

CURRICULUM COMMITTEE MEETING

THURSDAY November 2, 2017; 11:00 am – 12:50 pm

Student Union Meeting Room – 137 and Los Banos – B119

AGENDA:

- 1) CALL TO ORDER
- 2) AGENDA
- 3) INTRODUCTION OF GUESTS
- 4) PUBLIC COMMENTS
- 5) APPROVAL OF MINUTES OF October 19, 2017

- 6) CONSENT AGENDA I
 - a) Course Modification(s)
 - b) SLO Update(s)
 - c) Title 5 Course Review(s)
 - d) CTE 2 Year Review(s)
 - e) Course Inactivation(s)
 - f) New Course(s)
 - g) Distance Education
 - h) Program Modification(s)

- 7) COMMITTEE REPORTS
 - A. Articulation
 - B. IPRSLOAC
 - C. Distance Education

- 8) BUSINESS:
 - A. Discussion: eLumen Curriculum Steering Committee
 - B. Discussion: Last date to enter curriculum into CurricUNET before launching eLumen
 - C. Information: Determining Outside of Class hours and Total Students Learning Hours on Units and Hours page update in CurricUNET
 - D. Information: New courses at the MATH C level which may impact other courses using MATH C as prerequisite
 - E. TASK FORCE UPDATE: Special Topics, Independent Study, and Special Problems

- 9) C-ID UPDATE

- 10) Chancellor's Office Updates

11) ANNOUNCEMENTS/CALL FOR AGENDA ITEMS

Next Curriculum Committee Meeting:

- November 16, 2017 11:00 am – 12:50 pm SU – 137 and Los Banos – B119
- Agenda items are due Wednesday, November 8, 2017 by 5:00 pm to Myshel Pimentel.

12) ADJOURNMENT

Curriculum Committee of
 MERCED COLLEGE
 MINUTES
 UNAPPROVED
 Thursday, October 19, 2017
 11:00 am-12:50 pm, SU 137

MEMBERS:					
Area 1, Cohort A	Lisa Diaz	Present	Noncredit Director	Janet Lyle	Present
Area 1, Cohort B	Katherine Schroeder	Present	Counseling	Cindy Hardcastle	Present
Area 2, Cohort A	Janee Young	Present	LRC	Dee Near	Present
Area 2, Cohort B	Denise Rempel	Present	Articulation Officer	Greg Soto	Present
Area 3, Cohort A	Tim Donovan	Present	Senate President	Julie Clark	Present
Area 3, Cohort B	Scott McCall	Absent	SLO Coordinator	Valerie Albano	Absent
Area 4, Cohort A	Caren Col-Hamm	Absent	VPI	Brian Ellison	Present
Area 4, Cohort B	Patty Eighmey	Present	Dean, Area 1	Doug Kain	Absent
Area 4, Cohort C	Sue Norris	Present	Dean, Area 5	John Albano	Present
Area 5, Cohort A	Jennifer Gardner	Present	ASMC Rep	Mariah Gill	Present
Area 5, Cohort B	Carin Heidelbach	Present	SSSP Director	Raul Alcala	Absent
STAFF:					
Distance Ed Rep	Ray Latham	Present	Recorder	Gabriela García	Present
Researcher	Luis Flores	Present	Office of Instruction	Teresa Gudgel	Absent
A/R	Diane Spork	Present	A/R	Andrea Garibay	Present
GUESTS:					
Baba Adam			Vince Piro		
Kirsty Brace					

1) CALL TO ORDER
 Myshel Pimentel called the meeting to order at 11:04 am.

2) AGENDA

3) INTRODUCTION OF GUESTS

GUESTS:	
Baba Adam	Vince Piro
Kirsty Brace	

4) PUBLIC COMMENTS

My Why event will be on October 20 at 2 pm in the ILC.

