

Curriculum Committee Meeting

March 9, 2021 Time:

2:30 pm

Approved Minutes

Call to Order: The meeting was called to order at 3:05 pm.

**Members Present:**

*Voting Members:* Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Karen Bautista, Raine Hambly, Cynthia Ramirez, and Alli Stanojkovic.

*Non-Voting Members:* Amabel Arredondo, Shelia Moore-Farmer, Susan Quihuis.

**Guests Present:**

*Names:* Erin Sherard, Jamie De La Mora, Marcela Valle, Tina McClurkin, Chivonne Carter.

**Reading and Approval of Minutes:**

February 9, 2021, minutes reviewed and approved.

*Motioned by Kenneth Yu; seconded by Alli Stanojkovic. Motion is carried by unanimous vote.*

**Report of Curriculum Chair:**

Kimberley spoke about working with the committee in the future regarding operational efficiency.

**Adjournment:**

There was a quorum to extend the meeting past 4 pm.

The meeting adjourned at 4:37 pm.

*Motion to adjourn by Raine Hambly; seconded by Alli Stanojkovic. Motion carried.*

**New Courses**

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>LEAP/ Parenting</b>				
PARN 275	Parenting the Love and Logic Way® Lab	<ul style="list-style-type: none"> <li>• CS missing Dept. Code, SCE Course ID, CB03 - Top Code, CB09 - Course SAM Priority Code, CB14 - Discipline Code, CB24 - Program Status, CDCP Certificate of TOPS Code (non CDCP certificate).</li> <li>• should "Addition of distance education addendum" be added?</li> <li>• WR - Teaching Materials: should "Teacher prepared materials" be listed under Other?</li> <li>• Add textbook?</li> <li>• Course Description: Clarify sentence. There's a total 12 hours of lab, but each lab is one hour?</li> <li>• Instructional objective and SLO sound very similar. Some structural problems with outline.</li> </ul>	<ul style="list-style-type: none"> <li>• Courses approved pending-</li> <li>• DE Addendum upload</li> <li>• SLO update/ adjustment</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 277	Love and Logic Early Childhood: Parenting Made Fun!® Lab	<ul style="list-style-type: none"> <li>• WR-Course Content X.: change "leaved" to "leave"</li> <li>• Teaching Materials Add "Teacher-prepared materials" to Other?</li> <li>• CS missing: Dept. Code, SCE Course ID, CB03 - Top Code, CB09 - Course SAM Priority Code, CB14 - Discipline Code, CB242 - Program Status, CDCP Cert. of TOPS Code</li> <li>• Addition of distance education addendum.</li> <li>• Course Description: Clarify sentence.</li> </ul>	<ul style="list-style-type: none"> <li>• Courses approved pending-</li> <li>• DE Addendum upload.</li> <li>• SLO update/ adjustment.</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora

## New Courses

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		<p>There's a total 12 hours of lab, but each lab is one hour.</p> <ul style="list-style-type: none"> <li>• Instructional Objective and SLO sound very similar. Structural problems with outline.</li> <li>• The course description, instructional objectives, and SLO's seem to be identical to PARN 275 with noted differences in: number of hours (10 vs 12), course content, course title.</li> <li>• Not sure if changes to title or structure are required as part of the series of these classes?</li> </ul>		
PARN 278	Love and Logic: Supporting Youth with Special Needs™ Lab	<ul style="list-style-type: none"> <li>• Course Description: Clarify sentence.</li> <li>• There's a total 12 hours of lab, but each lab is one hour?</li> <li>• Also consider including the course description from 268 since students are required to enroll in both courses concurrently.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Courses approved pending- DE Addendum upload.</li> <li>• SLO update/ adjustment.</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 279	Love and Logic: Adults Supporting Youth with Challenging Past™ Lab	<ul style="list-style-type: none"> <li>• Course Description: Clarify sentence.</li> <li>• There's a total 12 hours of lab, but each lab is one hour?</li> <li>• Also consider including the course description from the 269</li> <li>• These courses have the potential to deliver an abundance of rich and deeply rooted material; it would seem to me that a lot more could be formulated for the instructional objectives and SLO's where appropriate.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Course approved pending- DE Addendum upload.</li> <li>• SLO update/ adjustment.</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora

