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, February 27, 2020

The meeting starts promptly at 3PM in BGS 235

1. Approval of Minutes – January 30, 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. New Credit Program Justification for Academic Year 2020-21 (Spring 2021) – Information Item, p. 6
   A. Cosmetology A.S. Degree

7. New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Information Item, p. 7-12
   A. FN 650 – Sustainable Nutrition and Food Systems
   B. MUS 674 – Intermediate Strings

8. Proposed New Noncredit Courses for Academic Year 2020-21 (Spring 2021) – Information Item, p. 13

   A. New Prerequisite:
      a. BUS 601 (112) will have a prerequisite of Placement by the current assessment process or successful completion of MATH 253 with a “C” or better.
   B. New Recommended Preparation:
      a. CIMA 600 (105) will have a recommended preparation of CIMA 104 and knowledge of pivot tables
   C. Approval of new credit courses

10. New Noncredit Program Justifications for Academic Year 2021-22 – Information Item, p. 16-17
    A. Adult Education Basic Technology Skills
    B. Non-Profit Business Administration and Management

11. New Noncredit Course Justifications for Academic Year 2021-22 – Information Item, p. 18-50
    A. AE BE 692 (792) – High School Equivalency Language Arts Lab I
    B. AE BE 693 (793) – High School Equivalency Language Arts Lab II
    C. AE BE 694 (794) – High School Equivalency Mathematics Lab I
    D. AE BE 695 (795) – High School Equivalency Mathematics Lab II
    E. AE BT 601 (701) – Adult Education Basic Technology Skills I
    F. AE BT 602 (702) – Adult Education Basic Technology Skills II
    G. BUS 620 (420NC) – Non-Profit Business Management
    H. BUS 621 (421NC) – Non-Profit Business Finance
    I. BUS 622 (422NC) – Legal Aspects of the Non-Profit Business
    J. EBIO 601 (501) – Advanced Birds of the World (El)
    K. EECL 600 (500) – Human Ecology (El)
    L. EHST 600 (500) – Western Civilization to 1648 (El)

12. New Credit Program Justifications for Academic Year 2021-22 – Information Item, p. 51-53
    A. Holistic Health Studies Certificate of Achievement
    B. Integrative Health for Fitness and Wellness Professionals Certificate of Achievement
SADDLEBACK COLLEGE
CURRICULUM COMMITTEE

MINUTES (Continued)

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

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

Curriculum Team and Leadership in Absent:
June Millovich – voting member Curriculum Lead Team, SBS

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

Administrators in Attendance:
Dan Predoehl Asst. Dean, Emeritus,
Christina Hinkle Dean, Social & Behavioral Sciences
Anthony Teng Dean, ATAS
Art Nitta Dean, Math, Science, & Engineering

Voting Members Absent:
Carmenmara Hernandez-Bravo Liberal Arts
Brandee Craig Kinesiology & Athletics
Mike Bennett Kinesiology & Athletics
Ardith Lynch Student Equity and Special Programs
Orlantha Nin Student Equity and Special Programs

Guests:
Alan Foote Business Science
Stacey Eldred Adult Education
1. **Approval of Minutes – January 16, 2020**
   Motion was made: Linda Call
   seconded: Karla Westphal
   Discussion of minutes: No Discussion

2. **Approval of Agenda**
   Motion was made: Karah Street
   seconded: Karla Westphal
   Discussion of agenda: No Discussion

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 were made.

4. **Chair’s Report**
   New course and new program paperwork due 1/31/2020 for anticipated start date of fall 2021. If a new or revised course impacts a program(s), that program(s) paperwork is due April 30th. In the event that the paperwork for the impacted program(s) is not received, the course will be held until all necessary paperwork is submitted. If you have a course coming up for scheduled review or a new course, and you want it to be UC transferable, please alert Curriculum Chair and Articulation Officer as soon as possible, early March.

5. **Curriculum Committee Training – Information Item**
   META training is coming, on-hold for now.
   If proposing new or revised course for an existing program – also need to submit all program paperwork for any affected programs by April 30th the latest.
   PCAH 7 requires all seven narratives for both new and revised programs (non CTE).
   PCAH 7 requires all seven narratives for both new and revised CTE programs, as well as: updated LMI (LMI if noncredit), updated advisory, and regional consortia recommendation.

6. **Curriculum Committee Bylaws Change - Information Item**
   Curriculum Committee By-laws revised to reflect change of moving away from having Curriculum Leads to having Curriculum Co-chairs. Updated language: omitted references to Leads, and added Co-Chair language where relevant. Also, updated table of contents, division names, and omitted references to AVPIE (since that position no longer exists). Curriculum Committee members identified edits within the document and those edits will be reflected in the next Curriculum Committee packet when the Bylaws are voted on for action.

7. **New Credit Course Justifications for Academic Year 2021-2022 – Information Item**
   A. ARCH 614 – California Architecture
   B. ENG 606 – Introduction to Creative Nonfiction
   C. ENG 609 – Introduction to Poetry Writing
   D. KNES 677 – Sports Officiating
   If have questions, send email to Curriculum Chair by Monday, February 3rd.
   No other discussion.

8. **New Credit Program Justification for Academic Year 2021-22 – Information Item**
   A. Creative Writing Associate of Arts
   Brief discussion on Guided Pathways.
9. **Revised Local General Education Requirements for Associate Degrees (20-22 unit pattern) for Academic Year 2020-21 – Action Item**

Motion was made: John Richards  
No Discussion. Motion Passes.

seconded: Karla Westphal

10. **New Credit Course Justifications for Academic Year 2020-21 (Spring 2021) – Action Item**

A. BUS 601 – Statistics for Business  
Motion was made: Barbara Cox  
No Discussion. Motion Passes.

seconded: Tom DeDonno

B. CIMA 600 (105) – Microsoft Excel for Data Analytics  
Motion was made: Barbara Cox  
No Discussion. Motion Passes.

seconded: Jennifer Czerniawski

C. ETT 624 – Introduction to Stage Management  
Motion was made: Barbara Cox  
No Discussion. Motion Passes.

seconded: Karla Westphal

D. HIST 678 – History of Japan  
Motion was made: Barbara Cox  
No Discussion. Motion Passes.

seconded: Jennifer Czerniawski

11. **Proposed New Noncredit Courses for Academic Year 2020-21 (Spring 2021) – Action 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  
Motion was made: John Richards  
No Discussion. Motion Passes.

seconded: Annie Gilbert

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  
Motion was made: Jennifer Czerniawski  
No Discussion. Motion Passes.

seconded: Annie Gilbert

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.  
Motion was made: Jennifer Czerniawski  
No Discussion. Motion Passes.

seconded: Linda Call

D. Approval of new noncredit courses  
Motion was made: Jennifer Czerniawski  
No Discussion. Motion Passes.

seconded: John Richards
12. Proposed Course Revisions for Academic Year 2020-21 – Consent Item
Motion was made: Laura Haight seconded: Jennifer Czerniawski
Motion Passes.

