COMMITTEE NON-VOTING MEMBERS

IV. STUDENT REPRESENTATION

V. CURRICULUM COMMITTEE STANDING COMMITTEES
   A. Technical Review Committee
      1. Responsibilities
      2. Membership
   B. General Education Committee
      1. Responsibilities
      2. Membership
      3. Meeting Procedures
   C. Distance Education Committee
      1. Responsibilities
      2. Emergency Blanket Addendum

VI. INDIVIDUAL CURRICULUM COMMITTEE MEMBER’S RESPONSIBILITIES

VII. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES
   A. Philosophical Duties
   B. Maintenance Duties
   C. Selection Procedure

VIII. CURRICULUM COMMITTEE MEETING PROCEDURES
   A. Quorum
B. Jurisdiction.................................................................................................................................................. 8
C. Approval Procedures ................................................................................................................................... 8
   1. Full Review .............................................................................................................................................. 8
   2. Consent Agenda Items ............................................................................................................................. 8
   3. Information Item Only/No Action............................................................................................................. 8
   4. Summer Approvals ................................................................................................................................ 8
   5. First and Second Reading Requirement.................................................................................................. 9
   6. By-Law Revision ....................................................................................................................................... 9
IX. CURRICULUM COMMITTEE AGENDA....................................................................................................... 9
X. CURRICULUM COMMITTEE MINUTES....................................................................................................... 9
I. COMMITTEE RESPONSIBILITIES

A. REVIEW OF COURSES AND CERTIFICATES/DEGREES
The primary responsibilities of the Saddleback College Curriculum Committee are to review and approve degree-applicable credit courses, non-degree credit courses, noncredit courses, certificates, and programs of study. The Curriculum Committee recommends to the Academic Senate additions, deletions, and modifications in both major degree programs and general education patterns for the Associate Degree, the Intersegmental General Education Transfer Curriculum (IGETC), the California State University (CSU) General Education Certification Requirements, and Certificate Requirements. The Academic Senate then sends those recommendations to the College’s Board of Trustees (BOT) for approval. (Title 5 §55002; Saddleback College BP6100).

B. REVIEW OF PREREQUISITES, COREQUISITES, AND ADVISORIES
The Curriculum Committee must approve prerequisites, co-requisites, and advisories, and must do so by separate action from that used in approving the course. (Title 5 §55003)

C. REVIEW OF COURSE REPEATABILITY AND COURSE REPETITION
The Curriculum Committee reviews course repeatability and course repetition to ensure compliance with Title 5 §55000; §55040; §56029; §55253, §58161).

D. COURSE/CERTIFICATE/PROGRAM DISCONTINUANCE
The Curriculum Committee participates in the review and evaluation of courses, certificates and program for discontinuance. (Title 5 §55130)

E. REVIEW OF DISCIPLINE PLACEMENT
The Curriculum Committee reviews courses for discipline placement.

F. REVIEW OF CURRICULUM COMMITTEE COMMUNICATION WITH COLLEGE COMMUNITY
The Curriculum Committee requests, considers, and responds to reports from various Academic Senate committees and college groups that have a direct bearing on matters of curriculum.

G. REVIEW AND EVALUATION OF SADDLEBACK COLLEGE CURRICULUM APPROVAL PROCESS
The Curriculum Committee shall review and evaluate its approval process to assure optimal curriculum approval at the local level. This shall include a review of technology, technical review, meeting schedules and agenda, yearly curriculum timelines, and Curriculum Committee communication to the college community.

H. REVIEW AND EVALUATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES
The Curriculum Committee shall assist in the College’s review of Board and Administrative Policies

I. CREATION OF CURRICULUM COMMITTEE PROCEDURES
The Curriculum Committee shall create Curriculum Committee Procedures (CCPs) when necessary to spell out the process of the Curriculum Office’s implementation of Title 5, the Chancellor’s Office (CO) mandates, Saddleback College’s Board Policies or Administrative Procedures, or suggested best practices from the Academic Senate of the California Community Colleges (ASCCC). These CCPs will ensure consistent application of process and procedures in meeting compliance. These CCPs will be recommended by the Technical Review Sub-Committee and reviewed and approved by the Curriculum Committee and the Academic Senate. These CCPs will provide transparency to the college community regarding Curriculum Committee actions. These CCPs will be housed in the Saddleback College Curriculum Handbook.
II. CURRICULUM COMMITTEE VOTING MEMBERSHIP

The voting membership of the Curriculum Committee shall include:

A. Two representatives, elected by their respective areas from the instructional divisions of:
   1. Advanced Technology and Applied Science
   2. Economic & Workforce Development and Business Science
   3. Community Education, Emeritus Institute, and K-12 Partnerships
   4. Fine Arts and Media Technology
   5. Health Sciences and Human Services
   6. Liberal Arts
   7. Mathematics, Science, and Engineering
   8. Kinesiology and Athletics
   9. Social and Behavioral Sciences

B. Additional voting members shall include:
   1. Two representatives from Counseling Services
   2. Two representatives from Transfer, Career, and Special Programs
   3. Two representatives from Online Education and Library Resources

C. One of the two representatives for any division should be a full-time faculty member

D. There may be occasions when division may not be able to provide two sitting members on
   the Curriculum Committee; however, that will be up to the division in question. It is the
   Curriculum Committee’s position that each instructional area has the opportunity for equal
   representation.

E. If instructional divisions are added, deleted, or reconfigured, the updates will supersede the
   list provided in II.A.

F. Instructional divisions will be defined as a division that offers at least one state approved
   program.

G. In the event of a tie vote, discussion will be re-opened, followed by a second vote. If the tie
   persists, the Curriculum Chair shall cast the deciding vote.

III. CURRICULUM COMMITTEE NON-VOTING MEMBERS

A. The following shall be considered standing advisory positions on the Curriculum Committee
   due to the nature of the curriculum approval process and/or articulation issues:
   1. Articulation Officer-1
   2. Curriculum Chair or Co-Chairs-1/2
   3. Curriculum Specialists-2
   4. Instructional Deans-2, at least one of whom oversees CTE programs within their division
   5. Faculty Senate President or designee-1
   6. Online Education Committee Chair or designee-1
   7. Admissions and Records Dean or representative-1
   8. Publication Specialist-1
   9. SLO Coordinator-1
   10. Vice President for Instruction or Assistant Vice President for Institutional Effectiveness-1

IV. STUDENT REPRESENTATION

Student participation in “the formulation and development of district and college policies and
procedures on curriculum” (Title 5, §51023.7) occurs within the Saddleback College Board of
Trustees. The Student Trustee is a standing member of the Saddleback College Board of Trustees.
All Curriculum Committee actions go before the Board of Trustees, giving the Student Trustee an
opportunity to inform his or her peers. (Title 5 § 51000, §51022, §55100, §55130, §55150).
V. CURRICULUM COMMITTEE STANDING COMMITTEES

A. Technical Review Committee

1. **Responsibilities** of the Technical Review Committee (TRC), include review of all curriculum proposals for compliance with Program and Course Approval Handbook guidelines, Title 5 minimum standards, stylistic and grammatical standards, articulation issues, and Title 5 coding. The TRC will also make recommendations to changes or updates in the CCPs as necessary in response to state initiatives and local need.