## New Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
PARN 300	Building Trauma Informed Communities: Adverse Childhood Experiences	<ul style="list-style-type: none"> <li>• YouTube videos utilized. Do we need to ensure that they are accessible?</li> <li>• DE as method of instruction?</li> <li>• Minor punctuation: Instructional objectives do not need periods.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Course approved pending-</li> <li>• DE Addendum upload.</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 301	Building Trauma Informed Communities: Early Childhood and Infancy	<ul style="list-style-type: none"> <li>• Teaching Materials: YouTube video needs to be accessible?</li> <li>• Action: Reviewed No Changes DE as method of instruction</li> <li>• Minor punctuation: Instructional objectives do not need periods</li> <li>• Method of instruction should indicate "Distance Education"</li> </ul>	<ul style="list-style-type: none"> <li>• Courses approved pending-</li> <li>• DE Addendum needed. .</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 302	BTIC: Attuned Connection for Foster, Kinship, and Adoptive Families	<ul style="list-style-type: none"> <li>• CS missing: Dept. Code, SCE Course ID</li> <li>• CB03 - TOP code</li> <li>• CB09 - Course SAM Priority Code</li> <li>• CB14 - Discipline Code</li> <li>• CB24 - Program Status</li> <li>• CDCP Cert. TOPS code</li> <li>• Teaching Materials</li> <li>• Demonstration of Need</li> <li>• "Addition of distance education addendum" need to be added to the Justification section?</li> <li>• WR - Course Description: add comma after social emotional and cognitive</li> <li>• Teaching Materials, Other: Correct the word, "prepared."</li> <li>• Consider revising SLO #2: e.g. "Identify" or "Assimilate" instead of "Gain"</li> <li>• Course description needs a comma</li> </ul>	<ul style="list-style-type: none"> <li>• Course approved pending-</li> <li>• DE Addendum upload.</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora

## New Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<ul style="list-style-type: none"> <li>between social and emotional</li> <li>structural problems with outline</li> <li>Perhaps add the word "Demonstrate" at beginning of both SLOs</li> </ul>		
PARN 303	Building Trauma Informed Communities: Family Dynamics	<ul style="list-style-type: none"> <li>Was PARN 250</li> <li>CS missing:</li> <li>CB03 - Top Code</li> <li>CDCP Cert. TOPS Code</li> <li>Teaching Materials</li> <li>Demonstration of Need</li> <li>Should "Addition of distance education addendum." be added to the Justification section?</li> <li>WR - Other: add "Teacher-prepared materials"?</li> <li>minor punctuation: instructional objectives do not need periods</li> <li>Methods of instruction should indicate Distance Education</li> </ul>	<ul style="list-style-type: none"> <li>DE Addendum needed. .</li> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 304	Building Trauma Informed Communities: Mental Health in Our Homes	<ul style="list-style-type: none"> <li>WR-Instructional Objectives: Should the word "mode" be added to Course Content III.A.2.c?</li> <li>Change III.E.3 to "4 S's" model? Or "4 S's of attachment"?</li> <li>Change IV.B.3: "Alcohol" to "alcohol"?</li> <li>Change IV.B.5.a &amp; b: "Aggression" to "aggression"?</li> <li>CS missing:</li> <li>Dept. Code</li> <li>SCE Course ID</li> <li>CB03 - Top Code</li> <li>CB09 - Course SAM Priority Code</li> <li>CB14 - Discipline Code</li> <li>CB24 - Program Status</li> </ul>	<ul style="list-style-type: none"> <li>DE Addendum needed. .</li> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora

