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.

Thursday, January 30, 2020

The meeting starts promptly at 3PM in AGB 106

1. Approval of Minutes – January 16, 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 Change - Information Item, p. 11-20
7. New Credit Course Justifications for Academic Year 2021-2022 – Information Item, p. 21-32
   A. ARCH 614 – California Architecture
   B. ENG 606 – Introduction to Creative Nonfiction
   C. ENG 609 – Introduction to Poetry Writing
   D. KNES 677 – Sports Officiating
8. New Credit Program Justification for Academic Year 2021-22 – Information Item, p. 33
   A. Creative Writing Associate of Arts
9. Revised Local General Education Requirements for Associate Degrees (20-22 unit pattern) for Academic Year 2020-21 – Action Item, p. 34
10. New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Action Item, p. 35-47
    A. BUS 601 – Statistics for Business
    B. CIMA 600 (105) – Microsoft Excel for Data Analytics
    C. ETT 624 – Introduction to Stage Management
    D. HIST 678 – History of Japan
11. Proposed New Noncredit Courses for Academic Year 2020-21 (Spring 2021) – Action Item, p. 48-49
    A. New prerequisite:
       a. CIS 672NC (472NC) will have a prerequisite of CIS 471NC
       b. CIS 673NC (473NC) will have a prerequisite of CIS 472NC
       c. MLT 612NC (412NC) will have a prerequisite of MLT 410NC & MLT 411NC
    B. New corequisite:
       a. MLT 612NC (412NC) will have a corequisite of MLT 413NC
       b. MLT 613NC (413NC) will have a corequisite of MLT 412NC
    C. New limitation on enrollment
       a. MLT 612NC (412NC) will have a limitation of Current malpractice insurance, health clearance, TB test results, drug screen, CPR card, background check required.
       b. MLT 613NC (413NC) will have a limitation of Current malpractice insurance, health clearance, TB test results, drug screen, CPR card, background check required.
    D. Approval of new noncredit courses
12. Proposed Course Revisions for Academic Year 2020-21 – Consent Item, p. 50
13. Proposed Program Revisions for Academic Year 2020-21 – Consent Item, p. 51-56
    A. Anthropology Associate in Arts for Transfer Degree
    B. Communication Studies Associate in Arts for Transfer Degree
    C. Kinesiology Associate in Arts for Transfer Degree
14. Division Reports (if time allows)

15. Announcements
   A. The next Curriculum Committee meeting of the spring semester is on Thursday, February 27th at 3pm in BGS 244.
   B. The next GE Committee meeting is on Thursday, February 27th at 4pm in BGS 244.

16. Public Interest Announcements (if time allows)

17. Adjourn

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

Minutes

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, January 16, 2020

The meeting starts promptly at 3PM in BGS 244

Curriculum Team and Leadership in Attendance:
Michelle Duffy
Suzie Bugay
Stephanie Di Alto
Kevin O'Connor
Kim Stankovich – voting member
Aimee Tran
June Milloovich – voting member
Tram Vo-Kumamoto
Curriculum Chair
Curriculum Specialist
Curriculum Specialist
Dean, Liberal Arts; Alternate for VPI
Curriculum Lead Team, FAMT
Articulation Officer/Curriculum Lead Team
Curriculum Lead Team, SBS
VPI

Voting Members in Attendance:
Linda Call
Hollis Casey
Sarah Chang
Barbara Cox
Jennifer Czerniawski
Tom DeDonno
Annie Gilbert
John Richards
Carolyn Seaman
Karah Street
Karla Westphal
Ardith Lynch
Kathleen Lunetto
Carmenmara Hernandez-Bravo
Orlantha Nin
Nahid Meskin
Maria Kiernan
Health Sciences & Human Services
Counseling
Counseling
Business Science
Social & Behavioral Sciences
Business Science
Community Ed., Emeritus, & K-12
Advanced Technology & Applied Science
Online Education & Learning Resources
Math, Science, & Engineering
Math, Science, & Engineering
Student Equity and Special Programs
Advanced Technology & Applied Science
Liberal Arts
Student Equity and Special Programs
Health Sciences & Human Services
Community Ed., Emeritus, & K-12

Administrators in Attendance:
Dan Predoehl
Christina Hinkle
Asst. Dean, Emeritus,
Dean, Social & Behavioral Sciences

Voting Members Absent:
Brandee Craig
Mike Bennett
Laura Haight
Lisa Licavoli
Jennifer Nastanski
Shellie Ochi
Kinesiology & Athletics
Kinesiology & Athletics
Fine Arts & Media Technology
Community Ed., Emeritus, & K-12
Health Sciences & Human Services
Liberal Arts

Guests:
# Curriculum Committee Attendance

## Faculty Voting Members

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<td>Barbara Cox</td>
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## Deans/Managers

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<th>EWD &amp; BS John Jaramillo</th>
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### Curriculum Team and Leadership:
- Michelle Duffy
- Dan Walsh
- Suzie Bugay
- Tram Vo-Kumamoto
- Stephanie DiAlfia
- Aimee Tran

### Guests — please print name and area

1.  
2. Stacy Eldred - EL  
3.  
4.  
5.  
6.  
1. Approval of Minutes – November 14, 2019

Karah Street - Approval pending attendance or attachment of sign in sheet Ardith Lynch editing of header “minutes to agenda”.

John Richards moved to adopt the item with amendments. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the minutes from November 14th with the amendments suggested.

2. Approval of Agenda

Michelle Duffy shared three amendments to agenda –
Item 9 – Was pulled from the Agenda
Item 17 letter B – Title amended from Nutrition to Nutrition and Dietetics
Item 20 General Education meeting for today, January 16th will be held in BGS 244 following the Curriculum Committee Meeting.

John Richards moved to adopt the item with stated amendments. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the 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.

No public comments made.

4. Chair’s Report

Kathleen Lunetto will no longer serving as a Curriculum Lead. Michelle Duffy will be serving ATAS this spring.

The Curriculum Office is moving away from lead model which has served us well. Beginning in fall 2020 we will have a Co-chair model and bylaws will need to be updated to reflect this change. Announcement to be made for a FT Faculty member who is well versed in Curriculum to serve as Co-chair.

META update. IVC went live in December and Saddleback is still working to get the system functioning up to speed for our own implementation. The plan is to use the new curriculum inventory system this spring, but the functionality will need to be in place for that to happen. Ideally, CurricUNET will shut down and META will come online with seamless integration. Updates to continue as progress is made.

5. Curriculum Committee Training – Information Item

New Program/course initiation forms due 1/31. Proposing new CTE program requires advisory meeting minutes. Minutes from the CTE program must
include all the items that the Chancellor’s Office requires, which is available on curriculum website. For example, the advisory committee recommendation has to include an explicit recommendation from committee that includes the specific name of program.

Going forward all revised programs will require all 7 narratives be submitted (not the 3 or 4 of the past). New courses requiring program revision this cycle will be required to submit all 7 narrative items as has been the protocol.

6. **Revised Local General Education Requirements for Associate Degrees (20-22 unit pattern) for Academic Year 2020-21 – Information Item**

Michelle Duffy shared that the GE Committee worked the past semester and designed a new local GE pattern reformatted to match Title 5 plus additional Area 5 for courses that didn’t fit into a Title 5 defined area. The new pattern contains all courses on the originally approved local GE pattern. Orlantha Nin from counseling indicated that the new pattern closely mirrors CSU transfer pattern.

7. **New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Information Item**
   A. BUS 601 – Statistics for Business
   B. CIMA 600 (105) – Microsoft Excel for Data Analytics
   C. ETT 624 – Introduction to Stage Management
   D. HIST 678 – History of Japan

8. **Proposed New Noncredit Courses for Academic Year 2020-21 (Spring 2021) – Information Item**
   A. New prerequisite:
      a. CIS 672NC (472NC) will have a prerequisite of CIS 471NC
      b. CIS 673NC (473NC) will have a prerequisite of CIS 472NC
      c. MLT 612NC (412NC) will have a prerequisite of MLT 410NC &
         MLT 411NC
   B. New corequisite:
      a. MLT 612NC (412NC) will have a corequisite of MLT 413NC
      b. MLT 613NC (413NC) will have a corequisite of MLT 412NC
   C. New limitation on enrollment
      a. MLT 612NC (412NC) will have a limitation of Current malpractice insurance, health clearance, TB test results, drug screen, CPR card, background check required.
      b. MLT 613NC (413NC) will have a limitation of Current malpractice insurance, health clearance, TB test results, drug screen, CPR card, background check required.
   D. Approval of new noncredit courses

9. **Proposed Course Revisions for Academic Year 2020-21 – Information Item – PULLED**
   A. New limitation on enrollment:
10. Proposed Course Revisions for Academic Year 2020-21 – Information and Action Item
   A. Prerequisite change:
      a- ENG 200 – prereq from Placement by the current assessment process or successful completion of ENG 300, ENG 340, ESL 350, or comparable course with a grade of “C” or better to Placement by the current assessment process or successful completion of ENG 300, ENG 340, ESL 180, ESL 380, or comparable course with a grade of “C” or better.
      b- ENG 201 – prereq from Placement by the current assessment process or successful completion of ENG 300, ENG 340, ESL 350, or comparable course with a grade of “C” or better to Placement by the current assessment process or successful completion of ENG 300, ENG 340, ESL 180, ESL 380, or comparable course with a grade of “C” or better.