2. **Membership**
   a. Co-Chairs, Curriculum Chair and VPI
   b. Curriculum Specialists (2)
   c. Ad-Hoc Membership, including but not limited to:
      i. Articulation Officer
      ii. Special Programs Faculty
      iii. Honors Coordinator
      iv. Director of Economic and Workforce Development
      v. Division Dean
      vi. Department chair
      vii. Faculty

B. General Education Committee

1. **Responsibilities** of the General Education Committee include review of general education requirements for compliance with state standards; review and approval of courses for the local general education pattern; and recommendations on the presentation of general education requirements in the catalog.

2. **Membership**
   a. Co-Chairs, Curriculum Chair and Articulation Officer
   b. Voting Members
      i. One full-time counselor
      ii. One faculty member from each instructional division identified in the general curriculum committee membership above
   c. Non-Voting Members
      i. Instructional Deans-2, at least one of whom oversees CTE programs within their division
      ii. VPI (advisory)
      iii. Articulation Specialist (support)

3. **Meeting Procedures**
   a. The General Education Committee can function independently, or as an integrated part of the full Curriculum Committee
   b. Motions shall carry with a simple majority of the members present.

C. Distance Education Committee

1. **Responsibilities** of the Distance Education Committee include reviewing and approving online course addenda for compliance with state standards. Once approved by the DE Committee, course addenda are submitted to the Curriculum Committee for review and consent. Once approved by the Curriculum Committee, the addenda are publicly posted. A course must have an approved online addendum in order to be scheduled either as a hybrid course or fully online.

2. **Emergency Blanket Addendum** can be submitted to the Chancellor’s Office by the Chief Instructional Officer or College President in collaboration with the Distance Education
Committee to satisfy requirements included in Title 5, section 55206 for a temporary and designated time period.

VI. INDIVIDUAL CURRICULUM COMMITTEE MEMBER’S RESPONSIBILITIES
A. Attend meetings as scheduled
   1. Provide an alternate if they will not be able to attend
   2. Notify the Academic Senate if a permanent replacement is needed
B. Review and approve minutes and agenda
C. Review and recommend approval of curriculum proposals using procedures defined in section IX.
D. Participate in resolving divisional concerns between presentation of curriculum proposals and the first and second readings
E. Stay current with Saddleback college policies and procedures for curriculum development
F. Communicate curriculum topics to their constituent areas including, but not limited to:
   1. Curriculum process and procedures
   2. Curriculum dates and deadlines
   3. Resource location and access
   4. Topics of specific concern or interest to their division faculty regarding new course or program justifications and substantive changes to courses or programs

VII. CURRICULUM COMMITTEE CHAIRPERSON RESPONSIBILITIES
A. Philosophical Duties, the chairperson shall:
   1. Provide leadership among instructional areas to develop a coordinated curriculum
   2. Provide leadership in the development and planning of a college-wide curriculum
   3. Take an active facilitative role in the development of innovative curricula
   4. Oversee the updating of curriculum in relation to programs on campus
B. Maintenance Duties, the chairperson shall:
   1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures
   2. Oversee the maintenance of the college curriculum in collaboration with the Academic Senate, Curriculum Specialists, and Office of Instruction
   3. Communicate to faculty regarding course related issues and program impacts
   4. Plan, organize, and preside over Curriculum Committee meetings
   5. Refer issues to the Curriculum Committee for discussion and consideration
   6. Conduct periodic reviews of the college curriculum handbook and CCPs
   7. Serve as co-chair to standing curriculum committees
   8. Serve in an advisory role to other curriculum related committees
   9. Attend local and state curriculum meetings as circumstances are deemed appropriate and necessary including regional curriculum trainings, and annual curriculum institute.
   10. Plan and organize Curriculum training
   11. Provide orientation and ongoing training for Curriculum Committee Members
C. Selection Procedure
   1. The Academic Senate Executive Team will appoint the chair or co-chairs for the Curriculum Committee
   2. The Chair(s) must be a faculty member(s)

VIII. CURRICULUM COMMITTEE MEETING PROCEDURES
A. Quorum: The meeting shall be called to order and action items addressed when a quorum
exists. A quorum is 50% of the approved voting membership, plus one.

B. **Jurisdiction**: The Curriculum Committee may, by majority vote, accept, reject, or request modifications to curriculum proposals to ensure that the curriculum is academically sound and meets all Program and Course Approval Handbook (PCAH) and Title 5 regulations. Curriculum proposals include:

1. Policies, procedures and standards to be applied in the development, approval, and review of the college curriculum
2. Additions, deletions, and modifications of courses and programs
3. Graduation requirements, including general education and major requirements and recommended changes.

C. **Approval Procedures**: Curriculum proposals may be approved in the following ways:

1. **Full Review**: Voice or counted vote at regular or emergency meeting for:
   a. All new courses
   b. All new programs
   c. All substantive changes to courses as identified by the PCAH.
   d. All substantive changes to programs as identified by the PCAH.
   e. New college curriculum policies or procedures
   f. Significant changes to college curriculum policies or procedures

2. **Consent Agenda Items** for changes to courses or programs which do not affect statutory or regulatory curriculum standards. These include:
   a. Non-substantive; minor changes in catalog description, objectives, or content
   b. Change in course title
   c. Change in course number
   d. Non-substantive revisions to degree or certificate programs
      i. Title change
      ii. Minor updates to catalog description
      iii. Removal of obsolete/deleted courses
      iv. Update to reflect state approved course title changes
      v. Updates to reflect state approved course number changes
      vi. Updates to reflect state approved course unit changes
      vii. Addition/deletion of courses as a correction or because of other, out-of-discipline state approved course changes
      viii. Unit total change
   e. Online Addenda
   f. Minor revisions updates to college curriculum policies and procedures

3. **Information Item Only/No Action**: Technical changes that can be implemented by the technical review committee include:
   a. Changes in the text and/or instructional materials
   b. Corrections to spelling, grammar, or format
   c. Minor changes in methods of instruction, suggested assignments, or typical methods of evaluation
   d. Addition or revision of Student Learning Outcomes
   e. Minor revisions updates to college curriculum policies and procedures

4. **Summer Approvals**: During the summer months when the Academic Senate does not meet, the Technical Review committee may approve changes which qualify as Consent Agenda Items and submit directly to the Board of Trustees (BOT). All such items will be included as Information items at the first Academic Senate
meeting of the academic year and BOT agenda items will be recorded on the curriculum website.

5. **First and Second Reading Requirement**: First and second reading of curriculum can be approved simultaneously by a majority vote.

6. **By-Law Revision**: Any amendment to the bylaws can be recommended to the Academic Senate for approval.

**IX. CURRICULUM COMMITTEE AGENDA**

A. The Curriculum Committee agenda shall be posted in compliance with the Brown Act.

B. The Curriculum Committee agenda shall include a list of curricular issues requiring discussion and a vote of the committee.
C. The Curriculum Committee agenda shall also include a listing of proposals for new and modified courses for first and second reading.
D. The Curriculum Committee agenda shall also include a listing of proposals for new and modified programs and certificates.
E. The agenda shall also include a listing of courses/certificates/programs proposed for deactivation.