## New Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<ul style="list-style-type: none"> <li>• CDCP Cert. TOPS Code</li> <li>• Teaching Materials Demonstration of Need</li> <li>• Should "Addition of distance education addendum." Alli Stanojkovic</li> <li>• -Course Desc: Don't capitalize Mental Health</li> <li>• Teaching Materials, Other: Correct the word, "prepared."</li> <li>• IO#2 - change "copy" to "coping"</li> <li>• CC#III.E.4.d.i. Change "Offing" to "Offering"</li> <li>• Perhaps add "Demonstrate" to first SLO</li> <li>• structural problems with outline</li> <li>• Consider editing SLO #1: Use actionable term in lieu of "Gain" (e.g. Demonstrate, Practice, or Apply)</li> </ul>		
PARN 305	Building Trauma Informed Communities: Understanding LGBTQ+ Youth	<ul style="list-style-type: none"> <li>• Course Description does not seem to align with the IOs, SLOs, and Course Content.</li> <li>• CC#III.fix spelling of privilege</li> </ul>	<ul style="list-style-type: none"> <li>• DE Addendum needed. .</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Jamie De La Mora
PARN 306	Human Trafficking Awareness and Prevention for Parents & Caregivers	<ul style="list-style-type: none"> <li>• WR-Course Content:</li> <li>• I.2.a.i: correct commercial to commercial</li> <li>• III.B.3.b.vii.: close space between slash and clergy: /clergy</li> <li>• IV.B.9.a.: remove word "of"</li> <li>• V.E.6.: close space between slash and relapse: /relapse</li> <li>• V.F.1.a.: close space between slash</li> </ul>	<ul style="list-style-type: none"> <li>• DE Addendum needed. .</li> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Erin Sherard

## New Courses

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<p>and positive: /positive</p> <ul style="list-style-type: none"> <li>• VI.A.1..: lowercase "f" in Field</li> <li>• VI.A.1.b.: close space between slash and judicial: /judicial</li> <li>• VI.A.1.e.i.: add comma after stigma</li> <li>• VI.C.3.a.ii.ii.: should "Not" be No</li> <li>• CS missing:</li> <li>• Dept. Code</li> <li>• SCE Course ID</li> <li>• CB03 - Top Code</li> <li>• CB09 - Course SAM Priority Code</li> <li>• CB14 - Discipline Code</li> <li>• CB24 - Program Status</li> <li>• CDCP Cert. TOPS Code</li> <li>• Teaching Materials</li> <li>• Addition of distance education addendum" be added?</li> <li>• IO#2 Make sentence clearer: Change "and" to "of" or add adjective in front of "risk factors" such as</li> <li>• "identifying "YouTube videos utilized, need to ensure accessibility?</li> </ul>		

*Khanh Ninh motioned to approve courses; it was seconded by Alli Stanojkovic. Motion was carried by unanimous vote.*

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>CTE / Pharmacy</b>				
PTEC 100	Pharmacy Technician, Introduction	<ul style="list-style-type: none"> <li>Remove Canvas as a method of instruction and/or method of evaluation.</li> <li>Include Canvas as software under teaching materials.</li> <li>Remove distance education as a method of evaluation.</li> <li>Does DE need to be included as it is already indicated under Methods of Instruction?</li> <li>Teaching Materials, Other, #4- materials indicated are for the instructor? not for the student, correct?</li> <li>There are no SLOs listed.</li> <li>Missing: Instructional objective #7</li> <li>Distance Ed under methods of instruction</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation</li> </ul>	Cathy Dunne
PTEC 105	Pharmacy Operations Lab	<ul style="list-style-type: none"> <li>Include Canvas as software under teaching materials.</li> <li>Pass rate of 30 NWPM, does that also include with 5 or less errors? Needs to be added</li> <li>No SLO's listed</li> <li>Objective #6 Methods of Instruction needs to reflect "DE?"</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation</li> <li>Add 5 or less errors under Pass rate for typing</li> </ul>	Cathy Dunne
PTEC 110	Pharmaceutical Mathematics	<ul style="list-style-type: none"> <li>Include Canvas as software under teaching materials.</li> <li>Swap LMS system to canvas</li> <li>Teaching Materials, Others, #2- Change Moodle to Canvas</li> <li>No SLO's</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> </ul>	Cathy Dunne