13. Proposed Program Revisions for Academic Year 2020-21 – Consent Item
   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
Motion was made: Jennifer Czerniawski seconded: Laura Haight
Motion Passes.

14. Division Reports (if time allows)
No Division Reports.

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.
Note: Room assignment may change.

16. Public Interest Announcements (if time allows)
February 6th – 8th, “Bloom” will be taking place, and it will be accompanied by events taking place in the Art gallery.

17. Adjourned at 3:37p.m.

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....
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: Cosmetology
   b. Program Type: (use drop down menu or write in) A.A or A.S. Degree
   c. Program TOP code: 3007.00 CIP: 12.0401
   d. Contact information for Program Initiator: Caroline Cruz and Laura Pope
cruz@saddleback.edu, 949-582-4964 lope@saddleback.edu, 949-582-4704 phone
   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 Cosmetology Program is a series of four, 400 hour courses. Designed to prepare the student for the California State Board of Barbering and Cosmetology licensing examination and success in a career in Cosmetology. The program includes both theory and practical applications required by the California State Board. At completion of 1600 hours and passing the California State Board Examination students will be able to practice hair styling, cutting, permanent waving, chemical straightening, coloring, manicuring, pedicuring, waxing, makeup, and facials as an entry level Cosmetologist to work in a salon, resort spa, dermatologist office, and other beauty establishments.
   
   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.
   
   Program is being offered as an AS Degree and will meet the needs of the consumer by enabling completers to earn a 2-year college degree and receive credit for lower division GE coursework.
   
   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.
   
   The program will consist of: COS 211, COS 212, COS 213, and COS 214

<table>
<thead>
<tr>
<th>Document Department/Inter-Departmental discussions with signatures in preparation for Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature/Date, Program Initiator</td>
</tr>
<tr>
<td>Signature/Date, Division Dean</td>
</tr>
<tr>
<td>Articulation Officer: Review date (if applicable) Date</td>
</tr>
<tr>
<td>Initials</td>
</tr>
</tbody>
</table>

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

6. Consultation Council: Review date

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

Do not go over 1 page. If document expands further, review to be more concise. You can remove this warning.

8/2019
NEW COURSE PROPOSAL

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<th>Date:</th>
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<th>Prepared &amp; Submitted by:</th>
<th>Lori Hoolihan</th>
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<tr>
<td>Department:</td>
<td>Nutrition</td>
<td>Course Prefix &amp; Number 600:</td>
<td>FN 650 (2xx)</td>
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</table>

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

<table>
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<tr>
<th>Date</th>
<th>Name</th>
<th>Signature, Role</th>
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<tr>
<td>9/25/2019</td>
<td>Lori Hoolihan</td>
<td>Signature, Faculty Requestor</td>
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<tr>
<td>9/25/2019</td>
<td>Lori Hoolihan</td>
<td>Signature, Department Chair</td>
</tr>
<tr>
<td>9/30/2019</td>
<td>Anthony Teng</td>
<td>Signature, Dean</td>
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</table>

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

<table>
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<tr>
<th>Units: 3</th>
<th>Lec hrs: 3 per week</th>
<th>Lab hrs: 0</th>
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Credit Status:  ☒ Credit – Degree Applicable  ☐ Credit – Non-degree Applicable  ☐ Non-Credit

TOP Code: 1306.00  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:
Environmental impact of diet and food systems. A comprehensive study of the effects of food production and consumption on sustainability and our environment; methods for quantifying resource use and managing waste for food production. Achieving a healthy and sustainable food future is an urgent matter that depends on global collaborative efforts. Sustainable diets are protective and respectful of biodiversity and ecosystems, culturally acceptable, accessible, economically fair and affordable; nutritionally adequate, safe and healthy; while optimizing natural and human resources. Learn how to plan and develop sustainable diets—diets with low environmental impact that contribute to food and nutrition security and to healthy life for present and future generations.

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?

Over the past several years there has been increasing interest in sustainable nutrition and agriculture for a number of reasons. Concern over our environment, conservation of limited resources, optimizing health and reducing risk of chronic disease are just a few. Food production contributes approximately 30% of global greenhouse gas emissions, occupies about 40% of global land usage, and uses 70% of our fresh water. People are increasingly turning to plant-based diets to minimize their carbon footprint; however, sustaining health and ensuring adequate nutrition is also critical.

Currently at Saddleback other departments touch on this topic, but not from a nutrition perspective. The Culinary Department offers courses on Sustainable Meals and has proposed a new certificate on Farm to Table Cuisine. The Horticulture Department offers a course on The Sustainable Landscape as well as certificate programs on Urban Farming and Wellness Gardening. The Environmental Science department offers a variety of courses in sustainability as well as an Occupational Skills Award on Sustainable Studies.

Our proposed course on Sustainable Nutrition would fill a niche by specializing in nutrition-specific content for nutrition students as well as students in these other departments who are interested in nutritional aspects of sustainability. Career opportunities related to food systems are expanding and we need to provide students with tailored and comprehensive training at the intersection of nutrition, food systems and our environment.

This course would serve as a Restricted Elective in the existing Nutrition Certificate and A.S. degree. In addition, within the next year we would like to plan to develop a new cross-disciplinary certificate “Sustainable Food Systems” to prepare the student for employment in the development of sustainable nutrition and food systems.

6. Course Requisites: None
   List all requisites*: None
   Prerequisites: None
   Co-requisite: None
   Limitation on enrollment:
   Recommended Prep: FN 50
   *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: Nutrition Certificate; Nutrition AS 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
   ☑ Option of a standard letter grade or Pass/No Pass
   □ 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.
    Faculty; classroom; computer/projector/screen; whiteboard and markers; support staff to help with directions and parking for guest speakers and any logistics of the course.

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

<table>
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<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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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:

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

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>
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<tr>
<th>AA/AS/GE Degree</th>
<th>Natural Science</th>
<th>Social Science</th>
<th>Humanities /Art</th>
<th>Lifelong Learning</th>
<th>Communications</th>
<th>Math/Quantitative</th>
<th>American Institutions</th>
<th>Cultural Diversity</th>
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<td>UC Transfer/GE</td>
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NEW COURSE PROPOSAL

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<tr>
<th>Date: 09/30/19</th>
<th>Prepared &amp; Submitted by: Georgios Kouritas</th>
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<tbody>
<tr>
<td>Department: Fine Arts Division</td>
<td>Course Prefix &amp; Number 600: MUS 674</td>
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Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

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<thead>
<tr>
<th>Click to enter date</th>
<th>Georgios Kouritas</th>
<th>Print Name</th>
<th>Signature, Faculty Requestor</th>
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<tbody>
<tr>
<td>Click to enter date</td>
<td>Joey Sellers</td>
<td>Print Name</td>
<td>Signature, Department Chair</td>
</tr>
<tr>
<td>Click to enter date</td>
<td>Scott Farthing</td>
<td>Print Name</td>
<td>Signature, Dean</td>
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Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
Short Title: Intermediate Strings
Intermediate Strings

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<td>Credit – Non-degree Applicable</td>
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<tr>
<td>TOP Code: 1004.00</td>
<td>Non-Credit Category: Click here to enter text.</td>
<td>Occupational Code (SAM): E</td>
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1. Anticipated first term of offering: ☑ Spring Year 2021

2. Catalog Description:
A course in Intermediate Strings with instruction in intermediate music-reading, repertoire, strings technique, tone production, sight-reading, and performance styles. Designed for music and non-music majors.