5) APPROVAL OF MINUTES OF October 5, 2017

Corrections: Andrea Garibay should be marked as present, under 8C first sentence delete English, in item 25 of consent agenda change the title of the course to Fire Inspector 1B, remove "Fire and Life Safety" and change font color of "Update Requisites" to black.

Approve minutes as corrected

M: D. Near	S: G. Soto	Y: 16	N: 0	A: 0
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- 6) CONSENT AGENDA I
 - a) Course Modification(s)
 - b) SLO Update(s)
 - c) Title 5 Course Review(s)
 - d) CTE 2 Year Review(s)
 - e) Distance Education

Luis Flores pulled SOC 01. Luis asked if the faculty would like the updates to the SLOs to be effective Spring or Summer 2018. Jennifer Gardner clarified that the faculty added objectives but did not change the SLOs. After discussion, the SLO update was removed since there were no changes made to the SLOs.

Approve Consent Agenda 1

M: J. Lyle	S: J. Albano	Y: 16	N: 0	A: 0
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Title 5 Approval

M: S. Norris	S: D. Near	Y: 16	N: 0	A: 0
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- 7) COMMITTEE REPORTS

- A. Articulation
No report.
- B. IPRSLOAC
The next meeting is October 20 at 2 pm in the boardroom.
- C. Distance Education
The next meeting is October 27 at 10 am in SU-137 or B-119. The committee will be talking about Canvas updates and will be visited by Collaborative Brain Trust to discuss the Educational Master Plan.

- 8) BUSINESS:

- A. 2nd READING: Learning Community (LC) Evaluation Guidelines for LC's having reached the end of the 6-year cycle
Myshel made the edits discussed at the last meeting.

Move forward to Academic Senate

M: G. Soto	S: J. Lyle	Y: 17	N: 0	A: 0
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- B. INFORMATION: Introduction to Guided Pathways (GPS) and the requirements for Merced College to seek funding
Vince Piro did a presentation on Guided Pathways which covered what it is, the different components, and explained what the college already has and needs to work on. Vince asked those present to take a look at the self-assessment

document and provide feedback/input by November 14.

C. INFORMATION: eLumen update concerning process for implementation of Curriculum module

A precise timeline has not been created yet for the implementation of the curriculum component of eLumen. A steering committee will be working on the implementation and will consist of Myshel Pimentel, Edward Modafferi, Valerie Albano, Brian Ellison and others may be added if necessary. The first meeting will be on Monday October 23. Dr. Adam will be working with the curriculum chair to update the committee on the progress. Various members expressed their concerns regarding the massive amount of work that will be required to transfer data to eLumen and requested that there be classified professional support for this migration.

D. EDUCATION: The ABCs of articulation (definitions and timelines)

Greg Soto did a presentation on articulation which included what it is, the difference between articulated and transferable, course to course articulation and demonstrated how to look up the information on the ASSIST website. He also explained the approval process and what his role is.

E. TASK FORCE UPDATE: Special Topics, Independent Study, and Special Problems

The task force has not met yet. The meeting is scheduled for October 24 at 2 pm, location TBD.

9) C-ID UPDATE

The new C-ID website does not have an export feature.

10) Chancellor's Office Updates

Teresa has had better luck lately with the new system. She was able to successfully submit a program applicable course this week.

11) ANNOUNCEMENTS/CALL FOR AGENDA ITEMS

Next Curriculum Committee

Meeting:

- November 2, 2017 11:00 am – 12:50 pm SU – 137 and Los Banos – B119
- Agenda items are due Wednesday, October 25, 2017 by 5:00 pm to Myshel Pimentel.