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			<ul style="list-style-type: none"> <li>Remove distance education as a method of evaluation</li> <li></li> </ul>	
PTEC 115	Pharmacology I	<ul style="list-style-type: none"> <li>Check ISBN number for textbook</li> <li>Include textbook update in the justification</li> <li>Add software</li> <li>Instructional Objectives #1, 2, 4, and 6 might need more active verbs.</li> <li>No SLO's</li> <li>Should DE be listed</li> <li>IO #7 needs editing</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation</li> </ul>	Cathy Dunne
PTEC 120	Pharmacology II	<ul style="list-style-type: none"> <li>Check ISBN number for textbook</li> <li>Include textbook update in the justification</li> <li>Add software</li> <li>Instructional Objectives #2 and 4 might need more active verbs</li> <li>No SLO's</li> <li>DE listed as methods of instruction?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation</li> </ul>	Cathy Dunne
PTEC 125	Human Relations for Healthcare Workers	<ul style="list-style-type: none"> <li>Include Canvas as software under teaching materials</li> <li>Perhaps Instructional Objective #4 could be re-worded to say: "Demonstrate understanding of the basic concepts of conflict resolution."</li> <li>No SLO's</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
PTEC 200	Pharmacy Technician, Lab for the In-Patient	<ul style="list-style-type: none"> <li>• Include textbook update in the justification</li> <li>• Add software</li> <li>• No SLO's</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> </ul>	Cathy Dunne
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	<ul style="list-style-type: none"> <li>• Include Canvas as software under teaching materials</li> <li>• Include textbook update in the justification</li> <li>• Prereqs: Should be written exactly like PTEC 200</li> <li>• Perhaps re-word Entry Level Skills #4 to state "Explain the basics of human nutrition."</li> <li>• No SLO's</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> <li>•</li> </ul>	Cathy Dunne
PTEC 300	Pharmacy Technician Practical Career Training - Entry	<ul style="list-style-type: none"> <li>• Make sure course Content Form has been updated for the prerequisites</li> <li>• Justification to reflect update of prerequisites</li> <li>• Add software</li> <li>• Pre-req: If it has been more than a year since the student took a lab course, a student can take an assessment and if they pass, they can enroll?</li> <li>• Course Content- Should indicate "out-patient" externship Same as I Req Assignments Outside of Class- IIIA- Should the hours be performed in an out (not in)- patient setting? IIIB- Hours should be 130, not 120 and it should indicate "entry" level, not advanced.</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> <li>• Would need to pass an assessment if more than a year has passed.</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
PTEC 301	Pharmacy Technician Advanced Level Lecture	<ul style="list-style-type: none"> <li>• Justification to reflect additional prerequisite</li> <li>• Write none for no textbook, or name the textbook</li> <li>• Remove Canvas from other and list it as software</li> <li>• Pre-req: is it okay to just list PTEC 300 as the pre-req since students wont' be able to register w/out already competing PTEC 200&amp; 205 prior to enrolling in PTEC 300? Rephrase, "PTEC 300 or completion of an ASHP Entry Level Program Certificate"</li> <li>• Would this course be bound to the same requirement as PTEC 300 where the 2 Lab classes must have been completed within the year or they can pass a lab assessment?</li> <li>• Add PTEC 302 as the co-req. Since 301 is the co-req listed for PTEC 302.</li> <li>• Teaching Materials: Textbook: Do we need to add actual title? Software: canvas should be listed?</li> <li>• CC Remove Periods</li> <li>• SLO minor punctuation and Course Content</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> <li>• CHANGE Prerequisite-to th "PTEC 300 or completion of an ASHP Entry Level Program Certificate"</li> <li>• Is this class bound to the 1 year requirement? Suggestion- add lab assessment if the one-year requirement applies.</li> <li>• Remove TBD under textbooks</li> <li>• Remove #1 under software</li> </ul>	Cathy Dunne
PTEC 302	Pharmacy Technician Advanced Level Lab	<ul style="list-style-type: none"> <li>• Make sure course content form has been updated for the prerequisites.</li> <li>• Make sure justification reflects additional prerequisites.</li> <li>• Is there something after "and" for the corequisite? If not, please remove.</li> <li>• Write none for no textbook or name the textbook.</li> <li>• Name the learning management system or write none.</li> <li>• Remove canvas from other and list it as software.</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> <li>• Is this class bound to the 1 year requirement?</li> <li>• CHANGE Prerequisite-to th "PTEC 300 or completion of an</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<ul style="list-style-type: none"> <li>• Prerequisite: is it okay to just list PTEC 300 as the prerequisite since students will not be able to register without already completing PPTEC 200 and 205 prior to when the proline and Ptech 300? Rephrase, "PTEC 300 or completion of an ESHP entry level program certificate."</li> <li>• Would this course be bound to the same requirements as PTEC 300 where the two lab classes must have been completed within the year or they can pass a lab assessment?</li> <li>• Add PTEC 302 as the co-req. Since 301 is the co-req listed for PTEC 302.</li> <li>• Teaching materials:</li> <li>• Textbook: do we need to add an actual title?</li> <li>• Software: canvas should be listed?</li> <li>• CC -remove periods</li> <li>• Minor punctuational corrections in SLO and course content</li> </ul>	<p>ASHP Entry Level Program Certificate"</p> <ul style="list-style-type: none"> <li>• Corequisite- work on language/ can be taken alone or with the lab</li> </ul>	
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	<ul style="list-style-type: none"> <li>• Make sure course content form has been updated for the prerequisites.</li> <li>• Correct spelling Course Content III privilege to privilege</li> <li>• CS missing:</li> <li>• DEPT. Code</li> <li>• SCE Course ID</li> <li>• Top code</li> <li>• Course same priority code</li> <li>• Discipline code</li> <li>• Make sure the justification reflects update to prerequisites.</li> <li>• Remove canvas as a method of instruction or method of eval.</li> <li>• Please clarify a prereq verbiage. In order to</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove Canvas as a method on instruction or a method of evaluation.</li> <li>• Remove distance education as a method of evaluation</li> <li>• Delete and under prereq</li> <li>•</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<ul style="list-style-type: none"> <li>register for 305, students –</li> <li>Complete PTEC 301 and 302 with a year? Or 2) take an assessment to ensure the half the appropriate knowledge?</li> <li>Entry level skill number 9 May need a more active verb</li> <li>Does this course need SL O's? And with th</li> </ul>		
PTEC 310	Pharmacy Technician Certification Exam Review	<ul style="list-style-type: none"> <li>SLOs?</li> <li>Not unless this course requires us the SLO's?</li> <li>At software</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Remove Canvas as a method on instruction or a method of evaluation.</li> <li>Remove distance education as a method of evaluation of you and me</li> </ul>	Cathy Dunne
<p><i>Kenn Yu motioned to approve courses; it was seconded by Khanh Ninh. Motion was carried by unanimous vote.</i></p>				
<h3>CTE / Business Accounting</h3>				
BUSA 100	Accounting Fundamentals for Bookkeepers	<ul style="list-style-type: none"> <li>Correspondence is checked. If course can be make DE, that is not needed.</li> <li>Course Cover: Need to add TOP Code (s/b - 0502.00)/CIP Code 52.0302,</li> <li>Need to adjust CB09 SAM Code to C for Occupational,</li> <li>CB11 - Should be K for Enhanced Funding since will be part of a CDCP Certificate?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Uncheck correspondence</li> <li>Adjust codes</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
		<ul style="list-style-type: none"> <li>• CB14 Need to change Discipline Code to Z55 - Noncredit Short-term Vocational Education</li> <li>• CB24 - Need to Change to 1 - Program Applicable</li> <li>• Course Outline: IO #2, should it be "trial balance" currently states trail balance; need a comma after trial balance; Remove periods from all IO statements.</li> <li>• Add periods at end of all SLO statements.</li> <li>• Action: Reviewed Changes Needed</li> <li>• WR</li> <li>• IO#2 "trail" should be "trial"</li> <li>• CC - could content be broken down such as:</li> <li>• Accounting: The Language of Business</li> <li>• Golden Rule - debits &amp; credits</li> <li>• II Analyzing Business Transactions</li> <li>• Accounting Equation</li> <li>• Using T Accounts</li> <li>• VII. Account for Sales</li> <li>• Accounts Receivable</li> <li>• Sales Receipts</li> <li>• VIII. Accounting for Purchases</li> <li>• Accounts Payable</li> <li>• Invoices &amp; Bill Payments</li> <li>• IX. Payroll</li> <li>• Computations</li> <li>• Records</li> <li>• Payment</li> <li>• Taxes</li> <li>• Deposits</li> <li>• Methods of Evaluation: Delete #6</li> <li>• minor punctuation edits: No periods for instructional objectives.</li> </ul>		