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?

There is already a Beginning Strings course and students do not have an opportunity to improve their skills. Transfer universities have a similar lower division class in their programs.

6. Course Requisites:
   List all requisites*:
   Prerequisite: MUS 172 or equivalency as determined through audition with discipline faculty
   Co-requisite: Click here to enter text.
   Limitation on enrollment:
   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: MUSIC 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  ☑ 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: MUS 172 and MUS 674
    □ No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.

Nothing

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>MU 2330</th>
<th>Intermediate Strings</th>
<th>Cal Poly Pomona</th>
<th>□</th>
<th>□</th>
<th>1 Unit</th>
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<tbody>
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<td>Title</td>
<td>College or Univ.</td>
<td>Upper Div.</td>
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<td>Units/Sem/Qtr.</td>
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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:

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

Required for □ Program or Major

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>
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<tr>
<td>AA/AS/GE Degree</td>
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<td>Division</td>
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<td>CE</td>
<td>EACT 604</td>
<td>450215.00</td>
<td>ESTATE PLANNING (EI)</td>
<td>nc, 0 units/2 hrs lec/0 hrs lab/0 hr lrng cntr, repeatable 99 times, gr opt NC</td>
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<tr>
<td>CE</td>
<td>EENG 604</td>
<td>450218.00</td>
<td>INTERMEDIATE CREATIVE WRITING (EI)</td>
<td>nc, 0 units/3 hrs lec/0 hrs lab/0 hr lrng cntr, repeatable 99 times, gr opt NC</td>
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<tr>
<td>Division</td>
<td>Course Id</td>
<td>Catalog Id</td>
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<tr>
<td>BS</td>
<td>BUS 601</td>
<td>(112)</td>
<td>BUSINESS STATISTICS</td>
<td>nc, 3 units 3 hrs lec/0 hrs lab/0 hr lrng cntr, prerequisite Placement by the current assessment process or successful completion of MATH 253 with a &quot;C&quot; or better, non repeatable, gr opt GR</td>
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<tr>
<td>BS</td>
<td>CIMA 600 (105)</td>
<td>MICROSOFT EXCEL FOR DATA ANALYTICS</td>
<td>nc, 3 units/2 hrs lec/3 hrs lab/0 hr Irng cntr, non-repeatable, rec prep CIMA 104 and knowledge of pivot tables, gr opt GR - Letter Grade or Pass/No Pass</td>
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</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: Adult Education Basic Technology Skills
   
   b. Program Type: (use drop down menu or write in) NonCredit Cert of Competency
   
   c. Program TOP code: 4930.60  CIP: 32.0101
   
   d. Contact information for Program Initiator Son Vu  svu@saddleback.edu

   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 Adult Education Basic Technology Skills sequence of courses will constitute a Career Development and College Preparation noncredit program. These courses are designed for an adult education student population who needs noncredit computer and technology skills courses to increase their basic skills for academic success and/or employability.

2. 

   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.

   This program would be offered to our Adult Education population who lack basic computer skills required for school, work, and everyday tasks. Several AE students have expressed the need for noncredit computer classes readily accessible in their community.

   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.

   AEBT 601 (701) Adult Education Basic Technology Skills I
   AEBT 602 (702) Adult Education Basic Technology Skills II

---

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

   Signature/Date, Program Initiator  Son Vu  1/24/2020
   Signature/Date, Division Dean  1/28/20

   Signature/Date, Dept. Chair

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

4. Articulation Officer: Review date (if applicable)  Date  Initials

   EWD Director: Review date (if applicable)  Date  Initials

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

   Curriculum Committee: Review date

6. Consultation Council: Review date

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

---

Do not go over 1 page. If document expands further, review to be more concise. You can remove this warning.

8/2019
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: Non-Profit Business Administration and Management

b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion

c. Program TOP code: 0506.00 CIP: 52.0201

d. Contact information for Program Initiator Barbara Cox

bcx@saddleback.edu x4818

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 Certificate of Completion in Non-Profit Business Administration and Management prepares individuals to work successfully in the various aspects of the non-profit business environment.

2. 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.

Discussion during Advisory Committee Meeting, follow up discussions with faculty, examination of LMI data. This is an area of great interest for persons who already hold an AA or bachelor's degree, and CDCP is believed to be the best vehicle for delivering this program.

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.

BUS 620 (420NC) Non-Profit Business Administration (equivalent to 3 units)
BUS 621 (421NC) Non-Profit Business Finance (equivalent to 2 units)
BUS 622 (422NC) Legal Aspects of the Non-Profit Business (equivalent to 2 units)

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

<table>
<thead>
<tr>
<th>Signature/Date, Program Initiator</th>
<th>Signature/Date, Dept. Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Cox 1/29/2020</td>
<td>Barbara Cox 1/29/2020</td>
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</table>

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<tr>
<th>Signature/Date, Division Dean</th>
<th>Other discipline faculty/chair (if applicable) or □ n/a</th>
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</tbody>
</table>

4. Articulation Officer: Review date (if applicable)

Date    Initials____

5. EWD Director: Review date (if applicable)

Date    Initials____

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

8/2019
NEW COURSE PROPOSAL

Date: January 24, 2020  Prepared & Submitted by: Jill Ibbotson
Department: Extended Learning, Adult Ed.  Course Prefix & Number 600: AEBE 692 (792)

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

Click to enter date  Jill Ibbotson  Print Name
Signature, Faculty Requestor
Click to enter date  Jill Ibbotson  Print Name
Signature, Department Chair
Click to enter date  Click here to enter text.  Print Name
Signature, Other related discipline Chair (if relevant)
Click to enter date  Karima Feldhus  Print Name
Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |)
High School Equivalency Language Arts Lab I
Units: 0  Lab hrs: 3
Credit Status: ☐ Credit – Degree Applicable  ☐ Credit – Non-degree Applicable  ☒ Non-Credit
TOP Code: 4930.62  Non-Credit Category: C  Occupational Code (SAM): E

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

2. Catalog Description:
This course will provide students with the opportunity to prepare and demonstrate the skills necessary to be successful on the Science and Social Studies tests for high school equivalency. Students are provided individual support in subject area material related to social studies, science, understanding maps and geography.