   Orlantha Nin moved to adopt the item. Carmenmara Hernandez-Bravo seconded. The Curriculum Committee unanimously approved the adoption of the item.

   B. Remaining course revisions

   Karla Westphal moved to adopt the item. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the item.

11. Proposed New Taxonomic Pathways for Academic Year 2020-21 – Information and Action Item
   A. Addition of new Computer Science (CMCD) pathway (TOP code 0799.00)

   Tom DeDonno moved to adopt the item. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the item.

12. New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Action Item
   A. ACCT 618 (218) – Investments

   Karla Westphal moved to adopt the item. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the item.

   B. ACCT 619 (219) – Retirement Planning and Employee Benefits

   Karah Street moved to adopt the item. Jennifer Czerniawski seconded. The Curriculum Committee unanimously approved the adoption of the item.

   C. ACCT 620 (220) – Risk Management for Enterprises and Individuals
Karla Westphal moved to adopt the item. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the item.

13. New Noncredit Course Justifications for Academic Year 2020-21 (Spring 2021) – Action Item
   A. AEBE 601 (706NC) – High School Equivalency Lab

Carmenmara Hernandez-Bravo moved to adopt the item. Ardith Lynch seconded. The Curriculum Committee unanimously approved the adoption of the item.

14. New Credit Program Justification for Academic Year 2020-21 (Spring 2021) – Action Item
   A. Para Financial Planning Certificate of Achievement

Karah Street moved to adopt the item. Karla Westphal seconded. The Curriculum Committee unanimously approved the adoption of the item.

15. Proposed Course Revisions for Academic Year 2020-21 – Action Item
   A. New limitation on enrollment:
      a. MUS 148 will have a limitation of Audition with college faculty to demonstrate ability to read and play music at a high school level
      b. MUS 241 (149) will have a limitation of Audition with faculty to demonstrate ability to sight read and knowledge of all scales and keys
      c. MUS 242 (147) will have a limitation of Audition with college faculty to demonstrate ability to read and play music at a high school level

Kim Stankovich moved to adopt the item. Karla Westphal seconded. The Curriculum Committee unanimously approved the adoption of the item.

B. Recommended preparation change:
   a. ARTH 26 – rec prep from Completion of or concurrent enrollment in ENG 200 to Completion of or concurrent enrollment in ENG 1A or ENG 1AH

Carmenmara Hernandez-Bravo moved to adopt the item. Karla Westphal seconded. The Curriculum Committee unanimously approved the adoption of the item.

C. Remaining course revisions

Carmenmara Hernandez-Bravo moved to adopt the item. Karla Westphal seconded. The Curriculum Committee unanimously approved the adoption of the item.
16. Proposed Course Revisions for Academic Year 2020-21 – Consent Item

Karla Westphal moved to adopt the item. Karah Street seconded. The Curriculum Committee unanimously approved the adoption of the item.

17. Proposed Program Revisions for Academic Year 2020-21 – Consent Item

A. Journalism Associate of Arts for Transfer Degree
B. Nutrition Associate of Science for Transfer Degree
C. Spanish Associate of Science for Transfer Degree
D. Sustainable Landscape Design Certificate of Achievement
E. Sustainable Landscape Design A.S. Degree

Pg. 44 Missing period on the last bulleted item
Pg. 44 Grad Requirements numbering needs to be reformatted.
Pg. 44 (CSU GE Breadth) need to be added
Pg. 47 Grad Requirement numbering need to be reformatted.

Orlantha Nin moved to adopt the item with the above mentioned revisions. Kim Stankovich seconded. The Curriculum Committee unanimously approved the adoption of the item.

18. Curriculum Committee Evaluation Results – Discussion Item

Michelle Duffy reviewed the Curriculum Committee survey results with the committee. Overall, the results were very positive although only eight members who completed it. An area that needed work was the use of workgroups - Karah Street stated that work groups were used to address stacking courses in past. A goal for the Curriculum Committee meeting this year will be to investigate how to use workgroups in the future to address specialized topics. After implementation of META, Michelle will work with her co-chair to explore the best way to utilize work groups so committee members are well versed in specific areas. Another goal is to explore ways to better train committee members on curriculum issues, what they should be looking for were reviewing curriculum, and improving understanding the basics of curriculum committee meetings in order to be more effective.

19. Division Reports (if time allows)

Representing MSE, Karah Street shared that she was proud of the collaboration between Math and Computer Science in the creation of the Cyber Defense degree. The degree teaches students to ethically hack a computer in order to test systems.

Tram Vo-Kumamoto shared that a group of Saddleback students attended an event at Cal Berkeley where they worked in teams with DoD hackers. The students representing Saddleback did very well and held their own against teams from many four-year universities. She was very proud of their accomplishments.
SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

Minutes

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.

20. Announcements
   A. The first GE Committee meeting of the spring semester follows today’s Curriculum Committee meeting at 4pm in BGS 244.
   B. The next Curriculum Committee meeting of the spring semester is on Thursday, January 30th at 3pm in AGB 106.

21. Public Interest Announcements (if time allows)

   Carmenmara Hernandez-Bravo announced the International Film screening of Pain and Glory on Thursday, January 23rd at 7pm in SSC 212. All are welcome and refreshments will be served.

   Caroline Seaman shared that the Committee for Culturally Responsive Teaching and Learning has opened registration for the Poverty Simulation that will take place on Friday, January 31st from 9-noon in SSC 212. All faculty, staff, and administrators are invited to attend.

22. 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
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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 Leads-2 (there are 4 but two typically serve as reps as well)
   4. Curriculum Specialists-2
   5. Instructional Deans-2, at least one of whom oversees CTE programs within their division
   6. Faculty Senate President or designee-1
   7. Online Education Committee Chair or designee-1
   8. Admissions and Records Dean or representative-1
   9. Publication Specialist-1
   10. SLO Coordinator-1
   11. 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 VP or AVP
   b. Permanent Membership
      i. Curriculum Leads (4)
      ii. 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. VP or AVP (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.

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 Leadership Team tasks and training
   11. Provide orientation and ongoing training for Curriculum Committee Members
C. Selection Procedure
   1. The Academic Senate will appoint the chair or co-chairs for the Curriculum Committee
   2. The Chair(s) must be a faculty member(s)

VIII. CURRICULUM LEADERSHIP TEAM INDIVIDUAL RESPONSIBILITIES
A. Philosophical Duties, the curriculum leader shall:
   1. Provide collegial, informed, faculty-to-faculty support for the ongoing improvement of college-wide curriculum
B. Maintenance Duties, the curriculum leader shall:
   1. Develop and maintain familiarity with curriculum standards, regulations, policies, and procedures
   2. Become familiar with and provide ongoing support for the unique curriculum needs of the divisions they are assigned to
   3. Attend local and state curriculum meetings as circumstances are deemed appropriate and necessary including regional curriculum trainings and annual curriculum institute
4. Participate in the development of curriculum process and testing flow charts, guidelines, rubrics, and other helpful tools for faculty and administrators
5. Participate in the design and maintenance of curriculum and websites
6. Contribute to the development, preparation of documents, and implementation of curriculum training for faculty, chairs, and deans
7. Serve as members of the technical review committee
8. Serve as substitute chair to curriculum or G.E. meetings as needed
9. Assist faculty with course and program development and/or revision
10. Attend Curriculum, G.E., and other curriculum-related meetings as needed

C. Selection Procedure
1. The curriculum chair will recommend selections to the Academic Senate for approval
2. Curriculum Leads must be faculty
3. Curriculum Leads can simultaneously serve as lead and division-curriculum representative

IX. 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
ix. TOPs code change within the same discipline
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.

X. CURRICULUM COMMITTEE AGENDA
A. The Curriculum Committee agenda shall be posted in compliance with the BrownAct.
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.

XI. 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 COURSE PROPOSAL**

<table>
<thead>
<tr>
<th>Date:</th>
<th>09/27/19</th>
<th>Prepared &amp; Submitted by:</th>
<th>Blake Stephens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Architecture</td>
<td>Course Prefix &amp; Number 600:</td>
<td>ARCH 614</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>Name</th>
<th>Signature, Chair/Dean</th>
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</thead>
<tbody>
<tr>
<td>9/27/2019</td>
<td>Blake Stephens</td>
<td>__________________</td>
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<td>Print Name</td>
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<td></td>
<td>Blake Stephens</td>
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<td>Signature, Requestor</td>
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<td>Blake Stephens</td>
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<td>Blake Stephens</td>
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<td>Signature, Chair</td>
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<tr>
<td>Click to enter date</td>
<td>Tony Teng</td>
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<td>Signature, Dean</td>
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</table>

**Course Title:** California Architecture  
**Short Title:** California Architecture

**Units:** 3  
**Lec hrs:** 3  
**Lab hrs:** 0

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

**TOP Code:** 0201.00  
**Non-Credit Category:** Click here to enter text.  
**Occupational Code (SAM):** D

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

2. Catalog Description:  
Study of the architectural and built environment of California from earliest colonial times to the present - from the Spanish Missions, to early city growth, neoclassical revivals, craftsman, art deco, post-war boom, modern, post-modern and contemporary architecture.