12) ADJOURNMENT

Meeting adjourned at 12:35 pm

Voting Records 10/19/17

	Name	Item 5	Item 6	Item 6 – Title 5	Item 8A
1A	Lisa Diaz	Y	Y	Y	Y
1B	Katherine Schroeder	Y	Y	Y	Y
2A	Janee Young	Y	Y	Y	Y
2B	Denise Rempel	Y	Y	Y	Y
3A	Tim Donovan	Y	Y	Y	Y
3B	<i>Scott McCall</i>				
4A	<i>Caren Col-Hamm</i>				
4B	Patty Eighmey	Y	Y	Y	Y
4C	Sue Norris	Y	Y	Y	Y
5A	Jennifer Gardner	Y	Y	Y	Y
5B	Carin Heidelbach	Y	Y	Y	Y
Noncredit	Janet Lyle	Y	y	Y	Y
Counseling	Cindy Hardcastle	Y	Y	Y	Y
LRC	Dee Near	Y	Y	Y	Y
AO	Greg Soto	Y	Y	Y	Y
SP	Julie Clark	Y	Y	Y	Y
SLO Coordinator	<i>Val Albano</i>				
VPI	Brian Ellison				Y
Dean	<i>Doug Kain</i>				
Dean	John Albano	Y	Y	Y	Y
ASMC Rep	Mariah Gill	Y	Y	Y	Y
SSSP Director	<i>Raul Alcala</i>				
Y=Aye, N= No, A=Abstain; Members in italics were absent.					

COURSE/PROGRAM	PROPOSAL TYPE	EFFECTIVE DATE	DESCRIPTION OF CHANGES	NOTES
ACTG 04A	CTE 2 Year	SU 18	Update Advisories to include ENGL 85A, 85AC, & 85E	
ACTG 31	CTE 2 Year	SU 18	ADD AOM 30 Advisory; REMOVE CPSC 30 Advisory Update Advisories to include ENGL 85A, 85AC, & 85E Update Text	
ACTG 53	CTE 2 Year	SU 18	Update Advisories to include ENGL 85A, 85AC, & 85E Update Text	
CLDV 38	MODIFICATION	SU 18	Course Outline Revision SLO Update Title 5 Review Change Description	CAP Alignment
CLDV 01	MODIFICATION	SU 18	Revise Course Outline SLO Update Title 5 Review	CAP Alignment
CLDV 11	MODIFICATION	SU 18	TITLE CHANGE: Introduction to Curriculum & Strategies in Early Intervention Revise Course Outline Change Description Title 5 Review SLO Update	CAP Alignment
SOC 01	MODIFICATION (DE STATUS)	SPRING 18	DE Status	
SOC 01	MODIFICATION	SU 18	Course Outline Revision Title 5 Review SLO Update	

MECH 10	CTE 2 Year	SU 18	Updated Requisites to Include ENGL 85A, 85AC, & 85E Updated Textbooks	also INDT 10
INDT 10	CTE 2 Year	SU 18	Updated Requisites to Include ENGL 85A, 85AC, & 85E Updated Textbooks	also MECH 10
WWT 61	CTE 2 Year	SU 18	Change Requisites: Remove ENGL 84A Advisory ; ADD ENGL 85A, 85AC, or 85E Advisories	
WWT 62	CTE 2 Year	SU 18	Change Requisites: Remove ENGL 84A Advisory ; ADD ENGL 85A, 85AC, or 85E Advisories	
WWT 63	CTE 2 Year	SU 18	Change Requisites: ADD ENGL 85A, 85AC, or 85E Advisories	