X. CURRICULUM COMMITTEE MINUTES
A. The Curriculum Committee minutes should include:
   1. Members present or absent at each meeting
   2. Units/areas that have not been represented for an extended period
   3. Date of the meeting
   4. Time the meeting began and ended
   5. Information items
   6. Synopsis of discussion about each topic; a fine balance needs to be struck between being concise and providing enough detail about the topic to be useful upon review
   7. Motions made, seconded, and action taken
B. Minutes Mailing List
   1. The minutes of the Curriculum Committee are customarily e-mailed to:
      a. All Curriculum Committee Members, including standing committee members
      b. Office of Instruction
C. The officially approved minutes shall be maintained in a permanent log in the Curriculum Office and posted on SharePoint under Curriculum.
New Clinical Lab Assistant and Phlebotomy Program Certificate of Completion

The Clinical Laboratory Assistant/Phlebotomy Program will introduce all concepts relevant to the pre-analytical and analytical (waived) laboratory testing phases, including phlebotomy. Emphasis will be placed upon biohazard handling safety, specimen collection (blood/phlebotomy and non-blood specimens) and equipment, blood and non-blood specimen processing and evaluation for testing, diagnostic laboratory terminology, laboratory information systems, quality control and quality assurance for waived tests, specimen send-outs processing, and professionalism/soft-skills for laboratory employees. Basic and advanced phlebotomy topics and phlebotomy clinical practicum will be introduced.

Individuals who have earned a High School Diploma (must be 18 years or older) or a GED may apply to this program. Students enrolled in the MLT 413NC course are required to obtain the following clearances before participation in the program: health clearances (immunizations, drug screen, and TB testing), a background check. Students enrolled in MLS 413NC course are also required to obtain a non-expired BLS card and malpractice insurance. Students may be required to participate in an interview selection process at a maximum of 3 approved training sites for the MLT 413NC course. Program completers will be eligible to take the state certification exam approved by the California Department of Public Health/Laboratory Field Services branch to obtain a Certified Phlebotomy Technician-1 license required for employment. Certification enables employment in various diagnostic laboratory settings in the hospital, the physician office, reference, forensic, and research institutions.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Perform blood specimen collection, transport, and processing as required for diagnostic testing.
- Practice established safety procedures and communicate effectively and professionally with patients, laboratory personnel, and other members of the health care team.
- Demonstrate preparation for applicable State of California approved Phlebotomy certification exam.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 410NC</td>
<td>Introduction to the Clinical Laboratory Profession</td>
<td>16.6</td>
</tr>
<tr>
<td>MLT 411NC</td>
<td>Basic Laboratory Procedures</td>
<td>16.6</td>
</tr>
<tr>
<td>MLT 412NC*</td>
<td>Phlebotomy</td>
<td>66.4</td>
</tr>
<tr>
<td>MLT 413NC*</td>
<td>Phlebotomy Laboratory Experience</td>
<td>58.1</td>
</tr>
</tbody>
</table>

Total Hours for the Certificate: 157.70

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.
<table>
<thead>
<tr>
<th>Division</th>
<th>Course Id</th>
<th>Catalog Id</th>
<th>Course Title</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAMT</td>
<td>ETT 624</td>
<td>390000.00</td>
<td>INTRODUCTION TO STAGE MANAGEMENT</td>
<td>nc, 3 units/3 hr lec/0 hr lab/0 hr lrng cntr, non-repeatable</td>
</tr>
<tr>
<td>Date: 9/7/2019</td>
<td>Prepared &amp; Submitted by: Bill McGuire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department: Theatre</td>
<td>Course Prefix &amp; Number 600: TA 600</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Print Name</th>
<th>Signature, Faculty Requestor</th>
<th>Signature, Department Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/19</td>
<td>William McGuire</td>
<td>[Signature]</td>
<td>[Signature]</td>
</tr>
<tr>
<td>9/18/19</td>
<td>William McGuire</td>
<td>[Signature]</td>
<td>[Signature]</td>
</tr>
<tr>
<td>9/10/19</td>
<td>Scott French</td>
<td>[Signature]</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Course Title (60 Character max and do not use any of these symbols: ? < > " / * : )
Disney: Broadway, Film, Theme Parks, and Beyond

Units: 3  | Lec hrs: 3  | Lab hrs: Click here to enter text.

Credit Status: □ Credit – Degree Applicable  □ Credit – Non-degree Applicable  □ Non-Credit

TOP Code: 1007.00  Non-Credit Category: Click here to enter text.  Occupational Code (SAM): E

1. Anticipated first term of offering:  □ XFall  □ Spring  Year 2021

2. Catalog Description:

Disney is an entertainment behemoth with Broadway plays, theme parks full of live shows, animated and live action films, and a new streaming service. Looks at Disney’s role in the creation of an American vision of family entertainment: how it originated, has grown, and developed. Particular attention will be paid to the Broadway plays and the classic films they spring from, theme parks and the live shows that perform there, and other Disney creations.

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

C-ID Code: Click here to enter text.
If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed?  □ Yes  □ No

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

Reason for cross-listing: Click here to enter text.
5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

Saddleback College is located less than 25 miles from Disneyland, the iconic happy place park. Many of our students grow up going to Disneyland, working at Disneyland, talking about Disneyland and Disney characters, and living in an America that is steeped in Disney culture. This culture is pervasive and exists on stage, on film, on television, and online. Most of this experience is completely unexamined. This course proposes to take a deeper look at the creation of the Disney experience from its inception as Walt Disney’s idea to where it is today and where it is headed in the future. The students will explore the multiple media of Disney and the message of Disney in order to develop a deeper appreciation of the experience of Disney that they live with every single day.

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

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

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

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

10. Will this course be part of an approved family?
☐ Yes If yes, identify family: Click here to enter text.
☒ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
   I envision this as an online course primarily, but it could absolutely be taught in person. One would need a projector to show slides and screen film clips.

12. If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?
   □ X Yes □ No □ N/A

<table>
<thead>
<tr>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>UC Santa Cruz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>College or Univ.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Upper Div.</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>UC Santa Cruz</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>College or Univ.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Upper Div.</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>UC Santa Cruz</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>College or Univ.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Upper Div.</td>
</tr>
</tbody>
</table>

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

13A. Transfer: Would you recommend that this course transfer to:
   CSU □ X Yes □ No
   Private □ X Yes □ No

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>CSU Campus</th>
<th>UC Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>Click</td>
<td>at</td>
<td>Click</td>
</tr>
<tr>
<td>Course Title</td>
<td>Course No.</td>
<td>CSU Campus</td>
<td>UC Campus</td>
</tr>
<tr>
<td>Click</td>
<td>Click</td>
<td>at</td>
<td>Click</td>
</tr>
<tr>
<td>Course Title</td>
<td>Course No.</td>
<td>CSU Campus</td>
<td>UC Campus</td>
</tr>
<tr>
<td>Click</td>
<td>Click</td>
<td>at</td>
<td>Click</td>
</tr>
</tbody>
</table>

13B. 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.

<table>
<thead>
<tr>
<th>AA/AS/GE Degree</th>
<th>Natural Science</th>
<th>Social Science</th>
<th>Humanities /Art</th>
<th>Lifelong Learning</th>
<th>Communications</th>
<th>Math/ Quantitative</th>
<th>American Institutions</th>
<th>Cultural Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU G.E.</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>UC Transfer/GE</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>IGETC</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
### NEW COURSE PROPOSAL

<table>
<thead>
<tr>
<th>Date</th>
<th>Prepared &amp; Submitted by:</th>
<th>Bill McGuire Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td></td>
<td>Theatre</td>
</tr>
<tr>
<td>Prefix &amp; Number</td>
<td></td>
<td>600: TA 620</td>
</tr>
</tbody>
</table>

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

- **Bill McGuire**
- **Signature, Faculty Requestor**
- **Bill McGuire**
- **Signature, Department Chair**
- **Signature, Dean**

---

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

Short Title: From Stage to Screen

From Stage to Screen: Broadway to Hollywood

- **Units:** 3
- **Lec hrs:** 3
- **Lab hrs:** Click here to enter text.