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?

Our current Arch 12 course is a broad survey of all architecture from pre-modern times to current. This course has been requested by numerous students as a way to study and understand the architecture and development of California. No other courses are offered at Saddleback College that study this location and period in architecture.

6. Course Requisites:
List all requisites*:
Prerequisite: None
Co-requisite: None
Limitation on enrollment: Click here to enter text.
Recommended Prep: None

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

7. Will this be a standalone course?
☐ Yes    Course will NOT be included in a degree or certificate program.
☒ No     Course WILL be included in a degree and/or certificate program.

Which ones: Associates of Science Degree in Architecture, 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
☐ Pass/No Pass only
☐ Non-credit

☐ Option of a standard letter grade or Pass/No Pass
☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)

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

*Provide documentation

10. Will this course be part of an approved family?
☐ Yes   If yes, identify family:
☒ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
None

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>Course Title</th>
<th>Course No.</th>
<th>CSU Campus</th>
<th>UC Campus</th>
<th>Program or Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing California: Architecture,</td>
<td>HAVC 44</td>
<td>UC Santa Cruz</td>
<td>☑</td>
<td>☐ 5 Qtr units</td>
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</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:

<table>
<thead>
<tr>
<th>Transfer</th>
<th>CSU</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private</td>
<td>☑ Yes</td>
<td>☐ No</td>
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</table>

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

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>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>
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<tr>
<td>AA/AS/GE Degree</td>
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<td>CSU G.E.</td>
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<td>UC Transfer/GE</td>
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NEW COURSE PROPOSAL

Date: November 15, 2019
Prepared & Submitted by: Catherine Hayter
Department: English
Course Prefix & Number 600: ENG 606

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

Click to enter date
Catherine Hayter
Print Name
Signature, Faculty Requestor

Click to enter date
Sukl Fisher
Print Name
Signature, Department Chair

Click to enter date
Kevin O’Connor
Print Name
Signature, Dean

Course Title: Introduction to Creative Nonfiction
Short Title: Introduction to Creative Nonfiction

Units: 3.0  Lec hrs: 3.0  Lab hrs: 0.0

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

TOP Code: 1507.00  Non-Credit Category: Click here to enter text.  Occupational Code (SAM): Click here to enter text.

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

2. Catalog Description:

English 606 provides instruction in the craft of creative nonfiction. Designed for both the beginner and experienced writer, the course emphasizes short-form nonfiction narratives, such as the personal essay, the memoir, and the feature story. Students will explore the craft of nonfiction through the study of diverse works by published writers and through peer review of student writing in a workshop setting. Instruction will include the application of literary techniques to the nonfiction form as students write a series of narratives, culminating in the production of a piece suitable for submission to publication.

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

C-ID Code: ENGL 200
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?
The English Department

Reason for cross-listing: Especially as the field of Journalism often entails the integration of creative nonfiction pieces in newspapers, magazines, and journals, it seems ideal to cross-list ENG 606 with the Journalism department.
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?

ENG 606 has been created as a restrictive elective course that will be included in our proposed AA in Creative Writing degree. Currently, we offer creative writing courses focusing on book-length works of nonfiction, but we do not offer a course in writing shorter nonfiction narrative. These short-form pieces often precede more sustained book-length works, such as memoirs, which are widely read by popular and academic audiences. As the AA in Creative Writing is being developed as a degree that can be taken fully online, adding another genre-specific course will help round out that degree and draw in potential students from all across California once the degree is included in the CVC-OEI.

6. Course Requisites: N/A
   List all requisites*: N/A
   Prerequisite: ENG 1A OR 1AH WITH A GRADE “C” OR BETTER
   Co-requisite: N/A
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Completion of ENG 3

   *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: AA in Creative Writing

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

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

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

   *Provide documentation

10. Will this course be part of an approved family?
    □ Yes   If yes, identify family: Click here to enter text.
    ☑ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities. We have faculty prepared to teach this course.

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

| ENGL 204 Introduction to CW: Creative Nonfiction Cal State Long Beach |
|-------------------------|------------------|-----------------|-----------------|
| Prefix & No. | Title | College or Univ. | Upper Div. | Lower Div. | Units/Sem/ Qtr. |
| ENGLISH 5NF Writing: Nonfiction UC Davis |
| Prefix & No. | Title | College or Univ. | Upper Div. | Lower Div. | Units/Sem/ Qtr. |
| Click here | Click here to enter | Click here to enter | 4 units/Quarter |
| Prefix & No. | Title | College or Univ. | Upper Div. | Lower Div. | Units/Sem/ Qtr. |
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| Prefix & No. | Title | College or Univ. | Upper Div. | Lower Div. | Units/Sem/ Qtr. |
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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 ☑ Yes  ☐ No
   Private ☐ Yes  ☐ No

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>CSU Campus</th>
<th>UC Campus</th>
</tr>
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<tbody>
<tr>
<td>Introduction to Creative Writing: Nonfiction</td>
<td>ENGL 204</td>
<td>CSU Long Beach</td>
<td>UC Campus</td>
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<tr>
<td>Required for Major in English, w/ a Creative Writing Emphasis</td>
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<td>Program or Major</td>
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<tr>
<td>Major in English, w/ Option in Creative Writing</td>
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<td>Program or Major</td>
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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. Humanities/Arts, Lifelong Learning, and Communications.

<table>
<thead>
<tr>
<th>AA/AS/GE Degree</th>
<th>Social Science</th>
<th>Humanities /Art</th>
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NEW COURSE PROPOSAL

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<th>Date: November 15, 2019</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Department: English</td>
<td>Course Prefix &amp; Number 600: ENG: 609</td>
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</tbody>
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<thead>
<tr>
<th>Click to enter date</th>
<th>Sukl Fisher</th>
<th>Print Name</th>
<th>Signature, Faculty Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catherine Hayter</td>
<td>Print Name</td>
<td>Signature, Department Chair</td>
</tr>
<tr>
<td></td>
<td>Kevin O'Connor</td>
<td>Print Name</td>
<td>Signature, Dean</td>
</tr>
</tbody>
</table>

Course Title: Introduction to Poetry Writing
Short Title: Introduction to Poetry Writing

<table>
<thead>
<tr>
<th>Units: 3.0</th>
<th>Lec hrs: 3.0</th>
<th>Lab hrs: 0.0</th>
</tr>
</thead>
</table>

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

TOP Code: 1507.00  Non-Credit Category: Click here to enter text.  Occupational Code (SAM): Click here to enter text.

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

2. Catalog Description:

**English 609** is a course in the craft of poetry writing for both the beginning and experienced student. Throughout this workshop-based course, instruction will focus on the elements and skills of writing poetry, including consideration of various poetic techniques, forms, and traditions. Students will read, discuss, and critique the poems they have written in response to weekly assignments, which will emphasize effective strategies and techniques for writing poetry with the aim of publication.

3. Is this course being aligned to a C-ID descriptor? ☒ Yes  ☐ No  ☐ N/A
   C-ID Code: ENGL 200
   If yes, see the Articulation Officer for assistance with C-ID descriptors.

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

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

_Introduction to Poetry Writing_ has been created as a restrictive elective course that will be included in our proposed AA in Creative Writing degree. Thus far, students have the chance to explore a unit on poetry writing in ENG 3: Introduction to Creative Writing, but they do not have a stand-alone course focused on this topic. Especially as the AA in Creative Writing is being developed as a degree that can be taken fully online, adding another genre-specific course will help round out that degree and draw in potential students from all across California once the degree is included in the CVC-OEI.