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?

Assembly Bill 86 charged the California Department of Education and the California Community College’s Chancellor’s Office with the task of jointly implementing an adult education planning process. To identify specific needs, the South Orange County Regional Consortium created the Final Plan 2015. The consortium data concluded that our region’s demographics showed 60,000 adults without a High School Diploma and 145,000 adults who need basic literacy. This lab course is designed to support the locally approved High School Equivalency preparation courses in Language Arts. This will prepare students to enter the workforce, a CTE program, or to transition into an academic post-secondary education.

6. Course Requisites:
List all requisites*:
Prerequisite: Click here to enter text.
Co-requisite: AEBE 602
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: This course will be included in the HSE Language Arts Certificate of Competency
*Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:
☐ Letter Grade Only
☐ 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.

Ideally, this lab course would be run out of two adjoining classrooms, one of which has technology to support all students. These computers would be used for assessment testing, practice testing and online learning. The second classroom would be available for one-on-one student support by an instructor with support from tutors.

12. If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?

☐ Yes  ☐ No  ☒ N/A

Prefix & No.  Title  College or Univ.  Upper Div.  Lower Div.  Units/Sem/Quar.

Click here  Click here to enter text.  Click here to enter  ☐  ☐  Click here to enter

Prefix & No.  Title  College or Univ.  Upper Div.  Lower Div.  Units/Sem/Quar.

Click here  Click here to enter text.  Click here to enter  ☐  ☐  Click here to enter

Prefix & No.  Title  College or Univ.  Upper Div.  Lower Div.  Units/Sem/Quar.

Click here  Click here to enter text.  Click here to enter  ☐  ☐  Click here to enter

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:

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>
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<td>CSU G.E.</td>
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</tbody>
</table>
NEW COURSE PROPOSAL

Date: January 24, 2020
Prepared & Submitted by: Jill Ibbotson
Department: Extended Learning, Adult Ed.
Course Prefix & Number 600: AEBE 693 (793)

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

Click to enter date
Jill Ibbotson
Print Name
Signature, Faculty Requestor

Click to enter date
Jill Ibbotson
Print Name
Signature, Department Chair

Click to enter date
Click here to enter text
Print Name
Signature, Other related discipline Chair (if relevant)

Click to enter date
Karima Feldhus
Print Name
Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > "\ / * : |)
Short Title: HSE LA Lab II

High School Equivalency Language Arts Lab II

Units: 0  Lec hrs: 0  Lab hrs: 3
Credit Status:  □ Credit – Degree Applicable  □ Credit – Non-degree Applicable  □ Non-Credit

TOP Code: 4930.62  Non-Credit Category: C  Occupational Code (SAM): E

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

2. Catalog Description:
This course will provide students with further opportunity to prepare and demonstrate the skills necessary to be successful on the Reading and Writing tests for high school equivalency. Students are provided individual support in material related to essay writing, analyzing texts and critical thinking to improve reading comprehension.

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?

Assembly Bill 86 charged the California Department of Education and the California Community College’s Chancellor’s Office with the task of jointly implementing an adult education planning process. To identify specific needs, the South Orange County Regional Consortium created the Final Plan 2015. The consortium data concluded that our region’s demographics showed 60,000 adults without a High School Diploma and 145,000 adults who need basic literacy. This lab course is designed to support the locally approved High School Equivalency preparation courses in Language Arts. This will prepare students to enter the workforce, a CTE program, or to transition into an academic post-secondary education.

6. Course Requisites:
   List all requisites*:
   Prerequisite: Click here to enter text.
   Co-requisite: AEBE 603
   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:
   This course will be included in the HSE Language Arts Certificate of Competency
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:
   ☑ Letter Grade Only
   ☑ 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. Ideally, this lab course would be run out of two adjoining classrooms, one of which has technology to support all students. These computers would be used for assessment testing, practice testing and online learning. The second classroom would be available for one-on-one student support by an instructor with support from tutors.

12. **If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?**

☐ Yes  ☐ No  ☒ N/A

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>CSU</th>
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<tr>
<th>Private</th>
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<tbody>
<tr>
<td>☒ Yes</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>
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</tbody>
</table>

| CSU G.E.        | ☐              | ☐             | ☐               | ☐                 | ☐             | ☐                 | ☐                   | ☐                 |

| UC Transfer/GE  | ☐              | ☐             | ☐               | ☐                 | ☐             | ☐                 | ☐                   | ☐                 |

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

Click to enter date
Jill Ibbotson___________________________
Print Name

Signature, Faculty Requestor

Click to enter date
Jill Ibbotson___________________________
Print Name

Signature, Department Chair

Click to enter date
Click here to enter text.________________
Print Name

Signature, Other related discipline Chair (if relevant)

Click to enter date
Karima Feldhus_________________________
Print Name

Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? > " \ / : | )
High School Equivalency Mathematics Lab I

Short Title: HSE Math Lab I

Units: 0 Lec hrs: 0 Lab hrs: 3

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

TOP Code: 4930.62 Non-Credit Category: C Occupational Code (SAM): E

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

2. Catalog Description:
   This course will provide students with the opportunity to prepare and demonstrate the skills necessary to be successful on the Mathematics test for high school equivalency. Students are provided individual support in material related to number operations, measurement, data analysis and probability.

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?

Assembly Bill 86 charged the California Department of Education and the California Community College's Chancellor's Office with the task of jointly implementing an adult education planning process. To identify specific needs, the South Orange County Regional Consortium created the Final Plan 2015. The consortium data concluded that our region's demographics showed 60,000 adults without a High School Diploma and 145,000 adults who need basic literacy. This lab course is designed to support the locally approved High School Equivalency preparation courses in Mathematics. This will prepare students to enter the workforce, a CTE program, or to transition into an academic post-secondary education.

6. Course Requisites:
   List all requisites*:
   Prerequisite: Click here to enter text.
   Co-requisite: AEBE 604
   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: This course will be included in the HSE Mathematics Certificate of Competency
   ☒ Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:
   ☐ Letter Grade Only
   ☐ 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.
Ideally, this lab course would be run out of two adjoining classrooms, one of which has technology to support all students. These computers would be used for assessment testing, practice testing and online learning. The second classroom would be available for one-on-one student support by an instructor with support from tutors.