**Credit Status:**
- □ Credit – Degree Applicable
- □ Credit – Non-degree Applicable
- □ Non-Credit

**TOP Code:** 1007.00

Non-Credit Category: Click here to enter text.

**Occupational Code (SAM):** E

- **Year:** 2021

---

1. **Anticipated first term of offering:**
   - □ X Fall
   - □ Spring
   - Year: 2021

2. **Catalog Description:**
   Examine some of the many great films that started as plays and explores the differences between theatrical and cinematic approaches to drama. Through the choice of selected films and the plays that inspired them, course explores the unique languages of the stage and screen to help the student develop an appreciation and understanding of the two mediums and the journey from one to the other. Intended primarily for non-theatre majors; may be used as a theatre-major elective.

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

   **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?

Students today are raised in a saturated media environment where they are very comfortable glued to screens for large periods of their day in a visually receptive and passive experience. This is often an unquestioned and unexplored visual experience. From Stage to Screen: Broadway to Hollywood would be exciting for them because they would start by watching films, but it would then walk them back to the written word that is the text of the original play. Theatre is a medium of language; film is a medium of images. The course would have them examine the original play in order to explore how a text created for a medium of language transforms into a medium of images. The exploration of the different ways the same story gets told in two different mediums is fascinating. There is nothing like this course on campus and I believe the students would embrace it wholeheartedly as a powerful and eye opening learning experience.

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

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

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

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

10. Will this course be part of an approved family?
☐ Yes  If yes, identify family: Click here to enter text.
☒ No
11. What resources will be needed in order to offer this class at Saddleback equipment, facilities. I envision this as an online course primarily, but it could absolutely be projector to show slides and screen film clips.

12. If degree-applicable, is a similar course offered at community colleges?
☐ Yes ☐ No ☐ N/A

<table>
<thead>
<tr>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>College or Univ.</th>
<th>Upper Div.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDGE 10</td>
<td>Theatre and Film</td>
<td>UCSD</td>
<td>☐</td>
</tr>
<tr>
<td>THEA 242</td>
<td>From Stage to Screen: Dramas and the</td>
<td>CSU East Bay</td>
<td>☐</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
</tr>
<tr>
<td>☑ Click here</td>
<td>Click here to enter text.</td>
<td>Click here to enter</td>
<td>☐</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
</tr>
<tr>
<td>☑ Click here</td>
<td>Click here to enter text.</td>
<td>Click here to enter</td>
<td>☐</td>
</tr>
</tbody>
</table>

13. If degree-applicable, please complete the following information on articulation with the Articulation Officer for assistance. ☐ N/A

13A. Transfer: Would you recommend that this course transfer to:
<table>
<thead>
<tr>
<th>College or Univ.</th>
<th>Transfer</th>
<th>UC</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU</td>
<td>☑ Yes</td>
<td>☐ No</td>
<td>☑ Yes</td>
</tr>
<tr>
<td>Private</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

Will the course satisfy a major requirement at CSU or UC? ☑ Yes
Please attach documentation. If so, complete the following:

13B. General Education: Would you recommend that this course satisfy a GE pattern? Please consult with the Articulation Officer before completing