6. Course Requisites: None
   List all requisites*: N/A
   Prerequisite: ENG 1A OR 1AH WITH A GRADE “C” OR BETTER
   Co-requisite: None
   Limitation on enrollment: None
   Recommended Prep: Completion of ENG 3
   *Please attach justification for the recommended requisites. Refer to the Chancellor’s Guidelines for Title 5 §55003

7. Will this be a standalone course?
   □
   ✗ No   Course WILL be included in a degree and/or certificate program.

   Which ones: _AA in Creative Writing_
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

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

10. Will this course be part of an approved family?
    □ Yes   If yes, identify family: Click here to enter text.
    ✗ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
   None. We already have faculty capable of teaching this 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>ENGL 206</th>
<th>Introduction to Creative Writing: Poetry</th>
<th>Cal State Long Beach</th>
<th>☑</th>
<th>☑</th>
<th>3 units/Semester</th>
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</thead>
<tbody>
<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>
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<td>ENGLISH 5P</td>
<td>Writing: Poetry</td>
<td>UC Davis</td>
<td>☑</td>
<td>☑</td>
<td>4 units/Quarter</td>
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<td>Lower Div.</td>
<td>Units/Sem/Qtr.</td>
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<td>WR 13</td>
<td>Writing Poetry</td>
<td>Irvine Valley College</td>
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<td>☑</td>
<td>3 units/Sem/Sem</td>
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<td>Upper Div.</td>
<td>Lower Div.</td>
<td>Units/Sem/Qtr.</td>
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</table>

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

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

Will the course satisfy a major requirement at CSU or UC?  ☑ Yes  □ No

Please attach documentation. If so, complete the following:

<table>
<thead>
<tr>
<th>Introduction to Creative Writing: Poetry</th>
<th>ENGL 206</th>
<th>Cal State Long Beach</th>
<th>Click</th>
</tr>
</thead>
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<tr>
<td>Course Title</td>
<td>Course No.</td>
<td>CSU Campus</td>
<td>UC Campus</td>
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<td>ENGLISH 5P</td>
<td>Click</td>
<td>UC Davis</td>
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<td>Course Title</td>
<td>Course No.</td>
<td>CSU Campus</td>
<td>UC Campus</td>
</tr>
<tr>
<td>Click</td>
<td>Course No.</td>
<td>Click</td>
<td>UC Campus</td>
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</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>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>
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<tr>
<td>CSU G.E.</td>
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<tr>
<td>UC Transfer/GE</td>
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</table>
SADDLEBACK COLLEGE  
CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

| Date: 9/18/19 | Prepared & Submitted by: Jan Duquette |
| Department: Kinesiology | Course Prefix & Number 600: KNES 677 |

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, Requestor</th>
<th>Signature, Chair</th>
<th>Signature, Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/18/2019</td>
<td>Jan Duquette</td>
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<tr>
<td></td>
<td>Print Name</td>
<td>Signature, Requestor</td>
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<td></td>
</tr>
<tr>
<td>9/18/2019</td>
<td>Jan Duquette</td>
<td></td>
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<tr>
<td></td>
<td>Print Name</td>
<td>Signature, Chair</td>
<td></td>
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<tr>
<td>9/18/2019</td>
<td>Dan Clauss</td>
<td></td>
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<tr>
<td></td>
<td>Print Name</td>
<td>Signature, Dean</td>
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<td></td>
</tr>
</tbody>
</table>

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

| Units: 2.0 | Lec hrs: 2.0 | Lab hrs: 0 |
|           |              |            |

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

TOP Code: 0835.00  Non-Credit Category: Click here to enter text.  Occupational Code (SAM): E

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

2. Catalog Description:

Introduction to contest rules and the mechanics of officiating selected sports. Sport culture, rules, sportsmanship, and officiating guidelines.

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?

Students who are Kinesiology Majors and others that are seeking education for employment as a sports official need to have this course. Sports Officiating is offered for transfer to major universities, and this course was taught at Saddleback many years ago.

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

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

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

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.
Existing Kinesiology faculty will be utilized for this 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>
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<th>Upper Div.</th>
<th>Lower Div.</th>
<th>Units/Sem/Qtr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 267</td>
<td>Sports Officiating</td>
<td>CSU San Bernardino</td>
<td>Click here to enter</td>
<td>Click here to enter</td>
<td>2.0</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  ☑ Yes  ☐ No  UC  ☐ Yes  ☐ No
   Private  ☐ Yes  ☑ No

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

Please attach documentation. If so, complete the following:

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

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<td>IGETC</td>
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</tr>
</tbody>
</table>
New Program Initiation Form (not needed for ADTs)

Numbers in the left-hand column correspond to the steps in the New Program Initiation Process

---

1. Idea for program. ADTs do NOT need to complete this process.

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

   a. Program Name: Creative Writing

   b. Program Type: (use drop down menu or write in) Associate of Arts

   c. Program TOP code: 1507.00 CIP: 231302

   d. Contact information for Program Initiator: Suki Fisher

      Email: sfisher@saddleback.edu Extension: 4939

   e. Summary description of the new program: A brief description of the purpose of the new program and the population of students for which it is being developed, and if CTE, the jobs for which students would be prepared. This should look like a catalog description.

      The curriculum in the Creative Writing Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. While a baccalaureate or higher degree can be attained in majors related to this field, earning the Associate degree would enable students to develop skill and creativity along with critical judgment of literary forms as they compose their own nonfiction, short stories, novels, poems, and plays in Saddleback's creative writing courses. Students earning the Creative Writing Associate of Arts degree may transfer into degree programs such as: Creative Writing, English, English Literature, and English Education.

   f. Brief Description of how the idea for the new program came about. If proposal is for an OSA, include a statement why Saddleback would support an OSA in contrast to offering a certificate program.

      The English department is looking for ways to expand its course offerings and reach new student populations as well as encourage degree completion for those students interested in creative endeavors. Especially as this degree is designed to be included in the CVC-OEI, it would give us the ability to bring in more students to the college.

   g. Please list all courses to be included in the program and total units. If courses are new or need to be revised, please mark as such. Program will be 21 units in total.

      **Required Units (9 units total):**

      - ENG 17A or ENG 17B (3 units), ENG 25 (3 units), and ENG 3 (3 units).

      **Elective Units (Restrictive) Area #1: (6 units from this area)**

      - ENG 4 (3 units); ENG 609: Introduction to Poetry (new); ENG 606: Introduction to Creative Nonfiction (new).

      **Elective Units (Restrictive) Area #2: (6 units from this area)**

      - ENG 15A (3 units), ENG 15B (3 units), ENG 18 (3 units), ENG 19 (3 units), ENG 21A (3 units), ENG 21B (3 units), ENG 22H (3 units), ENG 24 (3 units), ENG 27A (3 units), ENG 27A H (3 units), ENG 44 (3 units), ENG 52 (3 units), ENG 142 (3 units), ENG 107 (3 units), or ENG 160 (3 units).

---

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

Signature/Date, Program Initiator: Suki Fisher 12/5/19

Signature/Date, Division Dean: Kevin O'Connor 12/5/19

Signature/Date, Dept. Chair: Catherine Hayler 12/4/19

Other discipline faculty/chair (if applicable) or □ n/a

Articulation Officer: Review date (if applicable) 12/5/19 Initials □

EWD Director: Review date (if applicable) Date Initials □

---

Once signatures are obtained, scan document to curriculum sc-curriculum@saddleback.edu

Curriculum Committee: Review date

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

8/2019
# SADDLEBACK COLLEGE

2020-2021 General Education Requirements for ASSOCIATE Degrees

These requirements are for students who do NOT wish to TRANSFER to CSU or UC

For more information that specifically meets your goals, please see a counselor before enrolling in courses.

<table>
<thead>
<tr>
<th>C</th>
<th>IP</th>
<th>N</th>
</tr>
</thead>
</table>

## AREA 1: LANGUAGE AND RATIONALITY — Complete one course in 1A, 1B, and 1C with a grade of "C" or better.

### 1A: ENGLISH COMPOSITION:
ENGL 1A or 1AH

### 1B: COMMUNICATION AND ANALYTICAL THINKING:
BUS 102; COMM (formerly SP) 1 or 1H, 2, 3, 5; ENGL 1B or 1BH, 70; PHIL 12

### 1C: MATHEMATICS:
MATH 2, 3A or 3AH, 3B, 3C, 7, 8, 10, 11, 14, 24, 26, 30A/CS 30A, 30B/CS 30B, 103, 124, 253; PSYC 44

## AREA 2: NATURAL SCIENCES — Complete one course.

<table>
<thead>
<tr>
<th>ANTH 1 or 1H, and 1L</th>
<th>ASTR 20 and 25</th>
<th>BIO 3A (formerly 1A) or 3AH, 3B (formerly 1B) or 3BH, 4A, 4B, 11, 12, 15, 19/ENV 19, 20, 31, 113</th>
<th>CHEM 1A, 2, 3, 108</th>
<th>ENV 18, 23, 24</th>
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</thead>
<tbody>
<tr>
<td>GEOG 1 or 1H, and 1L</td>
<td>GEOL 1, 20, 23</td>
<td>HORT 20</td>
<td>MS 4, 20</td>
<td>PHYS 1A, 1B, 2A, 4A, 10, 20</td>
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## AREA 3: SOCIAL AND BEHAVIORAL SCIENCES — Complete one course.