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

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?
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.
# SADDLEBACK COLLEGE
## CURRICULUM DEVELOPMENT

**NEW COURSE PROPOSAL**

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</thead>
<tbody>
<tr>
<td>Prepared &amp; Submitted by:</td>
<td>Jill Ibbotson</td>
</tr>
<tr>
<td>Department:</td>
<td>Extended Learning, Adult Ed.</td>
</tr>
<tr>
<td>Course Prefix &amp; Number 600:</td>
<td>AEBE 695 (795)</td>
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</tbody>
</table>

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

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<thead>
<tr>
<th>Click to enter date</th>
<th>Jill Ibbotson</th>
<th>Signature, Faculty Requestor</th>
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<tr>
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<th>Jill Ibbotson</th>
<th>Signature, Department Chair</th>
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<tr>
<th>Click to enter date</th>
<th>Karima Feldhus</th>
<th>Signature, Dean</th>
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**Course Title (60 Character max and do not use any of these symbols: ? <> " / * : )**

Short Title: HSE Math Lab II

High School Equivalency Mathematics Lab II

<table>
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<tr>
<th>Units:</th>
<th>Lec hrs:</th>
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<tr>
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<td>3</td>
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</table>

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

TOP Code: 4930.62 Non-Credit Category: C Occupational Code (SAM): E

---

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

2. **Catalog Description:**

   This course will provide students with further opportunity to prepare and demonstrate the skills necessary to be successful on the Mathematics test for high school equivalency. Students are provided individual support in material related to algebra and geometry.

---

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?

Assembly Bill 86 charged the California Department of Education and the California Community College’s Chancellor’s Office with the task of jointly implementing an adult education planning process. To identify specific needs, the South Orange County Regional Consortium created the Final Plan 2015. The consortium data concluded that our region’s demographics showed 60,000 adults without a High School Diploma and 145,000 adults who need basic literacy. This lab course is designed to support the locally approved High School Equivalency preparation courses in Mathematics. This will prepare students to enter the workforce, a CTE program, or to transition into an academic post-secondary education.

6. Course Requisites:
   List all requisites*:
   - Prerequisite: Click here to enter text.
   - Co-requisite: AEBE 605
   - 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: This course will be included in the HSE Mathematics Certificate of Competency
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:
   - Letter Grade Only
   - 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.
Ideally, this lab course would be run out of two adjoining classrooms, one of which has technology to support all students. These computers would be used for assessment testing, practice testing and online learning. The second classroom would be available for one-on-one student support by an instructor with support from tutors.

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

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:

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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<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>
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<tr>
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</tbody>
</table>
NEW COURSE PROPOSAL

Date: 1/22/20
Prepared & Submitted by: Son Vu
Department: Adult Education
Course Prefix & Number 600: AEBT 601 (701)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1/22/2020</td>
<td>Son Vu</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td>Signature, Faculty Requestor</td>
</tr>
<tr>
<td>1/22/2020</td>
<td>J. Ibbotson/A. Gilbert</td>
<td></td>
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<tr>
<td>Print Name</td>
<td></td>
<td>Signature, Department Chair</td>
</tr>
<tr>
<td>1/22/2020</td>
<td>Karima Feldhus</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
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<td>Signature, Dean</td>
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</table>

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : | )
Adult Education Basic Technology Skills I

<table>
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<th>Units: 0</th>
<th>Lec hrs: 1.5</th>
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<tr>
<td>Credit Status:</td>
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<td>☐ Credit – Non-degree Applicable</td>
</tr>
<tr>
<td>TOP Code: 4930.60</td>
<td>Non-Credit Category: C</td>
<td>Occupational Code (SAM): E</td>
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</table>

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

2. Catalog Description:
Course teaches basic computer and technology skills, office productivity software, and internet use to adult learners using lecture and lab with practical application appropriate for ESL learners as well as native English speakers.

The course is designed for students with limited computer knowledge. Students learn basic parts of the computer, keyboard and mouse operation, a brief introduction to office productivity software (word processing, spreadsheet, presentation software), and the basics of working with the Internet, email, and mobile devices for personal, business, and school purposes.

No prior computer experience is needed but students should have some basic English skills prior to enrolling.

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

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

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

This program would be offered to our Adult Education population who lack basic computer skills required for work, school and everyday tasks. Several AE students have expressed the need for noncredit computer classes readily accessible in their community.

6. Course Requisites: N/A
   List all requisites*: N/A
   Prerequisite: N/A
   Co-requisite: N/A
   Limitation on enrollment: N/A
   Recommended Prep: N/A
   *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003

7. Will this be a standalone course?
   ☐ Yes Course will NOT be included in a degree or certificate program.
   ☑ No Course WILL be included in a degree and/or certificate program.
   Which ones: Adult Education Basic Technology Skills Certificate of Competency
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

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

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

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

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

Date: 1/22/20  Prepared & Submitted by: Son Vu
Department: Adult Education  Course Prefix & Number 600: AEBT 602 (702)

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

<table>
<thead>
<tr>
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<th>Signature</th>
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<tr>
<td>1/22/2020</td>
<td>Son Vu</td>
<td></td>
</tr>
<tr>
<td>1/22/2020</td>
<td>J. Ibbotson/A. Gilbert</td>
<td></td>
</tr>
<tr>
<td>1/22/2020</td>
<td>Karima Feldhus</td>
<td></td>
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</table>

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : | )
Short Title: AE Technology ll
Adult Education Basic Technology Skills ll

<table>
<thead>
<tr>
<th>Units</th>
<th>Lec hrs</th>
<th>Lab hrs</th>
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<tbody>
<tr>
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<td>1.5</td>
<td>1.5</td>
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Credit Status: [ ] Credit – Degree Applicable  [ ] Credit – Non-degree Applicable  [x] Non-Credit

TOP Code: 4930.60  Non-Credit Category: C  Occupational Code (SAM): E

1. Anticipated first term of offering: [x] Fall  [ ] Spring  Year 2021

2. Catalog Description:
Continuation of AEBT 601 offering more office productivity software focusing on basic skills needed to succeed in today’s school and business office environment. Exercises will include word processing, spreadsheet, presentation and communications software for entry-level employment. Students will also learn to navigate a learning management system used in college classes.

3. Is this course being aligned to a C-ID descriptor?  [ ] Yes  [x] 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  [x] 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?
This program would be offered to our Adult Education population who lack basic computer skills required for work, school and everyday tasks. Several AE students have expressed the need for noncredit computer classes readily accessible in their community.
6. Course Requisites:
   - List all requisites*
   - Prerequisite: AEBT 601(701)
   - Co-requisite: N/A
   - Limitation on enrollment: N/A
   - Recommended Prep: N/A
   *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 55003

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

9. 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)

10. 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

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

12. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.  
    Computer lab, part-time faculty, projector

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

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<th>Prefix &amp; No.</th>
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<th>Upper Div.</th>
<th>Lower Div.</th>
<th>Units/Sem/Qu.</th>
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33
**SADDLEBACK COLLEGE**
**CURRICULUM DEVELOPMENT**

**NEW COURSE PROPOSAL**

<table>
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<tr>
<th>Date: January 29, 2020</th>
<th>Prepared &amp; Submitted by: Barbara Cox</th>
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<tbody>
<tr>
<td>Department: Business</td>
<td>Course Prefix &amp; Number 600: BUS 620 (BUS 420NC)</td>
</tr>
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Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

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<tr>
<th>Click to enter date</th>
<th>Barbara Cox</th>
<th>Signature, Faculty Requestor</th>
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<tr>
<th>Click to enter date</th>
<th>John Jaramillo</th>
<th>Signature, Department Chair</th>
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<th>Signature, Other related discipline Chair (if relevant)</th>
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**Course Title**

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

**NON-PROFIT BUSINESS MANAGEMENT**

Short Title: NON-PROFIT BUS MGMT

Units: Click here to enter text.  Lec hrs: 32  Lab hrs: Click here to enter text.