<table>
<thead>
<tr>
<th>AA/AS/GE Degree</th>
<th>Natural Science</th>
<th>Social Science</th>
<th>Humanities /Art</th>
<th>Lifelong Learning</th>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU G.E.</td>
<td>☐</td>
<td>☐</td>
<td>☑ X</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>UC Transfer/GE</td>
<td>☐</td>
<td>☐</td>
<td>☑ X</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IGETC</td>
<td>☐</td>
<td>☐</td>
<td>☑ X</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Saddleback College</td>
<td>Irvine Valley College</td>
<td>SC Comparable Y/N</td>
<td>IVC Comparable Y/N</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------</td>
<td>------------------</td>
<td>-------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>BUS 105 SOCIAL MEDIA MARKETING</td>
<td>CIM 117 SOCIAL MEDIA MARKETING</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDE 125 SCHOOL-AGE BEFORE AND AFTER SCHOOL PROGRAMS</td>
<td>HD 266 PROGRAM PLANNING FOR SCHOOL-AGE CHILDREN</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDE 90 INTRO TO ELEMENTARY EDUCATION</td>
<td>HD 10 INTRODUCTION TO ELEMENTARY TEACHING</td>
<td>Y</td>
<td>Y</td>
<td>C-ID EDUC 200</td>
<td></td>
</tr>
<tr>
<td>CHEM 108 INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY</td>
<td>BIO 10 BIOCHEMISTRY FOR HEALTH SCIENCES</td>
<td>NO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIM 1 COMPUTER INFORMATION SYSTEMS</td>
<td>CS 1 INTRODUCTION TO COMPUTER SYSTEMS</td>
<td>Y</td>
<td>Y</td>
<td>C-ID IT IS 120</td>
<td></td>
</tr>
<tr>
<td>CIM 10 INTRODUCTION TO INFORMATION SYSTEMS</td>
<td>CIM 107 INTRODUCTION TO PERSONAL COMPUTER APPLICATIONS</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMA 102 WORD PROCESSING - WORD</td>
<td>CIM 210.1 WORD PROCESSING I CIM 210.2 WORD PROCESSING II</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMA 283B OFFICE SKILLS–KEYBOARDING</td>
<td>CIM 201A INTRODUCTION TO COMPUTERS, KEYBOARDING AND WORD I</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMN 100A COMPUTER OPERATING SYSTEMS - WINDOWS–BEGINNING</td>
<td>CIM 103 INTRODUCTION TO WINDOWS</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMN 130 COMPUTER OPERATING SYSTEMS - UNIX AND LINUX</td>
<td>CIM 161 SYSTEMS AND NETWORK ADMINISTRATOR (LINUX+)</td>
<td>NO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMN 130 COMPUTER OPERATING SYSTEMS - UNIX AND LINUX</td>
<td>CIM 261.1 FUNDAMENTALS OF LINUX</td>
<td>NO</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Other Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMW 145</td>
<td>WEB DEVELOPMENT-PHP, CMS, AND WORDPRESS AND E-COMMERCE</td>
<td>CIM 51 DYNAMIC WEB DATABASE MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 1</td>
<td>ACADEMIC PLANNING</td>
<td>COUN 1 ACADEMIC PLANNING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 1</td>
<td>ACADEMIC PLANNING</td>
<td>COUN 1H ACADEMIC PLANNING HONORS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 140</td>
<td>EDUCATIONAL AND VOCATIONAL PLANNING</td>
<td>COUN 6 ACADEMIC, CAREER AND LIFE SUCCESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 150</td>
<td>HELPING RELATIONSHIPS</td>
<td>COUN 150 HELPING RELATIONSHIPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 160</td>
<td>CAREER AND VOCATIONAL EXPLORATION</td>
<td>COUN 102 CAREER EXPLORATION AND LIFE PLANNING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 1A</td>
<td>INTRODUCTION TO COMPUTER SCIENCE I</td>
<td>CS 36 C PROGRAMMING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 1B</td>
<td>INTRODUCTION TO COMPUTER SCIENCE II</td>
<td>CS 36 C PROGRAMMING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS 1C</td>
<td>INTRODUCTION TO COMPUTER SCIENCE III</td>
<td>CS 37 C++ PROGRAMMING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTVR 101</td>
<td>VIDEO PRODUCTION BASICS</td>
<td>DMA 70 DIGITAL VIDEO PRODUCTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANC 51</td>
<td>INTRODUCTION TO BALLET</td>
<td>DNCE 6 BALLET I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANC 57</td>
<td>INTRODUCTION TO JAZZ DANCING</td>
<td>DNCE 17 JAZZ DANCE I-OVERVIEW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANC 64</td>
<td>HISTORY OF DANCE</td>
<td>DNCE 77 DANCE HISTORY: TWENTIETH CENTURY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANC 65</td>
<td>INTRODUCTION TO MAT PILATES</td>
<td>DNCE 52 PILATES-MAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 320</td>
<td>BEGINNING MULTISKILLS I</td>
<td>ESL 340B BEGINNING SKILLS IB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 321</td>
<td>BEGINNING MULTISKILLS II</td>
<td>ESL 341B BEGINNING SKILLS II B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 330</td>
<td>INTERMEDIATE MULTISKILLS I</td>
<td>ESL 360B INTERMEDIATE SKILLS I B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Course Code</td>
<td>Course Title</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>-------------</td>
<td>--------------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>ESL 331 INTERMEDIATE MULTISKILLS II</td>
<td>ESL 361B INTERMEDIATE SKILLS II B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESL 335 INTERMEDIATE WRITING I</td>
<td>ESL 360A INTERMEDIATE SKILLS I A</td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>ESL 336 INTERMEDIATE WRITING II</td>
<td>ESL 361A INTERMEDIATE SKILLS II A</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ESL 345 ADVANCED WRITING I</td>
<td>ESL 370 ACADEMIC WRITING I FOR MULTILINGUAL WRITERS</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ESL 345 ADVANCED WRITING I</td>
<td>ESL 370 ACADEMIC WRITING I FOR MULTILINGUAL WRITERS</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ESL 350 ESSENTIAL ACADEMIC SKILLS</td>
<td>ESL 80 ACADEMIC WRITING II FOR MULTILINGUAL WRITERS</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ESL 350 ESSENTIAL ACADEMIC SKILLS</td>
<td>ESL 301 ACADEMIC WRITING II FOR MULTILINGUAL WRITERS</td>
<td>ESL 301 changed to ESL 80</td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>FN 164 SPORTS NUTRITION</td>
<td>NUT 2 SPORT NUTRITION</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>GD 2 HISTORY OF GRAPHIC DESIGN</td>
<td>DMA 50 HISTORY OF GRAPHIC DESIGN</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>GD 147 INTRODUCTION TO COMPUTER GRAPHICS</td>
<td>DMA 10 INTRODUCTION TO DIGITAL MEDIA</td>
<td></td>
<td></td>
<td>No</td>
<td>Y</td>
</tr>
<tr>
<td>GD 210 MOTION GRAPHICS</td>
<td>DMA 62 MOTION GRAPHICS</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>HS 187 JUVENILE VIOLENCE, GANGS, AND VICTIMIZATION</td>
<td>AJ 8 JUVENILE LAW AND PROCEDURES</td>
<td>C-ID AJ 220</td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>KNES 60 ANATOMY AND FUNDAMENTALS OF YOGA</td>
<td>DNCE 46 INTRODUCTION TO YOGA</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>MUS 54A BEGINNING PIANO II</td>
<td>MUS 54 PIANO I</td>
<td>C-ID MUS 170</td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>N 161 LIFECYCLE 2, GROWTH AND DEVELOPMENT</td>
<td>PSYC 6 DEVELOPMENTAL PSYCHOLOGY-LIFESPAN</td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>N 165 LIFECYCLE 1, FUNDAMENTALS OF AGING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 44 STATISTICS FOR THE BEHAVIORAL SCIENCES</td>
<td>MATH 10 INTRODUCTION TO STATISTICS</td>
<td>Y</td>
<td>Y</td>
<td>C-ID MATH 110</td>
<td></td>
</tr>
</tbody>
</table>

3.26.2020
NEW COURSE PROPOSAL

Date: 1/30/2020  Prepared & Submitted by: Tom DeDonno
Department: EWDBS  Course Prefix & Number 600: CIMN 600

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/30/2020</td>
<td>Tom DeDonno</td>
<td></td>
</tr>
<tr>
<td>1/30/2020</td>
<td>Tom DeDonno</td>
<td></td>
</tr>
<tr>
<td>1/30/2020</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>1/30/2020</td>
<td>John Jaramillo</td>
<td></td>
</tr>
</tbody>
</table>

Course Title (60 Character max and do not use any of these symbols: ? <> " \ / * : |)
CCNA1 Cisco Certified Network Associate

Short Title: Cisco CCNA1

Units: 3  Lec hrs: 2  Lab hrs: 3
Credit Status: ☒ Credit – Degree Applicable  ☐ Credit – Non-degree Applicable  ☐ Non-Credit
TOP Code: 708.10  Non-Credit Category: Click here to enter text.  Occupational Code (SAM): C Clearly Occupational

1. Anticipated first term of offering: ☒ Fall  ☐ Spring  Year 2021

2. Catalog Description:
Qualifies the student to take first CCNA exam in the CCNA 7.0 network academy. This course covers: advances in modern network technologies, implementing initial settings including passwords, IP addressing, and default gateway parameters on a network switch and end devices. Course explains how network protocols enable devices to access local and remote network resources, and how physical layer protocols, services, and network media support communications across data networks. Course also covers calculating numbers between decimal and binary systems, how media access control in the data link layer supports communication across networks, ethernet operates in a switched network routers for end-to-end connectivity, Address Resolution Protocol (ARP) and ND enable communication on a local area network. Course also covers basic router configuration Implement initial settings on a router and end devices, IPv4 subnetting scheme to efficiently segment your network, IPv6, and ICMP. Students will configure switches and routers with device hardening features to enhance security. Build a Small Network Implement a network design for a small network to include a router, a switch, and end devices.

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

Updating our CISCO CCNA offering to align with non credit, and changes to the Cisco CCNA training.

6. Course Requisites:
List all requisites*:
Prerequisite: none
Co-requisite: none
Limitation on enrollment: none
Recommended Prep: none

*Please attach justification for the recommended requisites. Refer to the Chancellor’s Guidelines for Title 5 §55003

7. Will this be a standalone course?
☐ Yes Course will NOT be included in a degree or certificate program.
☒ No Course WILL be included in a degree and/or certificate program.
Which ones: Webmaster Certificate of Achievement (as an elective)

*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:*
☐ Occupational Work Experience/General Work Experience
☐ Intercollegiate Athletics
☐ Intercollegiate Competition
☐ 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 facilities already exists for the course.