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
BUSA 101	Accounting Principles for Bookkeepers	<ul style="list-style-type: none"> <li>• Correspondence as emergency is not needed if course can be DE.</li> <li>• Need to add TOP Code 0502.00/CIP 52.0302</li> <li>• CB09 - SAM Code should be C for Occupational</li> <li>• CB11 - Classification Code s/b K</li> <li>• CB24 - Program Status s/b 1</li> <li>• Course Outline: List Accounting Fundamentals for Bookkeepers as co-requisite. Should this be a pre-requisite? This course was not listed on that class as a co-requisite. Also need to remove the word "and"</li> <li>• IO's remove periods at end of statements; IO#2 - students will be able to "Accounting"? might want to use another word before accounting so that sentence makes sense.</li> <li>• Course Content only capitalize first word.</li> <li>• DE Addenda - would recommend removing Correspondence under Mode of Delivery</li> <li>• WR-SLO#2 add commas after "Transactions" and "Earnings"</li> <li>• -Co-req: Should BMGR 500 be a pre-req instead?</li> <li>• -Methods of Eval: Delete #6</li> <li>• Check co-requisite Title.</li> <li>• Instructional objectives do not need periods.</li> <li>• Action: Reviewed No Changes</li> <li>• Action: Reviewed Changes Needed</li> <li>• Perhaps revise instructional objective #2 to say "Account for partnerships and corporations..."</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Remove correspondence</li> <li>• Adjust verbiage- BUSA 100 is a prerequisite or corequisite verbiage</li> </ul>	Cathy Dunne