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

TOP Code: 0506.00  Non-Credit Category: I- Short Term Vocational  Occupational Code (SAM): C

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

2. Catalog Description:
   This course covers management best practices for leading a nonprofit organization. Covers major areas of responsibility for nonprofit leaders, including strategy, managing employees, fundraising, grant writing, board governance, and marketing and social media.

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?

Course is one of three new courses being developed for the CDCP program, “Non-Profit Business Administration and Management.” The need was identified and discussed with advisory board members. LMI data indicate employment demand for non-profit organizations.

6. Course Requisites: NONE
   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: Non-Profit Business Administration and Management Certificate of Completion
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

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

10. Will this course be part of an approved family?
    □ Yes    If yes, identify family: Click here to enter text.
    ■ No
NEW COURSE PROPOSAL

Date: January 29, 2020  Prepared & Submitted by: Barbara Cox
Department: Business  Course Prefix & Number 600: BUS 621 (421NC)

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

Click to enter date  Barbara Cox  [Signature, Faculty Requestor]
Print Name

Click to enter date  John Jaramillo  [Signature, Department Chair]
Print Name

Click to enter date  [Signature, Other related discipline Chair (if relevant)]
Print Name

Click to enter date  [Signature, Dean]
Print Name

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

Short Title: NON-PROFIT BUS FINANCE

Units: Click here to enter text.  Lec hrs: 32  Lab hrs: Click here to enter text.

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

TOP Code: 0506.00  Non-Credit Category: I-Short Term Vocational  Occupational Code (SAM): C

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

2. Catalog Description:
This course covers the finance and development (fundraising) aspects of a nonprofit organization. Covers major areas of responsibility for nonprofit finance, including understanding financial statements, budgeting, resource allocation, and grant writing.

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?

Course is one of three new courses being developed for the CDCP program, “Non-Profit Business Administration and Management.” The need was identified and discussed with advisory board members. LMI data indicate employment demand for non-profit organizations.

6. Course Requisites: NONE
   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: Non-Profit Business Administration and Management Certificate of Completion
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

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

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

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

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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:

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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.

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38
NEW COURSE PROPOSAL

Date: January 29, 2020  
Prepared & Submitted by: Barbara Cox

Department: Business  
Course Prefix & Number 600: BUS 622 (422NC)

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

Click to enter date  Barbara Cox  
Print Name  
Signature, Faculty Requestor  

Click to enter date  John Jaramillo  
Print Name  
Signature, Department Chair  

Click to enter date  
Print Name  
Signature, Other related discipline Chair (if relevant)  

Click to enter date  
Print Name  
Signature, Dean  

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

Short Title: NON-PROFIT BUS LEGAL

LEGAL ASPECTS OF THE NON-PROFIT BUSINESS

Units: Click here to enter text.  
Lec hrs: 16  
Lab hrs: Click here to enter text.  

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

TOP Code: 0506.00  
Non-Credit Category: I-Short Term Vocational  
Occupational Code (SAM): C  

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

2. Catalog Description:
This course covers legal aspects of establishing and operating a non-profit organization. Reviews basic legal framework, tax law concepts, and legal issues that may face non-profit organizations.

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?

Course is one of three new courses being developed for the CDCP program, “Non-Profit Business Administration and Management.” The need was identified and discussed with advisory board members. LMI data indicate employment demand for non-profit organizations.

6. Course Requisites: NONE
   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: Non-Profit Business Administration and Management Certificate of Completion
   *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

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

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

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

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

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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  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:

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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.

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# New Course Proposal

**Date:** 1/28/20  
**Prepared & Submitted by:** Dr. Victor Leipzig  
**Department:** Emeritus Institute  
**Course Prefix & Number 600:** EBIO 601

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

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<tr>
<th>Date</th>
<th>Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1/30/2020</td>
<td>Print Name: Victor Leipzig</td>
<td>Signature, Faculty Requestor</td>
</tr>
<tr>
<td></td>
<td>Maria Kiernan</td>
<td>Signature, Department Chair</td>
</tr>
<tr>
<td>1/30/2020</td>
<td>Print Name:</td>
<td>Signature, Other related discipline Chair (if relevant)</td>
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<td>Daniel Predoehl</td>
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**Course Title** (60 Character max and do not use any of these symbols: _ ` | ^ ~ ! @ # $ % ^ & * ( ) [ ] { } _ + = : ) Oriented to Advanced Birds of the World (EI)

- **Short Title:** Advanced Birds of the World (EI)
- **Units:** 0  
  - **Lectures:** 16.6  
  - **Lab:** 33.2

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

**TOP Code:** 0401.00  
**Non-Credit Category:** H – Older Adults  
**Occupational Code (SAM):** E

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

2. **Catalog Description:**  
   Designed for the older adult with previous coursework or experience in ornithology or birding. Course furthers the study of bird anatomy, ecology, and evolution of birds with an emphasis on developing student skills in identification of bird species in the field.

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

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

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

Through survey and scheduling, students have shown demand for advanced curriculum and field trips for advanced ornithological study within the Emeritus Institute. Course demand in Birds of the World has grown from offering one beginning section with 35 students of Birds of the World to offering four sections. Students have requested advanced study that goes beyond the current curriculum of EBI0 500.

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

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

8. Proposed Grading System:
   □ Letter Grade Only
   □ 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.
Off-campus classroom; projector, sound, wifi; 3LHE faculty load

12. If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?

☐ Yes ☑ No ☐ N/A

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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
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:

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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NEW COURSE PROPOSAL

Date: 1/30/20
Prepared & Submitted by: Dr. Victor Leipzig
Department: Emeritus Institute
Course Prefix & Number 600: Emeritus Ecology - EECL 600

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

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<th>Date</th>
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<th>Print Name</th>
<th>Signature</th>
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<td>1/30/20</td>
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<td>Victor Leipzig</td>
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<td>1/30/20</td>
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<td>Maria Kieran</td>
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<td>Daniel Pershel</td>
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<td>Signature, Faculty Requestor</td>
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<td>Signature, Department Chair</td>
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<td>Signature, Other related discipline Chair (if relevant)</td>
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Course Title (60 Character max and do not use any of these symbols: ?<>"'\/*:|)
Human Ecology CEI
Units: 0 Lec hrs: 33.2
Lab hrs: Click here to enter text.
Credit Status: ☐ Credit – Degree Applicable ☐ Credit – Non-degree Applicable ☒ Non-Credit
TOP Code: 0401.00
Non-Credit Category: H – Older Adults
Occupational Code (SAM): E

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

2. Catalog Description:
   Designed for the older adult, this course introduces students to the interactions of the human species with the natural world. Covers how human society depends upon natural resources and how human society impacts the natural environment by consuming resources and introducing waste products into the air, the water, and the soil. Human population dynamics, including older adult longevity and its impacts, will be analyzed in detail, as will the political, economic, and cultural context of human decision-making about the environment.