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<th>BUS 1 or 1H</th>
<th>CDE 74 (formerly CD 7, 107) or 7H, 15 (formerly CD 15, 105), 117* (formerly CD 117)</th>
<th>COMM (formerly SP) 8, 20*</th>
<th>CTVR 1</th>
<th>ECON 2 or 2H, 4 (formerly 1) or 4H, 11, 20</th>
<th>ENV 1, 141</th>
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<tr>
<td>GLST 1, 2</td>
<td>HIST 2, 8, 12, 16, 17, 19, 20*, 21*, 22, 27, 28, 30, 32, 33*, 61, 62, 63, 70, 71, 72, 73, 74, 75, 80/PS 80, 81*</td>
<td>HS 100, 120, 131*, 186</td>
<td>JRN 1</td>
<td>PS 1 or 1H, 4, 10H, 11, 12, 14, 80/HIST 80</td>
<td>PSYC 1 or 1H, 2 or 2H, 5*, 7*, 16*, 21, 25 (formerly 125)</td>
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<tr>
<td>SL 1 or 1H, 2 (formerly 103), 5 (formerly 104), 10, 14, 15</td>
<td>PORT 1, 2, 3, 4, 21</td>
<td>PRSN 1, 2, 3, 4, 21 (formerly 121)</td>
<td>SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 10* (formerly 101)</td>
<td>SOC 1 or 2H, 6*, 10, 15, 164 (formerly 126), 20*, 21, 25, 125</td>
<td>GSS (formerly WS) 10 or 10H, 15, 31, 40, 111H</td>
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## AREA 4: ARTS AND HUMANITIES — Complete one course.

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<th>ART 12 (formerly 112)</th>
<th>ART 4, 40, 41, 42</th>
<th>ARTH 20, 21, 22, 23, 24*, 25, 26, 27, 28, 29, 30, 32</th>
<th>CHI 1, 2, 3, 4, 21</th>
<th>COMM (formerly SP) 30, 32</th>
<th>CTVR 2, 3 (formerly CA 30), 7* (formerly CA 27), 9 (formerly CA 29)</th>
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<td></td>
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<td>DANC 64 (formerly PE/TA 64), 74* (formerly 174)</td>
<td>GLST 4, 5</td>
<td>HIST 11H, 12H, 13H, 14H, 15H, 16H</td>
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<td>ENS 180, 190</td>
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<td>HUM 1, 3, 10A, 10B, 21, 22, 25</td>
<td>ID 110, 122, 125</td>
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<td>FA 27</td>
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<td>ITA 1, 2, 3, 4, 21</td>
<td>ID 110, 122, 125</td>
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<td>FASH 144</td>
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<td>JIA 1, 2, 3, 4, 21</td>
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<td>GD 1</td>
<td></td>
<td>MUS 1, 20, 23*, 24, 25, 26, 27*, 28, 29</td>
<td>KER 1, 2, 3, 4, 21</td>
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<td>GER 1, 2, 3, 4, 21</td>
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<td>PHOT 25</td>
<td>KES 1, 2, 3, 4, 21</td>
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<td>HEBR 1, 2, 3</td>
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<td>PHIL 1 or 1H, 2 (formerly 103), 5 (formerly 104), 10, 14, 15</td>
<td>KES 1, 2, 3, 4, 21</td>
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<td>PORT 1, 2, 3, 4, 21</td>
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<td>PRSN 1, 2, 3, 4, 21 (formerly 121)</td>
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<td>SL 1 (formerly 32), 2 (formerly 33), 3 (formerly 34), 4 (formerly 35), 10* (formerly 101)</td>
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<td>SOC 1 or 2H, 6*, 10, 15, 164 (formerly 126), 20*, 21, 25, 125</td>
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<td>TA 20, 22, 25, 26, 30, 32, 110*</td>
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</table>

## AREA 5: LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT — Complete one course.

<table>
<thead>
<tr>
<th>ACCT 120</th>
<th>BUS 16 (formerly 116)</th>
<th>CDE 74 (formerly CD 7, 107) or 7H, 120 (formerly CD 120)</th>
<th>CIMA 1, 10</th>
<th>CIMA 115</th>
<th>COUN 1, 40 (formerly 141), 51 (formerly 151), 60 (formerly 160), 61 (formerly 161), 150</th>
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<td></td>
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<td>FCS 115, 142</td>
<td>FIN 50, 64</td>
<td>HS 170, 175</td>
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<td></td>
<td>KINES 107 (formerly APE/PESS 107)</td>
<td>ID 110</td>
<td>HLM 1, 3</td>
<td>KINES 107 (formerly PE 107)</td>
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<td></td>
<td>LIB 2 (formerly 102) or 2H, 100, 101</td>
<td>N 161, 165, 176</td>
<td>HUM 1, 3</td>
<td>LIB 2 (formerly 102) or 2H, 100, 101</td>
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<td></td>
<td>PSYC 54, 7*</td>
<td>SOC 16H (formerly 126), 180</td>
<td>KINES 107 (formerly PE 107)</td>
<td>PSYC 54, 7*</td>
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<td></td>
<td>GSS (formerly WS) 120</td>
<td>SP 115, 205</td>
<td>KINES 107 (formerly PE 107)</td>
<td>GSS (formerly WS) 120</td>
</tr>
</tbody>
</table>

Graduation Requirement: All students must complete one Cultures in the U.S. course. Courses that meet this requirement are marked with a *

Underlined courses are no longer being offered at Saddleback College. #Course may be listed in more than one area but shall only be certified in one.
NEW COURSE PROPOSAL

Date: 3/11/2019
Prepared & Submitted by: Barbara Cox
Department: Business
Course Prefix & Number 600: BUS 601

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

3/11/2019
Barbara Cox
Print Name
[Signature]
Signature, Faculty Requestor

3/11/2019
Scott Fredrickson
Print Name
[Signature]
Signature, Department Chair

Click to enter date
Click here to enter text.
Print Name
[Signature]
Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " / \ : !)
Short Title: Business Statistics
Statistics for Business
Units: 3
Lec hrs: 3
Lab hrs: 0
Credit Status: ☑ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☐ Non-Credit
TOP Code: 0505.00
Non-Credit Category: Click here to enter text.
Occupational Code (SAM): C

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

2. Catalog Description:
The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from business and economics.

3. Is this course being aligned to a C-ID descriptor? ☑ Yes ☐ No ☐ N/A
C-ID Code: MATH 110
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?

Business statistics is an expected skill for transfer students in business. We need to offer a statistics course that is clearly presented in business context. Also, our ADT in Business Administration lacks one course from giving students the ability to complete the ADT 100% online. The proposed course would fill that gap and make ADT online completion possible for our students.

6. Course Requisites:
   List all requisites*:
   Prerequisite: Placement by the current assessment process or successful completion of MATH 253 with a “C” or better.
   Co-requisite: Click here to enter text.
   Limitation on enrollment: Click here to enter text.
   Recommended Prep: Click here to enter text.
   *Please attach justification for the recommended requisites. Refer to the Chancellor’s Guidelines for Title 5 §55003

7. Will this be a standalone course?
   ☐ Yes    Course will NOT be included in a degree or certificate program.
   ☒ No     Course WILL be included in a degree and/or certificate program.

Which ones: Business Administration Associate Degree for Transfer
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

9. Will course be Repeatable?    ☐ No    ☐ Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.
If yes, how many times?    ☐ 1    ☐ 2    ☐ 3    ☐ Unlimited (Non-credit only)
Reason for Repeating:*    ☐ Intercollegiate Athletics
                          ☐ Intercollegiate Competition
                          ☐ Occupational Work Experience/General Work Experience
                          ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
   *Provide documentation

10. Will this course be part of an approved family?
    ☐ Yes    If yes, identify family: Click here to enter text.
    ☒ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
The course requires no additional resources.

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>STAT 118</th>
<th>Intro Business Statistics</th>
<th>CSU Long Beach</th>
<th>☐</th>
<th>☒</th>
<th>3</th>
</tr>
</thead>
<tbody>
<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>
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<tr>
<td>BUS 204</td>
<td>Statistics of Business and Economics</td>
<td>CSU San Marcos</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>
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<td>STAT 21W</td>
<td>Introductory Probability and Statistics for Business</td>
<td>UC Berkeley</td>
<td>☐</td>
<td>☒</td>
<td>4</td>
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<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>MGMT 7</td>
<td>Statistics for Business Decision Making</td>
<td>UC Irvine</td>
<td>☐</td>
<td>☒</td>
<td>4</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>
</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  ☒ Yes  ☐ No  UC  ☒ Yes  ☐ No
   Private  ☒ Yes  ☐ No

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

Please attach documentation.


2. Business Administration, UC Irvine, MGMT 7: http://catalogue.uci.edu/thepaulmerageschoolofbusiness/undergraduateprograms/#majorstext

3. STAT 118 is a pre-req for IS310 Business Statistics 1, is a requirement for the Business Analytics Certificate, CSULB http://catalog.csulb.edu/preview_program.php?catoid=3&pid=1237


If so, complete the following:

<table>
<thead>
<tr>
<th>STAT 21</th>
<th>at</th>
<th>Berkeley</th>
<th>Required for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
<td>Course No.</td>
<td>CSU Campus</td>
<td>UC Campus</td>
</tr>
<tr>
<td>MGMT 7</td>
<td>at</td>
<td>UC Irvine</td>
<td>Program or Major</td>
</tr>
<tr>
<td>Course No.</td>
<td>Course No.</td>
<td>CSU Long Beach</td>
<td>UC Campus</td>
</tr>
<tr>
<td>STAT 118</td>
<td>at</td>
<td>UC Campus</td>
<td>Program or Major</td>
</tr>
<tr>
<td>Course No.</td>
<td>Course No.</td>
<td>CSU San Marcos</td>
<td>UC Campus</td>
</tr>
<tr>
<td>BUS 204</td>
<td>at</td>
<td>UC Campus</td>
<td>Program or Major</td>
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<tr>
<td>Course Title</td>
<td>Statistics of Business and Economics</td>
<td>Program or Major</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Introductory Probability and Statistics for Business</td>
<td>Program or Major</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: Meets requirement for Saddleback College Business Administration ADT. Is expected to meet requirements for Economics ADT.