12. If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?
☒ Yes ☐ No ☐ N/A

<table>
<thead>
<tr>
<th>Prefix &amp; No.</th>
<th>Title</th>
<th>College or Univ.</th>
<th>Upper Div.</th>
<th>Lower Div.</th>
<th>Units/Sem/Qtr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST 284</td>
<td>LAN and WAN Internetworking</td>
<td>CSU Monterey Bay</td>
<td>☐</td>
<td>☒</td>
<td>3</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
<td>Lower Div.</td>
<td>Units/Sem/Qtr.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Click here to enter</td>
<td>☐</td>
<td>☐</td>
<td>Click here to enter</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
<td>Lower Div.</td>
<td>Units/Sem/Qtr.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Click here to enter</td>
<td>☐</td>
<td>☐</td>
<td>Click here to enter</td>
</tr>
<tr>
<td>Prefix &amp; No.</td>
<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
<td>Lower Div.</td>
<td>Units/Sem/Qtr.</td>
</tr>
<tr>
<td>Click here</td>
<td>Click here to enter text.</td>
<td>Click here to enter</td>
<td>☐</td>
<td>☐</td>
<td>Click here to enter</td>
</tr>
</tbody>
</table>

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

13A. Transfer: Would you recommend that this course transfer to:
☒ Yes ☐ No ☐ N/A

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

<table>
<thead>
<tr>
<th>Click Course Title</th>
<th>Click Course No.</th>
<th>at</th>
<th>Click CSU Campus</th>
<th>Required for Program or Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Course Title</td>
<td>Click Course No.</td>
<td>at</td>
<td>Click UC Campus</td>
<td>Required for Program or Major</td>
</tr>
<tr>
<td>Click Course Title</td>
<td>Click Course No.</td>
<td>at</td>
<td>Click CSU Campus</td>
<td>Required for Program or Major</td>
</tr>
<tr>
<td>Click Course Title</td>
<td>Click Course No.</td>
<td>at</td>
<td>Click UC Campus</td>
<td>Required for Program or Major</td>
</tr>
</tbody>
</table>

13B. 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.

<table>
<thead>
<tr>
<th>AA/AS/GE Degree</th>
<th>Natural Science</th>
<th>Social Science</th>
<th>Humanities /Art</th>
<th>Lifelong Learning</th>
<th>Communications</th>
<th>Math/Quantitative</th>
<th>American Institutions</th>
<th>Cultural Diversity</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU G.E.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>UC Transfer/GE</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>IGETC</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
New Environmental Science Associate in Science for Transfer

Environmental Science is an interdisciplinary course of study that draws on science, economics, and mathematics to produce an understanding of the complex interactions between humans and the environment. The Associate in Science in Environmental Science for Transfer Degree provides students with a core curriculum to develop key skills for applying biological, physical, and chemical scientific principles to the study of the environment. Students will also develop skills for critical/analytical thinking and problem-solving that are needed to develop solutions to environmental problems at the local, national, and global level.

Students who complete the Associate in Science in Environmental Science for Transfer Degree receive priority admission to the California State University system, although admission to a specific campus is not guaranteed.

The Associate in Science in Environmental Science for Transfer Degree prepares students to transfer to a 4-year university for further study to prepare for a wide variety of careers. Environmental scientists typically use their knowledge and skills to protect the environment and human health. They may clean up polluted areas, advise policymakers, or work with government and industry to reduce waste and improve environmental conditions. Other career possibilities are academia, environmental law, environmental consulting, biodiversity conservation, and resource management.

Program Student Learning Outcomes

Students who complete this program will be able to:

• Demonstrate knowledge of the physical, biological, ecological, and social sciences required to effectively address current environmental issues and be prepared to pursue further study in an environmental science program at the baccalaureate level.
• Demonstrate scientific literacy and ability to engage in scientific inquiry concerning environmental issues through the evaluation and analysis of scientific literature, and presentation of results in written and oral form.
• Critically evaluate strategies for sustainable management of environmental systems and for the remediation or restoration of degraded environments and human health protection.

Graduation Requirements

To earn the Associate in Science in Environmental Science for Transfer degree, students must complete 60 CSU-transferable semester units with a minimum grade point average of 2.0, including both of the following:

• completion of all courses required for the major with a grade of “C” (or “P” Pass) or better; and
• completion of the California State University General Education or Intersegmental General Education Transfer Curriculum for Science, Technology, Engineering, and Mathematics (CSU GE2 or IGETC for STEM2) pattern

Required Core: Select 1 of 2 options (13-14 units)

<table>
<thead>
<tr>
<th>Option 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 4A*</td>
</tr>
<tr>
<td>BIO 4B*</td>
</tr>
<tr>
<td>CHEM 1A*</td>
</tr>
</tbody>
</table>

OR
Option 2

**BIO 4A*** Principles of Cellular Biology 4
**CHEM 1A*** General Chemistry 5
**CHEM 1B*** General Chemistry 5

List A: Complete 15 units from the following

**ENV 1** Introduction to Environmental Studies 3
**GEOL 1** Introduction to Physical Geology 4
or
**GEOG 1** Physical Geography 3
and
**GEOG 1L*** Physical Geography Laboratory 1
**MATH 10*** Introduction to Statistics 3
or
**PSYC 44*** Statistics for the Behavioral Sciences 3
**MATH 3A*** Analytic Geometry and Calculus 5
or
**MATH 3AH*** Honors Analytic Geometry and Calculus 5
or
**MATH 11*** A Brief Course in Calculus 5

List B: Complete 13 units from the following

**ECON 4*** Principles (Micro) 3
or
**ECON 4H*** Honors Principles of Microeconomics 3
**PHYS 4A*** General Physics 5
and
**PHYS 4B*** General Physics 5
or
**PHYS 2A*** Introduction to Physics 5
and
**PHYS 2B*** Introduction to Physics 5

Total Units for the Major 41-42

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

1 CSU GE for STEM is only an option for students earning AS-T degrees in Environmental Science. CSU GE for STEM certification requires the following courses before transfer:

- all courses in Area A, B, and E of the traditional CSU GE;
- two courses in Area C – one course in Area C1 and one course in Area C2;
- two courses in Area D from two different disciplines.

The following deferred courses must be completed after transfer:

- one remaining lower-division general education course in Area C
- one remaining lower-division general education course in Area D

2 IGETC for STEM is only an option for students earning AS-T degrees in Biology for Transfer, Chemistry for Transfer, and/or Environmental Science for Transfer. IGETC for STEM certification requires the following courses before transfer:

- all courses in Area 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC.
two courses in Area 3 – one course in Area 3A and one course in Area 3B; and
two courses in Area 4 from two different disciplines.

The following deferred courses must be completed after transfer:

- one remaining lower-division general education course in Area 3;
- one remaining lower-division general education course in Area 4; and
- one course in Area 6 for UC-bound students who have not satisfied the requirement through proficiency.
New
Microsoft Solutions Expert
Certificate of Completion

This tuition-free noncredit certificate is composed of three courses that prepare students for the first three levels of the MCSE (Microsoft Certified Solutions Expert) exams. Microsoft is the worldwide leader in the desktop PC marketplace. These three Microsoft certificates have high value in the IT support marketplace. Students need to complete two of the three MSCE courses to obtain the certificate. In general, this certificate caters to skills builders, recently out of work IT professionals, individuals unable to afford boot camp bills, or any student looking to enhance a college degree with important 21st-century skills.

Program Student Learning Outcomes
Students who complete this program will be able to:
- Identify basic operating system terminology.
- Describe and identify the basic components of an operating system.
- Configure a small Microsoft Windows network.