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

The Emeritus Institute does not presently offer physical or Earth science courses which focus on specific issues that affect older adults. In a 2019 survey, 102 Emeritus Institute students requested a non-credit course within this academic realm. This courses broadens the lifelong learning opportunities within the Emeritus Institute academic portfolio and to meets student demand.

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

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

8. Proposed Grading System:
☐ Letter Grade Only
☐ 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.
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
Off-campus classroom; projector, sound, wifi; 2LHE faculty load

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

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3. 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>CSU</th>
<th>☐ Yes</th>
<th>☐ No</th>
<th>UC</th>
<th>☐ Yes</th>
<th>☐ No</th>
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<tr>
<td>Private</td>
<td>☐ Yes</td>
<td>☐ No</td>
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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>Click Course Title</th>
<th>Click Course No. at CSU Campus</th>
<th>Click UC Campus Required for Program or Major</th>
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<tbody>
<tr>
<td>Click Course Title</td>
<td>Click Course No. at CSU Campus</td>
<td>Click UC Campus Required for Program or Major</td>
</tr>
<tr>
<td>Click Course Title</td>
<td>Click Course No. at CSU Campus</td>
<td>Click UC Campus Required for Program or Major</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>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>
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<tr>
<td>CSU G.E.</td>
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<tr>
<td>UC Transfer/GE</td>
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1. Anticipated first term of offering: ☑ Fall ☐ Spring   Year 2021

2. Catalog Description:
Survey of the historical developments of the Western civilization from its birth to the end of the Thirty Years' War, 1648. Major emphasis will be placed on the Greek and Roman civilizations, the emergence, consolidation and decline of Medieval Europe, Humanism and Renaissance, European Exploration and colonization and the Protestant and Catholic Reformations. Designed for older adult students interested in learning the mechanisms of the ancient, medieval and pre-modern Western civilization, its strengths and weaknesses in order to better understand the roots of the modern and contemporary developments of the West.

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

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

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

This course completes the current course offering of the Saddleback College, Emeritus institute on the Western civilization, respectively: History 205X (Western Civilization since 1648). The proposed Western Civilization to 1648 course covers the history of the West since the beginning of the Western civilization to 1648. It is designed for the older adult students eager to learn and compare the features of the Western civilization such as political and administrative institutions, art and architecture, societal and economic structures, as well as developments and processes that go beyond their time, impacting the premodern, modern and contemporary world.

The course was requested by my History 205X students in both fall sections (Ticket #12725 and #80290). My current students (Ticket #15600 and #18585) inquired about such a course, as well.

This course is developed specifically for the Emeritus students and their needs. It puts the emphasis on discussions and debates, comparisons between long set civilizations and current ones, their achievements, flaws, failures, and allows for an academic environment that’s more relaxed, although very engaging, due to the non-credit, free tuition features of the Emeritus institute classes.

The older adult students prefer the Emeritus “O” units, non-credit, non-transferable, tuition free courses to regular college classes also due to the fact that the academic topics and educational methods are catered to their experience and age group, that the courses are socially engaging and help them maintain and improve their health through mental and fine motor stimulation, develop later-in-life hobbies, improve their knowledge. These are features that are not bound together in a regular college class. Also to be noted is that the course is “going to the students versus requiring students to come to the campus” and is non-credit as opposed to the on-campus credit courses, therefore in won’t affect negatively the student enrollment in credit courses.

The new course will add value to the Emeritus Institute and Saddleback College. We can see already an increase of the older adult population eager to share its experience and knowledge, stay active, socially involved, improve physically, mentally, intellectually. These older adults are prospective Emeritus Institute students and they deserve the right to continue their education in the only way that truly fits them, the Emeritus way.

6. Course Requisites:
   List all requisites: N/A
   Prerequisite: N/A
   Co-requisite: N/A
   Limitation on enrollment: Classroom Location
   Recommended Prep: N/A
   *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003

7. Will this be a standalone course?
   ☑ Yes  Course will NOT be included in a degree or certificate program.
   ☐ No  Course WILL be included in a degree and/or certificate program.
   Which ones: N/A

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

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
Faculty and standard classroom facilities: computer connections (power outlet, video connection to screen, internet connection) and screen (projector or large TV screen) for PowerPoint presentations and documentaries, DVD player if Internet connection is not available.

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

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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
UC   ☐ Yes  ☐ No
### New Program Justification (not needed for ADTs)

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

<table>
<thead>
<tr>
<th>1</th>
<th>Idea for program comes up from somewhere. ADTs do NOT need to complete this process.</th>
</tr>
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<tbody>
<tr>
<td><strong>Faculty Initiator</strong></td>
<td>completes this New Program Justification Form, part 2, in preparation for Step 3.</td>
</tr>
<tr>
<td>a. <strong>Program Name</strong></td>
<td>Holistic Health Studies</td>
</tr>
<tr>
<td>b. <strong>Program Type</strong>:</td>
<td>Low Unit Certificate of Achievement (13 units)</td>
</tr>
<tr>
<td>c. <strong>Program TOP code</strong>:</td>
<td>0835.20 CIP: 31.0507 (SOC 39.9031)</td>
</tr>
<tr>
<td>d. <strong>Contact information for Program Initiator</strong>:</td>
<td>Lindsay Steinriede</td>
</tr>
<tr>
<td><a href="mailto:Isteinriede@saddleback.edu">Isteinriede@saddleback.edu</a></td>
<td>Ext. 4681</td>
</tr>
<tr>
<td>e. <strong>Summary description of the new program</strong>:</td>
<td>Designed to promote a holistic approach to healthy living while preparing students for professional careers and higher education in the integrative health, fitness, and wellness field. Students will investigate basic anatomy, physiology, and behavior principles while exploring the connection between the physical, intellectual, emotional, and spiritual realms of health, wellness, and performance. Students will be introduced to a variety of alternative health practices and healing therapies from various cultures around the world, with an emphasis on how a holistic approach and practical techniques can lead to optimal health and performance. Upon completion of this certificate, individuals will gain an advantage obtaining an entry-level position at health, fitness, and wellness centers, spas and clinics, or community establishments.</td>
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<th><strong>f. Brief Description of how the idea for the new program came about.</strong></th>
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<tr>
<td>As the Kinesiology Division at Saddleback College is striving to develop programs that will educate students in our field, inspire positive lifestyle changes, and lead to job placement and/or advancement, this program meets all of those goals. As noted from our recent advisory board meeting, clients and the general population are seeking a more holistic approach to health, fitness, and performance. Even The National Health Interview Survey (NHIS), one of the nation’s most comprehensive, current, and reliable sources of information, released in November 2018, suggests that use of contemporary and alternative health practices has significantly increased in recent years with a growing adoption of integrative health perspectives. In our continuous quest to provide education and skills that will benefit our students both personally and professionally, we are acknowledging this holistic shift within our field and aim to provide students the opportunity to gain contemporary knowledge and professional support. In addition, data provided by the Labor Market Research report suggests continuous growth in the fitness, health, and wellness field with increasing demands for fitness trainers and aerobic instructors; over 900 annual job openings in Orange County alone. This certificate will aid in job placement for students and community members in the region.</td>
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<th><strong>g. If this program requires new courses to be developed or existing courses revised Please list all, or ☐ n/a</strong></th>
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<tbody>
<tr>
<td>KNES 616 Holistic Health - Underlying Mechanisms</td>
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<tr>
<td>KNES 617 Contemporary and Alternative Health Practices</td>
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<tr>
<td>KNES 618 Introduction to Ayurveda</td>
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<tr>
<td>KNES 404 Yoga Energy System</td>
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<tr>
<td>HLTH 1 Contemporary Health</td>
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**Document Department/Inter-Departmental discussions with signatures in preparation for Step 4**