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></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>AA/AS/GE Degree</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>CSU G.E.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>UC Transfer/GE</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>IGETC</td>
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</tr>
</tbody>
</table>
NEW COURSE PROPOSAL

Date: 01/27/19 & 12/9/2019
Prepared & Submitted by: Alan Foote/Tom DeDonno
Department: CIM
Course Prefix & Number 600: CIMA 600 / CIMA 105

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

1/22/2019
Alan Foote
Print Name
Signature, Faculty Requestor

Click to enter date
Tom DeDonno
Print Name
Signature, Department Chair

Click to enter date
John Jaramillo or kari Irwin
Print Name
Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ * : |)
Microsoft Excel for Data Analytics

Short Title: Excel: Data Analytics

Units: 3 Lec hrs: 2 Lab hrs: 3

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

TOP Code: 707.20 Non-Credit Category: Click here to enter text. Occupational Code (SAM): C Clearly Operation

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

2. Catalog Description:
Analysis of organizational data for business decision making using Excel. Data modeling techniques will be used to data mine and organize data from a variety of different sources including databases, text data and unstructured data repositories. Students will work with data to correct errors, combine different sources of data together and format the results for understanding. Popular data analytics tools Microsoft’s Power BI, Tableau and other tools will be used in the course for data analytics and data visualization.

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?
   Excel is becoming Microsoft’s key interface to data analytics and data visualizations. Excel/Data Analytics has become a major requirement for many college majors and statistics related classes at CSUF. At Saddleback, of all our Microsoft Office offerings Excel is by far the most popular, so it makes sense to add another Excel course. We are meeting both the supply and demand of our students and also the evolving marketplace for Data Analytics/Visualization. Data analytics and visualization is becoming a main concern of many organizations. Outside of the IT department in many organizations, Excel is used for data manipulation. This course will use Excel as tool for analytics and data visualization. We will be adding this data virtualization courses to our Web Master Certificate/degree.

6. Course Requisites:
   List all requisites*:
   Prerequisite:
   Co-requisite: none
   Limitation on enrollment: none
   Recommended Prep: CIMA 104 and knowledge of pivot tables
   *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: Will be part of our Web Master certificate/degree.
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:
   ☑ Letter Grade Only
   ☑ 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.
Computers with Excel and Office 365, these already exist.

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>Information Mapping Data Visualization</th>
<th>CSU San Bernardino</th>
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<tr>
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<td>Click here to enter text.</td>
<td>College or Univ.</td>
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<td></td>
<td>Upper Div.</td>
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<td></td>
<td>Lower Div.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Units/Sem/Qttr.</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:

<table>
<thead>
<tr>
<th></th>
<th>CSU</th>
<th>UC</th>
</tr>
</thead>
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<tr>
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<td>☑</td>
</tr>
<tr>
<td>No</td>
<td>☐</td>
<td>☐</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>☑</td>
</tr>
<tr>
<td>No</td>
<td>☐</td>
</tr>
</tbody>
</table>

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

Please attach documentation. If so, complete the following:

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>Natural Science</th>
<th>Social Science</th>
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<th>Math/Quantitative</th>
<th>American Institutions</th>
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<tbody>
<tr>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>CSU G.E.</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>
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<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
1. Anticipated first term of offering: ☑Fall ☑Spring Year 2021

2. Catalog Description:
Students will gain practical experience in the duties, responsibilities, and role of a theatre stage manager. Includes studies in script breakdown, communication, blocking, rehearsal procedures and performance skills.

3. Is this course being aligned to a C-ID descriptor? ☑Yes ☐No ☐N/A
C-ID Code: THTR 192
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?

Stage Management is an essential component of any theatre production. Saddleback College currently has no Stage Management class with which to train our students. We struggle every semester and directors struggle every show because the student stage managers have no idea what they are doing. We cannot afford to hire stage managers for every show. Hopefully, this class will rectify those problems. Also, another course is needed to satisfy the technical theatre pathway for the AAT. This course will allow students to earn the AAT with an emphasis in technical theatre or performance whereas the currently approved AAT makes students select performance in order to complete the degree. With this new course, students will have options.

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

7. Will this be a standalone course?
   □ Yes Course will NOT be included in a degree or certificate program.
   □ X No Course WILL be included in a degree and/or certificate program.
   Which ones: Theatre Arts Associate in Arts for Transfer (AAT)
   *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
   □ X Option of a standard letter grade or Pass/No Pass
   □ Pass/Satisfactory Progress/No Pass (P/SP/NP)

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

10. Will this course be part of an approved family?
    □ Yes If yes, identify family: Click here to enter text.
    □ X No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
Adjunct Faculty

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>THTR 27</td>
<td>Introduction to Stage Management</td>
<td>Mt. San Antonio College</td>
<td>☐</td>
<td>☑</td>
<td>3 units</td>
</tr>
<tr>
<td>THTR 95</td>
<td>Introduction to Stage Management</td>
<td>UC Santa Barbara</td>
<td>☐</td>
<td>☑</td>
<td>2 units</td>
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<tr>
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<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
<td>Lower Div.</td>
<td>Units/Sem/Qtr.</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:

<table>
<thead>
<tr>
<th></th>
<th>☑ Yes</th>
<th>☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private</td>
<td>☑ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

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

Please attach documentation. If so, complete the following:

<table>
<thead>
<tr>
<th>Introduction to Stage Management</th>
<th>THTR 95 at CSU Campus</th>
<th>UC Santa Barbara at UC Campus</th>
<th>Required for Theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
<td></td>
<td>Program or Major</td>
</tr>
<tr>
<td>Course Title</td>
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<td>Program or Major</td>
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</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>Social Science</th>
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<td>UC Transfer/GE</td>
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</tbody>
</table>
# NEW COURSE PROPOSAL

<table>
<thead>
<tr>
<th>Date</th>
<th>Prepared &amp; Submitted by</th>
<th>Department</th>
<th>Course Prefix &amp; Number 600</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/19</td>
<td>Christina Ghanbarpour</td>
<td>History</td>
<td>HIST 678</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>Name</th>
<th>Signature, Faculty Requestor</th>
<th>Signature, Department Chair</th>
<th>Signature, Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2019</td>
<td>Christina Ghanbarpour</td>
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<td>Christina Ghanbarpour</td>
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<tr>
<td>10/16/2019</td>
<td>Christina Hinkle</td>
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Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : )
Short Title: History Japan
History of Japan

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<thead>
<tr>
<th>Units</th>
<th>Lec hrs</th>
<th>Lab hrs</th>
<th>Credit Status</th>
<th>TOP Code</th>
<th>Non-Credit Category</th>
<th>Occupational Code (SAM)</th>
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</thead>
<tbody>
<tr>
<td>3</td>
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<td>0</td>
<td>Credit – Degree Applicable</td>
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<td>Click here to enter text</td>
<td>Click here to enter text</td>
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</tbody>
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1. Anticipated first term of offering:  ☑ Fall  ☐ Spring  Year 2021

2. Catalog Description:
   This course is a survey of Japanese history from the earliest times to the present. Topics include anime/manga, the rise of the samurai, agriculture, warfare, sports, women’s and men’s roles in society, art, music and popular culture.

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?

Student feedback in current Asian history courses demonstrates a need for further coursework in this area, as increasing numbers of students are transferring to UC Davis, UC Berkeley, and other UCs as majors or minors in this field.

Along with currently approved area studies courses, this course will enhance the program by adding to the international and global studies perspective that this department is exploring. As such, it will help build the History Department program and provide a resource for students pursuing Asian studies across divisions.