Approved 10/19/2017

COURSE	PROPOSAL TYPE	CHANGES	EFFECTIVE DATE/NOTES
ACTB 04B	MOD.	Update Text Title 5 Review SLO Update	SU 18
SOCL 760	MOD.	Title 5 Review Change Catalog Description SLO Update Review Course Outline	SU 18
MATH 10	MOD.	Update Requisites: Add Prerequisite of MATH 88 or MATH 61 or MATH 62 to existing MATH C pre-req (any course may satisfy the pre-req) Update SLOs Revise Course Outline Update Text/Materials	SU 18
MATH 15	MOD.	Update Requisites: Add Prerequisite of MATH 61 or MATH 62 to existing MATH C pre-req (any course may satisfy the pre-req); Add Advisory of ENGL 85AC or ENGL 85E to existing ENGL 85A advisory	SU 18
MATH 20A	MOD.	Title 5 Review Update Requisites: Add Prerequisite of MTH 61 or MATH 62 to existing MATH C (MATH C or MATH 62); Add Advisory of ENGL 85AC or ENGL 85E to existing ENGL 85A	SU 18
MATH 20B	MOD.	Title 5 Review Update Requisites: Add Prerequisite of MATH 61 or MATH 62 to existing pre-req of MATH C (any course may satisfy the pre-req); Add Advisories of ENGL 85AC or ENGL 85E to existing ENGL 85A	SU 18
MATH 25	MOD.	Update Requisites: Add Prerequisite of MATH 61 to existing pre-req of MATH C Update SLOs	SU 18
MATH 26	MOD.	Title 5 Review Update Requisites: Add Prerequisite of MATH 61 or MATH 62 to existing MATH C Update Texts	SU 18

MATH 61	NEW	<p>TITLE: Beginning and Intermediate Algebra for STEM</p> <p>Prerequisite: MATH 80 with a minimum grade of C</p> <p>Advisory: ENGL 85A, 85AC, or 85E with a minimum grade of C</p> <p>Units: 6 Units Lecture</p> <p>Distance Education</p> <p>Description: This course covers topics in both beginning and intermediate algebra. The beginning algebra topics include order of operations, graphing linear equations, solving equations and inequalities that are linear in form, operations on polynomials, and a brief introduction to functions. The intermediate algebra topics include factoring, graphing linear and non-linear functions, including piecewise defined graphs, problem solving with nonlinear equations, working with complex numbers, and graphing conic sections. This course is designed to prepare students for mathematics course work in trigonometry and precalculus.</p> <p>Justification: This is a new course proposal designed to facilitate acceleration of student completion of the basic skills sequence in preparation for college level course work.</p>	SU 18
MATH 62	NEW	<p>TITLE: Beginning and Intermediate Algebra for Liberal Arts</p> <p>Prerequisite: MATH 80 with a minimum grade of C</p> <p>Advisories: ENGL 85A, ENGL 85AC, or ENGL 85E, all with a minimum grade of C</p> <p>Distance Education</p> <p>Units: 5 Unit Lecture</p> <p>Description: This course covers the four basic operations on real numbers and algebraic expressions. Topics include order of operations, graphing and solving linear and absolute value equations and inequalities, systems of linear equations, quadratic, variation, geometric, financial, polynomial, exponential, and logarithmic models. This course is designed for non-STEM majors. This is a new course proposal designed to facilitate acceleration of student completion of the basic skills sequence in preparation for college level course work.</p> <p>Justification: This is a new course proposal designed to facilitate acceleration of student completion of the basic skills sequence in preparation for college level course work.</p>	SU 18

MATH 88	NEW	<p>TITLE: Preparation for Elementary Statistics</p> <p>Prerequisite: MATH 80 with a minimum grade of C or equivalent</p> <p>Advisory: ENGL 85A or ENGL 85AC or ENGL 85E with a minimum grade of C</p> <p>UNITS: 4 Unit Lecture</p> <p>Description: An accelerated one-semester course to transfer-level Elementary Statistics covering core concepts from arithmetic, pre-algebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Topics include arithmetic and algebra skills needed to understand the concepts and formulas, solving and graphing linear equations, modeling with linear functions, and solving contextualized problems. This course is NOT intended for math, science, computer science, business, or engineering majors. Non-degree applicable.</p> <p>Justification: This is a new course proposal designed to facilitate acceleration of student completion of the basic skills sequence in preparation for college level course work.</p>	SU 18
ARTD-40A	CTE 2 Year	<p>Update Requisites on COR to include ENGL 85A, 85AC, or 85E</p> <p>Change Description</p> <p>Update Text</p>	SU 18
ARTD-40B	CTE 2 Year	<p>Update Requisites: Remove ART-15 advisory; Add ENGL 85A, 85AC, or 85E to COR</p> <p>Change Description</p> <p>Update Texts</p>	SU 18
ARTD-42A	CTE 2 Year	<p>Update Requisites: Remove ART-24A advisory; Add ENGL 85A, 85AC, or 85E to COR</p> <p>Change Description</p> <p>Update text and materials</p>	SU 18
ARTD 42B	CTE 2 Year	<p>Update Requisites on COR to include ENGL 85A, 85AC, or 85E</p> <p>Update Texts</p>	SU 18