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
BUSA 102	Payroll Fundamentals for Bookkeepers	<ul style="list-style-type: none"> <li>• Correspondence as emergency is not needed if course can be DE.</li> <li>• Course Cover Sheet: Need to add TOP Code 0502.00/CIP 52.0302</li> <li>• CB09 - SAM Code should be C for Occupational</li> <li>• CB11 - Classification Code s/b K</li> <li>• CB14 - Need to add Discipline Code Z55 Noncredit Short-Term Vocational Education</li> <li>• CB24 - Program Status s/b 1</li> <li>• Course Outline: List Accounting Fundamentals for Bookkeepers as co-requisite. Should this be a pre-requisite? This course was not listed on that class as a co-requisite.</li> <li>• IO's remove periods at end of statements</li> <li>• Course Content only capitalize first word.</li> <li>• DE Addenda - would recommend removing Correspondence under Mode of Delivery</li> <li>• Co-req: should 500 be a pre-req instead?</li> <li>• Methods of Eval: Delete #6</li> <li>• Minor punctuation edits; instructional objectives do not need periods.</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> <li>• Adjust prerequisite and corequisite verbiage</li> </ul>	Cathy Dunne

*Kenny Yu motioned to approve courses; it was seconded by Khanh Ninh. Motion was carried by unanimous vote.*



## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>Emeritus/ Older Adults</b>				
EMER 155	Writing Your Life Story for Older Adults	<ul style="list-style-type: none"> <li>• Shared feedback directly with course originator. Discussed the use of older adults, "basic life work" and the course description.</li> <li>• Does DE Addendum need to be attached?</li> <li>• CS- Proposed Start date needs revision</li> <li>• WR-Course Content II. VI.C.-comma after emerges</li> <li>• Methods of Instruction: If it is already indicated that it can be taught as a Distance Ed course (#7), do we still need to indicate that it's Online (#6)?</li> <li>• Need to add TOP Code.</li> <li>• Change Proposed Start Date of Course - Listed as Spring 2020 did you mean Spring 2021?</li> <li>• Course Description: After "major turning points" should it be a semi-colon instead of coma?</li> <li>• SLO: #3 - Is the word "brilliant" necessary. Seems like it would be a very subjective evaluation.</li> <li>• Methods of Evaluation: Do you need to include "older adult" before students. I believe these classes are open to all students so might make it confusing if you get students who are not older adults.</li> <li>• Did not see a Distance Education attachment. Will this be offered via Distance Education?</li> </ul>	<ul style="list-style-type: none"> <li>• Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Kenneth Yu