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<th>4</th>
<th><strong>Articulation Officer: Review date (if applicable)</strong></th>
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<tr>
<td><strong>Date</strong></td>
<td><strong>Initials</strong></td>
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<tr>
<td>EWD Director: Review date (if applicable)</td>
<td><strong>Date</strong> <strong>Initials</strong></td>
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**Once signatures are obtained, scan document to curriculum sc-curriculum@saddleback.edu**

Curriculum Committee: Review date

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<th><strong>Consultation Council: Review date</strong></th>
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<td><strong>Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link</strong></td>
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10/2018
New Program Justification (not needed for ADTs)

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

| 1 | Idea for program comes up from somewhere. ADTs do NOT need to complete this process. |
| 2 | Faculty Initiator completes this New Program Justification Form, part 2, in preparation for Step 3. |
| 3 | a. Program Name: Integrative Health for Fitness and Wellness Professionals |
| 4 | b. Program Type: Certificate (21-22 units) |
| 5 | c. Program TOP code: 0835.20 CIP: 31.0507 (SOC 39.9031) |
| 6 | d. Contact information for Program Initiator: Lindsay Steinriede |
| 7 | Isteinriede@saddleback.edu Ext. 4681 |
| 8 | e. Summary description of the new program: |
| 9 | Designed to supplement a variety of health, fitness, and wellness professionals with contemporary knowledge, integrative concepts, and alternative practices for optimal health and healing as well as job placement and career advancement. Students will explore the connection between the physical, intellectual, emotional, and spiritual dimensions of health and well-being through a holistic approach to anatomy, physiology, human behavior, and environmental interactions. Courses will introduce complementary and alternative health practices and examine various preventative techniques and healing therapies used around the world. Within the provided patterns, students are given the opportunity to further their knowledge in a variety of nutrition, sports and fitness, yoga, and general health-related competencies. Courses will promote positive behavioral, social, and lifestyle changes while preparing individuals for professional careers and/or higher education within the field. Upon completion of this certificate, students may apply for occupations open at fitness clubs, wellness centers, yoga studios, community establishments, educational institutes, as well as alternative health care clinics. Completion of this certificate may also support career advancement and/or promotional opportunities to those currently working in the health, fitness, and wellness field. *This certificate will stack on the Holistic Health Studies CTE. |
| 10 | f. Brief Description of how the idea for the new program came about. |
| 11 | This certificate will stack on top of the Holistic Health Studies CTE. Thus, in addition to the statements made for the Holistic Health Studies Certificate, this certificate will offer 3 patterns that students may take, emphasizing areas within the industry they may be specifically interested in pursuing and thus providing an even greater opportunity at obtain a job position and likely a higher paying job. Having this higher unit, more specialized certificate, will continue to provide professional support for our students and community members entering, or advancing, in the workforce. |
| 12 | g. If this program requires new courses to be developed or existing courses revised Please list all, or □ n/a |
| 13 | KNES 616 Holistic Health - Underlying Mechanisms |
| 14 | KNES 617 Contemporary and Alternative Health Practices |
| 15 | KNES 618 Introduction to Ayurveda |
| 16 | KNES 604 (404) Yogic Energy System |
| 17 | HLTH 1 Contemporary Health Issues |
| 18 | Courses on left are required plus selection of a pattern of 8-9 units (see following page) |

| 3 | Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 |
| 4 | Signature/Date, Program Initiator 1/28/20 |
| 5 | Signature/Date, Division Dean 1/28/20 |
| 6 | Signature/Date, Dept. Chair 1/28/20 |
| 7 | Other discipline faculty/chair (if applicable) or □ n/a |
| 8 | Articulation Officer: Review date (if applicable) Date Initials |
| 9 | EWD Director: Review date (if applicable) Date Initials |
| 10 | Once signatures are obtained, scan document to curriculum sc-curriculum@saddleback.edu |
| 11 | Curriculum Committee: Review date |
| 12 | Consultation Council: Review date |
| 13 | Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link |

10/2018
After completing the required courses, 13 units, students will choose a pattern to complete the remaining 8-9 units of this certificate:

**Pattern 1 (+9 units):**
- KNES 60 Anatomy and Fundamentals of Yoga- 3
- KNES 61 Teaching of Yoga-3
- KNES 62 Philosophy of Yoga- 3

**Pattern 2 (+ 8 units):**
- KNES 210 Theory and Techniques of Personal Training-3
- KNES 212 Profession of Personal Training-2
- KNES 105 Mental Skills for Sports Performance -3
  Or
- FN 164 Sports Nutrition -3

**Pattern 3 (+9 units)**
- FN 50 Fundamentals of Nutrition-3
- PSYC30 Social Psychology- 3
  or
- SOC 30 Social Psychology-3

Additional Elective: 3 units; select one of the following courses:
- FN 160 Nutrition, Weight Management, and Eating Disorders-3
- FN 164 Sports Nutrition-3
- FN 169 Lifestyle Nutrition-3
- KNES 60 Anatomy and Fundamentals of Yoga- 3
- KNES 210 Theory and Techniques of Personal Training -3
- KNES 105 Mental Skills for Sports Performance-3
- PSYC 33 Psychology of Adjustment-3
- PSYC 25 Psychology of Aging -3