ARTD 45B	CTE 2 Year	<p>Title Change: Animation II: Intermediate Web Design and Animation Update Requisites: Amend AOM 50A Advisory to include AOM 50A with a minimum grade of C Change Description Update Texts Keyboarding ability is strongly encouraged.</p>	SU 18
AOM 43	MOD.	Change Requisites: Removing Pre-requisite: AOM 60A; Removing Advisory: CPSC 30	SU 18
AOM 50C	NEW	<p>Title: Learn to Type Requisites: None Units: 1 Unit Lecture Description: This course teaches an introduction to the keyboard for non-typists.</p>	SU 18
AOM 50A	INACT.	Inactive pending approval of AOM 50C.	SU 18
AOM 50B	MOD.	<p>Title Change: Document Formatting Change Requisites: Remove READ 81 SLO Update Revise Course Outline Update Texts Title 5</p>	SU 18
AOM 51	INACT.	The course content is covered in AOM 50.	SU 18
AOM 30	MOD.	<p>Removing Co-list with CPSC 30 Title Change: Introduction to Computer Applications Revise Course Outline to reflect CILC removal Remove advisories: AOM 50A or AOM 50B and MATH 80 Add Advisories: ENGL 84E as <i>or</i> w/ENGL 84A (ENGL 84E or ENGL 84A)</p>	SU 18
AOM 53	MOD.	<p>Updated Requisites to remove CPSC 30 and replace with AOM 30 Revise Course Outline to remove CILC component</p>	SU 18

AOM 58A	NEW	<p>TITLE: Web Site Development</p> <p>Advisory: AOM 30</p> <p>Units: 2 Unit Lecture</p> <p>DISTANCE EDUCATION*</p> <p>Description: This is an introductory course in the planning, design and creation of a website.</p> <p>Justification: AOM 58 will replace AOM 58. The unit change required a new number.</p> <p>*Before this course can be offered as Distance Education, ACCJC must have approved the substantive change.</p>	SU 18
AOM 58	INACT.	Inactivate pending approval of AOM 58A.	SU 18
AOM 61	INACT.	Course Inactivation: Course has not been offered in several years.	SU 18
AOM 52C	NEW	<p>TITLE: Keyboarding Speed and Accuracy</p> <p>Advisory: Know the qwerty-enhanced keyboard and be able to key at least 22 wpm with 85% accuracy.</p> <p>Units: 1 Unit Lecture</p> <p>Description: This course is designed to increase keyboarding speed and accuracy through the use of individualized evaluation. The course helps bridge the speed gap between each level of keyboarding instruction. It is designed for the student who wishes to gain keyboarding speed and accuracy.</p> <p>Justification: AOM 52C will replace AOM 52A. The removal of lab content required a new number.</p>	SU 18
AOM 52A	INACT.	Inactivate pending approval of AOM 52C.	SU 18