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

7. Will this be a standalone course?
☐ Yes   Course will NOT be included in a degree or certificate program.
☒ No    Course WILL be included in a degree and/or certificate program.
Which ones: History AA-T and History AA

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

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

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

10. Will this course be part of an approved family?
☐ Yes   If yes, identify family: Click here to enter text.
☒ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
   None

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>HIST 14</td>
<td>Intro to the History of Japan</td>
<td>UC Berkeley</td>
<td>☐</td>
<td>☑ 4</td>
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<tr>
<td>HIST 9B</td>
<td>Hist of East Asian Civ: Japan</td>
<td>UC Davis</td>
<td>☐</td>
<td>☑ 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Prefix &amp; No.</th>
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<th>College or Univ.</th>
<th>Upper Div.</th>
<th>Lower Div.</th>
<th>Units/Sem/Qtr.</th>
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</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:

<table>
<thead>
<tr>
<th>Transfer Type</th>
<th>Recommendation</th>
<th>UC Recommendation</th>
<th>Natural Science</th>
<th>Social Science</th>
<th>Humanities /Art</th>
<th>Lifelong Learning</th>
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<tbody>
<tr>
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<td>☑ Yes</td>
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<td>☐ Yes</td>
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</tbody>
</table>

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

Please attach documentation. If so, complete the following:

<table>
<thead>
<tr>
<th>Intro to the Hist of Japan</th>
<th>HIST 14</th>
<th>Click at</th>
<th>Berkeley</th>
<th>Required for</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
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<td>at</td>
<td>USC Campus</td>
<td>Program or Major History</td>
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<tr>
<td>Hist East Asian Civ: Japan</td>
<td>HIST 9B</td>
<td>Click</td>
<td>UC Campus</td>
<td>Program or Major History</td>
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<td>Course Title</td>
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<td>USC Campus</td>
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</thead>
<tbody>
<tr>
<td>CSU G.E.</td>
<td>☑ Yes</td>
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<td>UC Transfer/GE</td>
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<td>Catalog Id</td>
<td>Course Title</td>
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<td>BS</td>
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<td>nc, 0 units 2 hrs. lec/3 hrs. lab/0 hr. Irng cntr, prereq CIS 471NC or equivalent, repeatable 4 times, gr opt SP (Noncredit graded pass/SP/No Pass)</td>
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<td>BS CIS 673NC (473NC)</td>
<td>584208.00</td>
<td>MCSE EXAM PREP III</td>
<td>nc, 0 units 2 hrs. lec/3 hrs. lab/0 hr. Irng cntr, prereq <strong>CIS 472NC or equivalent</strong>, repeatable 4 times, gr opt SP (Noncredit graded pass/SP/No Pass)</td>
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<tr>
<td>HS MLT 612NC</td>
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<td>PHLEBOTOMY</td>
<td>nc, 0 units 66.40 hrs. lec/0 hrs. lab/0 hr. Irng cntr, prereq <strong>MLT 410NC &amp; MLT 411NC</strong>, co-req <strong>MLT 413NC</strong>, lim <strong>Current malpractice insurance, health clearance, TB test results, drug screen, CPR card, background check required.</strong>, repeatable 1 time, gr opt SP (Noncredit graded pass/SP/No Pass)</td>
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<td>HS MLT 613NC</td>
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<td>PHLEBOTOMY LABORATORY EXPERIENCE</td>
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<td>CA Classification code (I=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)</td>
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<td>nc=new course</td>
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<td>nv=new version of existing course</td>
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<td>SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)</td>
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<td>SLOs=student learning outcomes</td>
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<td>sr=scheduled review is for courses that are scheduled for review and there are no revisions</td>
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<td>TOP code=numerical classification code used to assign programs and courses to disciplines</td>
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<td>tps=topics</td>
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<td>txt=text-required for all courses numbered 1-299</td>
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</tbody>
</table>
Current
Associate in Arts in Anthropology for Transfer

The curriculum in the Anthropology program is designed to provide the transfer student the opportunity to achieve an Associate in Arts for Transfer (AA-T) degree in anthropology by providing the necessary breadth in the field and an introduction to the methods used. Students who complete the AA-T degree in Anthropology receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While a baccalaureate or higher degree, which can be achieved through transfer, is recommended for those considering professional careers in anthropology, an associate degree may support attempts to gain entry-level employment as lab technicians, research assistants, museum workers, cultural resource conservators, and other related positions.

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

- Describe the breadth of anthropology and be able to characterize anthropology's distinctive theoretical and methodological approaches with respect to other disciplines.
- Explain the fundamental processes of human biological evolution.
- Describe modern human biological diversity.
- Articulate an understanding of the cultural construction and historical uses of the concept of race.
- Define and critically analyze the concepts of culture and cultural relativism.
- Demonstrate the ability to think holistically and comparatively in describing human cultural diversity.
- Critically analyze the process of globalization and its effects upon cultures around the world.
- Articulate an anthropological perspective on contemporary issues and concerns, including the politics of inclusion and exclusion both locally and globally.
- Discuss the importance of the scientific method in anthropological research.
- Identify the correct methods and ethical responsibilities involved in conducting archaeological, biological, ethnographic, and/or linguistic fieldwork.

Graduation Requirements
The following is required for all AA-T or AS-T degrees:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
   a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.

Revised
Associate in Arts in Anthropology for Transfer

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2. Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.
## SADDLEBACK COLLEGE
### REVISED PROGRAMS
#### ACADEMIC YEAR 2020-2021

**Required Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ANTH 1</td>
<td>Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 1H</td>
<td>Honors Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>Or</td>
<td></td>
<td></td>
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<tr>
<td>ANTH 2H</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 9</td>
<td>Introduction to Archaeology</td>
<td>3</td>
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**Group A: Select one of the following courses (3 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ANTH 3*</td>
<td>Culture and Language</td>
<td>3</td>
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<tr>
<td>ANTH 13</td>
<td>Magic, Witchcraft, and Religion</td>
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**Group B: Select one to two (3-5 units)**

<table>
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<tr>
<td>BIO 11*</td>
<td>Human Anatomy</td>
<td>4</td>
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<tr>
<td>GEOL 1</td>
<td>Introduction to Physical Geology</td>
<td>4</td>
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<tr>
<td>GEOL 20</td>
<td>Introduction to Earth Science</td>
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<td>GEOL 23</td>
<td>Environmental Geology</td>
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**Group C: Select one (3 units)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ANTH 4</td>
<td>Native American Indian Cultures</td>
<td>3</td>
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<tr>
<td>ANTH 5</td>
<td>Anthropology of Latin America: Culture,</td>
<td>3</td>
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<td></td>
<td>Identity, and Power</td>
<td></td>
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<tr>
<td>ANTH 6*</td>
<td>Global Issues in Anthropological Perspective</td>
<td>3</td>
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<tr>
<td>ANTH 8</td>
<td>World Prehistory</td>
<td>3</td>
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<tr>
<td>ANTH 10</td>
<td>Celtic Cultures</td>
<td>3</td>
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<tr>
<td>ANTH 15</td>
<td>The World of Primates</td>
<td>3</td>
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<tr>
<td>ANTH 16*</td>
<td>Archaeological Field Methods</td>
<td>1</td>
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<td>ANTH 17</td>
<td>The Biological Evolution of Human Nature</td>
<td>3</td>
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<tr>
<td>ANTH 19*</td>
<td>Forensic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 21</td>
<td>Women, Gender, and Culture: Cross-Cultural Perspectives</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional CSU transferable electives may be needed to meet the 60 unit requirement for AD-T degrees**

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.*
Current Communication Studies
Associate in Arts for Transfer

Intended for students who wish to develop a fundamental understanding of how communication functions in their daily life and in the fabric of society. After successful completion of the transfer degree in Communication Studies, students may pursue a baccalaureate degree in such areas as teaching, public speaking, law, public relations, advertising, organizational, intercultural, and interpersonal communication. The Associate in Arts in Communication Studies for Transfer Degree may support attempts to gain entry-level employment in fields such as business, industry, government, social service, education, and law.

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

- Demonstrate ethical ways of interacting in their everyday lives.
- Demonstrate ability to effectively deliver public presentations before live audiences in a variety of settings.
- Apply practical strategies for enhancing the quality of their personal and professional relationships.
- Demonstrate ability to consume public communication critically.
- Demonstrate the ability to construct mindful messages through research and analysis of evidence whether communicated orally or in writing.

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

Required Core:

- COMM 1* Communication Fundamentals 3
- or
- COMM 1H* Honors Communication Fundamentals 3

List A: Complete the following courses (6 Units)

- COMM 3 Argumentation and Debate 3
- COMM 5 Interpersonal Communication 3

Revised Communication Studies
Associate in Arts for Transfer

Intended for students who wish to develop a fundamental understanding of how communication functions in their daily life and in the fabric of society. After successful completion of the transfer degree in Communication Studies, students may pursue a baccalaureate degree in such areas as teaching, public speaking, law, public relations, advertising, organizational, intercultural, and interpersonal communication. The Associate in Arts in Communication Studies for Transfer Degree may support attempts to gain entry-level employment in fields such as business, industry, government, social service, education, and law.

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2. Obtainment of a minimum grade point average of 2.0.
   Students must earn a “C” (or “P” Pass) or better in all courses required for the major or area of emphasis.