Required Core

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 471NC</td>
<td>MCSE Certification Exam Prep I</td>
<td>83</td>
</tr>
<tr>
<td>CIS 472NC*</td>
<td>MCSE Certification Exam Prep II</td>
<td>83</td>
</tr>
<tr>
<td>CIS 473NC*</td>
<td>MCSE Certification Exam Prep III</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Total Hours for the Certificate</td>
<td>249 hrs.</td>
</tr>
</tbody>
</table>

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.
<table>
<thead>
<tr>
<th>Division</th>
<th>Course Id</th>
<th>Catalog Id</th>
<th>Course Title</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KNEA 609</td>
<td>386800.15</td>
<td>ADAPTED YOGA</td>
<td>nc, 1 unit/0.5 hr lec/1.5 hrs lab/0 hr lrng cntr, non-repeatable</td>
</tr>
<tr>
<td></td>
<td>KNEA 609</td>
<td>386800.10</td>
<td>ADAPTED YOGA</td>
<td>nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lrng cntr, non-repeatable</td>
</tr>
<tr>
<td>Division</td>
<td>Course Id</td>
<td>Catalog Id</td>
<td>Course Title</td>
<td>Action Taken</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>HS MLT 410NC 818075.00</td>
<td>INTRO CLIN LAB PROF</td>
<td>fr 16.6 hrs lec/0 hr lab/0 hr lrng cntr, to 1 hr lec/0 hr lab/0 hr lrng cntr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HS MLT 411NC 818076.00</td>
<td>BASIC LAB PROCEDURES</td>
<td>fr 16.6 hrs lec/0 hr lab/0 hr lrng cntr, to 1 hr lec/0 hr lab/0 hr lrng cntr</td>
<td></td>
</tr>
</tbody>
</table>
Current

English as a Second Language – Beginning Level
Certificate of Competency

The Certificate of Competency for English as a Second Language – Beginning Level is designed for students to demonstrate basic English language skills, with an emphasis on participating in simple conversations, expanding vocabulary, reading authentic and simplified texts, and writing grammatically correct sentences within basic paragraphs.

The beginning level courses leading to a certificate will prepare students for intermediate levels of English language study by working on all four primary language skills: reading, writing, speaking, and listening. Students will acquire practical communicative vocabulary, rudimentary skills in conversation, composition, and comprehension as well as an introduction to the American sound system. While completion of this certificate will allow students to be more involved in their communities and possibly advance in their jobs; however, completion of this certificate alone is insufficient preparation for college-level certificates and degree-applicable coursework.

Beginning students are placed within the following sequence of foundation courses, according to their English abilities and may test out of up to two courses. Courses may be offered during fall, spring and summer. There are no prerequisite skills or enrollment limitations although there is recommended preparation for some courses.

Program Student Learning Outcomes
Students who complete this program will be able to:
• Demonstrate improvement in their grammar.
• Demonstrate improvement in their speaking and comprehension skills.
• Demonstrate improvement in their reading and vocabulary skills.
• Demonstrate improvement in their overall writing skills.

Course ID | Title | Hours
--- | --- | ---
ESL 320 | Beginning Multiskills I | 99.6
ESL 321* | Beginning Multiskills II | 99.6
ESL 322 | Beginning Conversation | 49.8
ESL 323 | Beginning Pronunciation | 49.8
ESL 325* | Beginning Reading and Writing | 49.8

Total Hours for the Certificate: 99.6-249

Students must earn a grade of P (Pass) in the non-credit sections of these classes.

Revised

English as a Second Language – Beginning Level
Certificate of Competency

The Certificate of Competency for English as a Second Language – Beginning Level is for students who can demonstrate basic English language skills such as participating in simple conversations, using every-day vocabulary, reading short articles, and writing grammatically correct sentences in short paragraphs.

The beginning-level courses for this certificate will prepare students for intermediate levels of English language. Completion of this certificate will allow students to be more involved in their communities and possibly advance in their jobs; however, completion of this certificate alone is insufficient preparation for college-level certificates and degree-applicable coursework.

Beginning students are placed into courses according to their English abilities and may test out of up to two courses. Courses may be offered days, evenings, and weekends during fall, spring and summer. There are no prerequisite skills or enrollment limitations although there is recommended preparation for some courses.

Program Student Learning Outcomes
Students who complete this program will be able to:
• Demonstrate improvement in their grammar.
• Demonstrate improvement in their speaking and comprehension skills.
• Demonstrate improvement in their reading and vocabulary skills.
• Demonstrate improvement in their overall writing skills.

Course ID | Title | Hours
--- | --- | ---
ESL 320 | Beginning Multiskills I | 99.6
ESL 321* | Beginning Multiskills II | 99.6
ESL 322 | Beginning Conversation | 49.8
ESL 323 | Beginning Pronunciation | 49.8
ESL 325* | Beginning Reading and Writing | 49.8

Total Hours for the Certificate: 99.6-249

Students must earn a grade of P (Pass) in the non-credit sections of these classes.

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

Recommended preparation for ESL 321 and ESL 325 is ESL 320.
### Revised English as a Second Language Intermediate Level Certificate of Competency

The Certificate of Competency for English as a Second Language – Intermediate Level is designed for students to demonstrate intermediate English language skills. Emphasis is on participating in intermediate-level conversations, expanding vocabulary, reading authentic and simplified texts, and writing grammatically correct sentences within single and multi-paragraph compositions.

The intermediate level courses leading to a certificate will prepare students for advanced levels of English language study by working on all four primary language skills, including reading, writing, speaking, and listening. Students will expand communicative and academic vocabulary, conversational skills, composition, and comprehension. While completion of this certificate will allow for greater civic involvement and potential job advancement, completion of this certificate alone is insufficient preparation for college-level certificates and degree-applicable coursework.

Intermediate students are placed within the following sequence of foundation courses, according to their English abilities and may test out of up to two courses. Courses may be offered days, evenings, and weekends during fall, spring and summer. There is recommended preparation for intermediate courses.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate improvement in their grammar.
- Demonstrate improvement in their speaking and comprehension skills.
- Demonstrate improvement in their reading and vocabulary skills.
- Demonstrate improvement in their overall writing skills.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 330*</td>
<td>Intermediate Multiskills I</td>
<td>99.6</td>
</tr>
<tr>
<td>Or</td>
<td>ESL 331*</td>
<td>Intermediate Multiskills II</td>
</tr>
<tr>
<td>ESL 332*</td>
<td>Intermediate Conversation</td>
<td>49.8</td>
</tr>
<tr>
<td>ESL 335*</td>
<td>Intermediate Writing I</td>
<td>49.8</td>
</tr>
<tr>
<td>Or</td>
<td>ESL 336*</td>
<td>Intermediate Writing II</td>
</tr>
<tr>
<td>And</td>
<td>ESL 801*</td>
<td>Intermediate Writing II Lab</td>
</tr>
<tr>
<td>ESL 333*</td>
<td>Intermediate Pronunciation</td>
<td>49.8</td>
</tr>
</tbody>
</table>

**Total Hours for the Certificate:** 99.6-273.9

Students must earn a grade of P (Pass) in the non-credit sections of these classes.

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

English as a Second Language Advanced Level
Certificate of Competency

The Certificate of Competency for English as a Second Language – Advanced Level is designed for students to demonstrate advanced English language skills.