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
EMER 200	Ceramics for Older Adults	<ul style="list-style-type: none"> <li>Does DE Addendum need to be attached.</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Kenneth Yu
EMER 210	China Painting for Older Adults	<ul style="list-style-type: none"> <li>Correct the word, "china" to capitalize it when needed. Does "Painting" need to be capitalized?</li> <li>Does DE Addendum need to be attached?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Kenneth Yu
EMER 404	Growing and Maintaining a Home-based Business	<ul style="list-style-type: none"> <li>Under methods of instruction is it needed to have online and DE?</li> <li>Does DE Addendum need to be attached?</li> <li>The Entry level skills and instructional objectives are identical. Was that intentional?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> <li>Update entry level skills- delete this section</li> </ul>	Kenneth Yu

*Alli Stanojkovic motioned to approve courses; it was seconded by Cindy Ramirez. Motion was carried by unanimous vote.*

## Basic Skills / High School Diploma

IHSD 100	High School English A	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley
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## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
IHSD 101	High School English B	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley
IHSD 116	High School Math A	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley
IHSD 117	High School Math B	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley
IHSD 118	High School Math C	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley
IHSD 119	High School Math D	Not listed in committee box, will need to be reviewed once it is available.	Email vote	Janet Cagley

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
<b>CTE- Office Technology</b>				
OTEC 230	Electronic Records Management	<ul style="list-style-type: none"> <li>Course Description: Correct sp. "ght". What is RIM?</li> <li>Software- students have access to SharePoint if they have access to Office 365?</li> <li>Required Assignments: "Articles" and "Written" should be capitalized.</li> <li>minor punctuation edit: no periods after each Instructional objective</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin
<i>Raine Hambly motioned to approve courses; it was seconded by Kenny Yu. Motion was carried by unanimous vote.</i>				
<b>CTE / Medical Device</b>				
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	<ul style="list-style-type: none"> <li>Reviewed Changes Needed</li> <li>Entry Level Skills&amp;Knowledg: Is this required since there is no pre-req?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin
QAMD 405	Regulatory Affairs for Medical Devices	<ul style="list-style-type: none"> <li>Entry Level Skills&amp;Knowledg: Is this required since there is no pre-req?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin
QAMD 410	Document and Database Management for Medical Devices	<ul style="list-style-type: none"> <li>no periods for instructional objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin

## New Courses for new CDCP Programs

Crs Id	Title	Action/ Discussion	Action/ Outcome	Who/ When
QAMD 415	Quality Assurance for Medical Devices	<ul style="list-style-type: none"> <li>Is this required since there is no pre-req?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin
QAMD 420	Technical Writing for Bio-Medical Industries	<ul style="list-style-type: none"> <li>Is this required since there is no pre-req?</li> </ul>	<ul style="list-style-type: none"> <li>Update COR with agreed recommendations made by committee in Curricunet.</li> </ul>	Tina McClurkin
QAMD 425	Quality Auditing for Medical Devices	<ul style="list-style-type: none"> <li>No recommendations</li> </ul>	<ul style="list-style-type: none"> <li>No recommendations</li> </ul>	Tina McClurkin

*Motioned by Khanh Ninh; seconded by Kenny Yu. Motion is carried by unanimous vote.*

DSSS 171	Basic Academic Writing	Course Tabled		
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## CDCP Programs

Title	Action/ Discussion	Action/ Outcome
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Bookkeeping Certificate	Change title to reflect Bookkeeping Certificate.	Approved
<i>Motioned by Raine Hambly; seconded by Cindy Ramirez. Motion is carried by unanimous vote.</i>		