Required Core:

- COMM 1* Communication Fundamentals 3
- or
- COMM 1H* Honors Communication Fundamentals 3

List A: Complete the following courses (6 Units)

- COMM 3 Argumentation and Debate 3
- COMM 5 Interpersonal Communication 3
List B: Select two of the following courses (6 Units)
COMM 106 Forensics Activity 3
COMM 20 Intercultural Communication 3
CTVR 1 Mass Media and Society 3
or
JRN 1 Mass Media and Society 3
COMM 30 Introduction to Oral Interpretation 3
COMM 2* Persuasion 3
CTVR 124* Television Production I 3
MATH 10* Introduction to Statistics 3

List C: Select one of the following courses or any course from List B not already used (3 units)
ANTH 2 Cultural Anthropology 3
or
ANTH 2H Honors Cultural Anthropology 3
PSYC 1 Introduction to Psychology 3
or
PSYC 1H Honors Introduction to Psychology 3
SOC 1 Introduction to Sociology 3
ENG 25* Introduction to Literature 3
ENG 18* Principles of Composition II 3
or
ENG 18H* Honors Principles of Composition II 3
ENG 70* Reasoning and College Reading 3
JRN 2* News Writing 3
COMM 8 Gender Communication 3
COMM 32* Interpreters’ Theatre 3

Total Units for the Major 18

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

List B: Select two of the following courses (6 Units)
COMM 106 Forensics Activity 3
COMM 20 Intercultural Communication 3
CTVR 1 Mass Media and Society 3
or
JRN 1 Mass Media and Society 3
COMM 30 Introduction to Oral Interpretation 3
COMM 2* Persuasion 3
CTVR 124* Television Production I 3
MATH 10* Introduction to Statistics 3
or
PSYC 44* Statistics for the Behavioral Sciences 3

List C: Select one of the following courses or any course from List B not already used (3 units)
ANTH 2 Cultural Anthropology 3
or
ANTH 2H Honors Cultural Anthropology 3
PSYC 1 Introduction to Psychology 3
or
PSYC 1H Honors Introduction to Psychology 3
SOC 1 Introduction to Sociology 3
ENG 25* Introduction to Literature 3
ENG 18* Principles of Composition II 3
or
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ENG 70* Reasoning and College Reading 3
JRN 2* News Writing 3
COMM 8 Gender Communication 3
COMM 32* Interpreters’ Theatre 3
or
SOC 1H Honors Introduction to Sociology 3

Total Units for the Major 18

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.
Current Kinesiology
Associate in Arts for Transfer

The Kinesiology major consists of courses appropriate for an Associate in Arts in Kinesiology for Transfer degree, which provides a foundational understanding of the discipline, a breadth of coursework in the discipline, and preparation for transfer to any CSU that accepts the AA-T. Students who complete the Associate in Arts in Kinesiology for Transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

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

- Demonstrate a beginning level of knowledge, skill, theory and strategy in at least one sport or physical activity.
- Explain and apply basic physiological principles of human movement in exercise and sport settings.
- Demonstrate an understanding of the structure and function of the body in human performance.
- Recognize the principles of physical fitness development and maintenance as well as the body’s responses to physical activity.
- Acquire an understanding of those factors instrumental in the development and performance of motor skills.
- Demonstrate an understanding of the value and significance of physical activity for human interactions, and quality of life.
- Analyze the history, research, and current information in Kinesiology and their current applications.
- Use campus and/or community resources to participate actively in their own education.
- Display leadership, cooperation, sportsmanship and integrity through active participation in fitness and sports.
- Encourage and promote the value of lifelong learning and quality of life through health, sport, fitness and physical activity.

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The following is required for all AA-T or AS-T degrees:
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Required Core
Course ID Title Units
KINES 1 Introduction to Kinesiology 3
BIO 11* Human Anatomy 4
BIO 12* Human Physiology 4

and

Select a maximum of one course each from any three of the following movement-based course areas (3-4.5 units):

Aquatics
KINES 41 Swimming for Nonswimmers 1
or
KINES 41 Swimming for Nonswimmers 1.5
KINES 42* Intermediate Swimming 1
or
KINES 42* Intermediate Swimming 1.5
KINES 44* Aquatic Conditioning 1
or
KINES 44* Aquatic Conditioning 1.5

Combatives
KINES 90 Beginning Self-Defense 1
KINES 99 Beginning Karate 1
KINES 94 Beginning Aikido 1

Fitness
KINES 1 Cardiovascular Conditioning 1
or
KINES 1 Cardiovascular Conditioning 1.5
KINES 8 Beginning Cardio Kickboxing 1
or
KINES 8 Beginning Cardio Kickboxing 1.5
KINES 29 Introduction to Tai Chi Chuan 1
KINES 50 Aerobic Dance 1
or
KINES 50 Aerobic Dance 1.5
KINESDANC 65 Introduction to Mat Pilates 1
or
KINESDANC 65 Introduction to Mat Pilates 1.5

Individual Sports
KINES 20 Beginning Golf I 1
or
KINES 20 Beginning Golf I 1.5
KINES 24 Beginning Tennis I 1
or
KINES 24 Beginning Tennis I 1.5
KINES 25* Beginning Tennis II 1
or
KINES 25* Beginning Tennis II 1.5
KINES 26* Intermediate Tennis 1
or
KINES 26* Intermediate Tennis 1.5

Team Sports
KINES 70 Basketball 1
or
KINES 70 Basketball 1.5
KINES 71* Advanced Basketball 1
or
KINES 71* Advanced Basketball 1.5
KINES 72 Beginning Soccer 1
or
KINES 72 Beginning Soccer 1.5
KINES 76 Beginning Volleyball 1
KINES 77* Intermediate Volleyball 1
KINES 81 Beginning Beach Volleyball 1

List A: Select two courses (7-10 units) from the following:

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<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 10*</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 44*</td>
<td>Statistics for the Behavioral Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BIO 20</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 108</td>
<td>Introduction to General, Organic, and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1A*</td>
<td>General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 2A*</td>
<td>Introduction to Physics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 4A*</td>
<td>General Physics</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units for the Major: 21-25.5

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.
SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2020-2021

Revised Kinesiology
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Required Core

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
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<tr>
<td>KNES 51</td>
<td>Introduction to Kinesiology</td>
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<tr>
<td>BIO 11*</td>
<td>Human Anatomy</td>
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<td>BIO 12*</td>
<td>Human Physiology</td>
<td>4</td>
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<tr>
<td></td>
<td>Select a maximum of one course each from any three of the following movement-based course areas (3-4.5 units):</td>
<td></td>
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<tr>
<td></td>
<td>Aquatics</td>
<td></td>
</tr>
<tr>
<td>KNES 41</td>
<td>Swimming for Nonswimmers</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES 41</td>
<td>Swimming for Nonswimmers</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES 42*</td>
<td>Intermediate Swimming</td>
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</tr>
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<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES 42*</td>
<td>Intermediate Swimming</td>
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</tr>
<tr>
<td>KNES 44*</td>
<td>Aquatic Conditioning</td>
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<td></td>
</tr>
<tr>
<td>KNES 44*</td>
<td>Aquatic Conditioning</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>Combatives</td>
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</tr>
<tr>
<td>KNES 90</td>
<td>Beginning Self-Defense</td>
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</tr>
<tr>
<td>KNES 93</td>
<td>Beginning Karate</td>
<td>1</td>
</tr>
<tr>
<td>KNES 94</td>
<td>Beginning Aikido</td>
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Fitness

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<tr>
<td>KNES 1</td>
<td>Cardiovascular Conditioning</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES 8</td>
<td>Beginning Cardio Kickboxing</td>
<td>1</td>
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<td>or</td>
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<td></td>
</tr>
<tr>
<td>KNES 8</td>
<td>Beginning Cardio Kickboxing</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES 29</td>
<td>Introduction to Tai Chi Ch’uan</td>
<td>1</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES 50</td>
<td>Aerobic Dance</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
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<td></td>
</tr>
<tr>
<td>KNES 50</td>
<td>Aerobic Dance</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES/DANC 65</td>
<td>Introduction to Mat Pilates</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES/DANC 65</td>
<td>Introduction to Mat Pilates</td>
<td>1.5</td>
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</table>

Individual Sports

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>KNES 20</td>
<td>Beginning Golf I</td>
<td>1</td>
</tr>
<tr>
<td>KNES 24</td>
<td>Beginning Tennis I</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES 24</td>
<td>Beginning Tennis I</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES 25*</td>
<td>Beginning Tennis II</td>
<td>1.5</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNES 25*</td>
<td>Beginning Tennis II</td>
<td>1.5</td>
</tr>
<tr>
<td>KNES 26*</td>
<td>Intermediate Tennis</td>
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<tr>
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Team Sports

<table>
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<tr>
<th>Course ID</th>
<th>Title</th>
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<tr>
<td>KNES 70</td>
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<td>Advanced Basketball</td>
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<tr>
<td>KNES 71*</td>
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<tr>
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<td>KNES 76</td>
<td>Beginning Volleyball</td>
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<td>KNES 77*</td>
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<tr>
<td>KNES 81</td>
<td>Beginning Beach Volleyball</td>
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List A: Select two courses (7-10 units) from the following:

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<th>Units</th>
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</thead>
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<td>PSYC 44*</td>
<td>Statistics for the Behavioral Sciences</td>
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<td>Introduction to General, Organic, and Biochemistry</td>
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<td>General Chemistry</td>
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<tr>
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Total Units for the Major: 21.25.5

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