The required advanced-level courses leading to a certificate will prepare students for academic English language and mainstream academic or vocational courses. Courses for this certificate focus on all four primary language skills, including academic reading, composition writing, speaking, and listening. Students will expand communicative and academic vocabulary, conversational skills, composition, and comprehension. The completion of this certificate will prepare students for college-level certificates and degree-applicable coursework, greater civic involvement, and potential job advancement.

Advanced students are placed within the following sequence of foundation courses, according to their English abilities and may test out of up to four courses. Courses may be offered days, evenings, and weekends during fall, spring and summer. There is recommended preparation for advanced courses.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate improvement in their grammar.
- Demonstrate improvement in their speaking and comprehension skills.
- Demonstrate improvement in their reading and vocabulary skills.
- Demonstrate improvement in their overall writing skills.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 340*</td>
<td>Advanced Multiskills</td>
<td>99.6</td>
</tr>
<tr>
<td>ESL 342*</td>
<td>Advanced Conversation</td>
<td>49.8</td>
</tr>
<tr>
<td>ESL 343*</td>
<td>Advanced Pronunciation</td>
<td>49.8</td>
</tr>
<tr>
<td>ESL 344*</td>
<td>Idioms and Expressions in American English</td>
<td>49.8</td>
</tr>
<tr>
<td>Or</td>
<td>Vocabulary Skills for College</td>
<td>49.8</td>
</tr>
<tr>
<td>ESL 354</td>
<td>Essential Academic Skills</td>
<td>99.6</td>
</tr>
<tr>
<td>ESL 356</td>
<td>Academic Success Strategies</td>
<td></td>
</tr>
<tr>
<td>ESL 357</td>
<td>Grammar Review for College</td>
<td>49.8</td>
</tr>
</tbody>
</table>

Students must achieve a noncredit grading option of P (Pass) in each class in order to be eligible for the certificate.

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

Revised

English as a Second Language Advanced Level
Certificate of Competency

The Certificate of Competency for English as a Second Language – Advanced Level is designed for students to demonstrate advanced English language skills.

The required advanced-level courses leading to a certificate will prepare students for academic English language and mainstream academic or vocational courses. Courses for this certificate focus on all four primary language skills, including academic reading, composition writing, speaking, and listening. Students will expand communicative and academic vocabulary, conversational skills, composition, and comprehension. The completion of this certificate will prepare students for college-level certificates and degree-applicable coursework, greater civic involvement, and potential job advancement.

Advanced students are placed within the following sequence of foundation courses, according to their English abilities and may test out of up to four courses. Courses may be offered days, evenings, and weekends during fall, spring and summer. There is recommended preparation for advanced courses, and some courses have prerequisites and/or corequisites.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate improvement in their grammar.
- Demonstrate improvement in their speaking and comprehension skills.
- Demonstrate improvement in their reading and vocabulary skills.
- Demonstrate improvement in their overall writing skills.

Students will take a minimum of four courses, and courses may be offered in fall, spring, and summer.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 340NC</td>
<td>Advanced Multiskills</td>
<td>99.6</td>
</tr>
<tr>
<td>ESL 342NC</td>
<td>Advanced Conversation</td>
<td>49.8</td>
</tr>
<tr>
<td>ESL 343NC</td>
<td>Advanced Pronunciation</td>
<td>49.8</td>
</tr>
</tbody>
</table>

Choose one Advanced Grammar Course from the following:

ESL 345NC  | Idioms and Expressions in American English | 49.8 |
Or         | Vocabulary Skills for College           | 49.8  |

Choose one or two Academic/Writing Course from the following:

ESL 380NC  | Advanced Academic Writing I           | 99.6  |
Or         | Advanced Writing for Work              | 49.8  |

Choose one Advanced Grammar Course from the following:

ESL 347NC  | Advanced Grammar Review               | 49.8  |
Or         | Grammar Review for College             | 49.8  |

Students must achieve a noncredit grading option of P (Pass) in each class in order to be eligible for the certificate.

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.
<table>
<thead>
<tr>
<th>Division</th>
<th>Course Id</th>
<th>Catalog Id</th>
<th>Course Title</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>ACCT 215</td>
<td>613000.05</td>
<td>GENERAL ACCOUNTING</td>
<td>txt</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 180</td>
<td>320040.00</td>
<td>SPEED READG/COMP TRNG</td>
<td>SLOs, assign, txt</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 190</td>
<td>296040.00</td>
<td>ACADEMIC READING</td>
<td>SLOs, assign, txt</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 332B</td>
<td>992492.00</td>
<td>INT READ/VOC LAB ESL</td>
<td>dc</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 332C</td>
<td>992493.00</td>
<td>ADV READ/VOC LAB ESL</td>
<td>dc</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 333A</td>
<td>284060.00</td>
<td>BASIC RDG SKILLS LAB</td>
<td>SLOs, txt</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 333B</td>
<td>992489.00</td>
<td>INT RDG SKILLS LAB</td>
<td>txt</td>
</tr>
<tr>
<td>LA</td>
<td>ENG 333C</td>
<td>992490.00</td>
<td>ADV RDG SKILLS LAB</td>
<td>SLOs, txt</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 1A</td>
<td>150010.05</td>
<td>GENERAL CHEMISTRY</td>
<td>tps, lrng obj, assign, txt</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 2</td>
<td>405095.00</td>
<td>GEN CHEM PRINCIPLES</td>
<td>dc</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>-----------</td>
<td>---------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 12A</td>
<td>150080.00</td>
<td>ORGANIC CHEMISTRY</td>
<td>tps, Irng obj, assign txt</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 12B</td>
<td>150090.00</td>
<td>ORGANIC CHEMISTRY</td>
<td>tps, Irng obj, moe, assign txt, val</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 13</td>
<td>405096.00</td>
<td>ORGANIC CHEM PRIN</td>
<td>dc</td>
</tr>
<tr>
<td>MS</td>
<td>CHEM 108</td>
<td>430793.00</td>
<td>INTRO GEN, ORG, BIOCHEM</td>
<td>tps, Irng obj, SLO's,</td>
</tr>
</tbody>
</table>
### Online Addenda for Curriculum Committee consent 4/2/2020

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 31</td>
<td>BIOLOGY OF PLANTS</td>
</tr>
<tr>
<td>CIMP 8A</td>
<td>PROGRAMMING WITH PYTHON</td>
</tr>
<tr>
<td>CTVR 40</td>
<td>TELEVISION AND FILM SCRIPTWRITING I</td>
</tr>
<tr>
<td>ENG 17B</td>
<td>SURVEY OF ENGLISH LIT - ROMANTIC MOVEMENT TO THE PRESENT</td>
</tr>
<tr>
<td>ENG 21A</td>
<td>WORLD LITERATURE - ANCIENT TO 17TH CENTURY</td>
</tr>
<tr>
<td>ENG 343</td>
<td>ACADEMIC READING AND STUDY FOR CONTENT AREA LAB</td>
</tr>
<tr>
<td>FCS 142</td>
<td>LIFE MANAGEMENT</td>
</tr>
<tr>
<td>HS 128</td>
<td>COMMUNITY-BASED CORRECTIONS</td>
</tr>
<tr>
<td>HS 220</td>
<td>BENEFITS AND ENTITLEMENT</td>
</tr>
<tr>
<td>PRSN 3</td>
<td>INTERMEDIATE PERSIAN</td>
</tr>
<tr>
<td>SPAN 3</td>
<td>INTERMEDIATE SPANISH</td>
</tr>
</tbody>
</table>