AOM 56	MOD.	<p>Add Advisories: ENGL 84A or ENGL 84E</p> <p>Update text</p> <p>DISTANCE EDUCATION*</p> <p>*Before this course can be offered as Distance Education, ACCJC must have approved the substantive change.</p>	SU 18
AOM 59A	NEW	<p>TITLE: Medical Coding and Billing</p> <p>Requisites: None</p> <p>Units: 4 Units Lecture</p> <p>Description: This course will enable the student to develop a basic knowledge of the national diagnostic and procedural coding systems and to simplify the process of filing claim forms. The student will be introduced to the major medical insurance programs, reimbursement, privacy rules, HIPAA, basic understanding of legal and regulatory considerations. The student will be able to identify and define medical terminology and abbreviations used in the outpatient setting.</p> <p>Justification: The unit change required a new number.</p>	SU 18
AOM 59	INACT.	Inactivate pending approval of AOM 59A.	SU 18
CPSC 30	INACT.	Taught only by AOM program and is not required by the computer science program. The co-list is confusing to students.	SU 18
Administrative Medical Office Professional AA (05007.AA)	PROGRAM MOD.	<p>Update Description</p> <p>Update PLOs</p> <p>Update Courses</p> <p>Unit Change (New Unit Total: 23)</p>	SU 18
Administrative Medical Office Professional CT (05007.CT)	PROGRAM MOD.	<p>Update Description</p> <p>Update PLOs</p> <p>Update Courses</p> <p>Unit Change (New Unit Total: 23)</p> <p>Certificate Type Change: CL (Certificate requiring 18 to fewer than 30 semester units)</p>	SU 18

Administrative Office Professional AA (05008.AA)	PROGRAM MOD.	Update PLOs Update Courses Unit Change (New Unit Total: 19)	SU 18
Administrative Office Professional CT (05008.CT)	PROGRAM MOD.	Update PLOs Update Courses Unit Change (New Unit Total: 19)	SU 18

<p style="text-align: center;">PROGRAM OF STUDY</p> <p style="text-align: center;">Administrative Medical Office Professional (AA) A.A. Degree</p> <p>Refer to the general education requirements for specific information regarding general education, unit and scholarship requirements. Completion of the certificate program, in addition to the general education and district requirements, qualifies the student for an Associate in Arts Degree.</p> <p>Program Student Learning Outcomes</p> <p>A. Produce effective administrative documents by using computer applications.</p> <p>B. Apply correct medical billing and coding procedures.</p> <p>C. Understand the role of an administrative office professional.</p> <p>AOM 52A Keyboarding Speed and Accuracy1</p> <p>AOM 56 Office Procedures3</p> <p>AOM 30 Introduction To Computer Applications.....3</p> <p>AOM 50C Learn To Type1</p> <p>AOM 50B Document Formatting.....3</p> <p>AOM 43 Essentials of Business Communication.....3</p> <p>AOM 59A Medical Coding and Billing.....4</p> <p>AOM 58A Web Site Development.....2</p> <p>VIRT 51 Social Media.....3</p> <p style="text-align: right;">Total Units 23</p> <p style="text-align: center;">PROGRAM OF STUDY</p>	<p style="text-align: center;">PROGRAM OF STUDY</p> <p style="text-align: center;">Administrative Medical Office Professional (CL) Certificate of Achievement</p> <p>A Certificate of Achievement will be awarded upon the satisfactory completion of the 23-unit core courses listed below.</p> <p>Program Student Learning Outcomes</p> <p>A. Produce effective administrative documents by using computer applications.</p> <p>B. Apply correct medical billing and coding procedures.</p> <p>C. Understand the role of an administrative office professional.</p> <p>AOM 52A Keyboarding Speed and Accuracy1</p> <p>AOM 56 Office Procedures3</p> <p>AOM 30 Introduction To Computer Applications.....3</p> <p>AOM 50C Learn To Type1</p> <p>AOM 50B Document Formatting.....3</p> <p>AOM 43 Essentials of Business Communication.....3</p> <p>AOM 59A Medical Coding and Billing.....4</p> <p>AOM 58A Web Site Development.....2</p> <p>VIRT 51 Social Media.....3</p> <p style="text-align: right;">Total Units 23</p> <p style="text-align: center;">PROGRAM OF STUDY</p>
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Proposal Impact

MATH C Intermediate Algebra

Modified Course Proposal

Tina Akers-Porter

Courses

1. BIOL 04A *Active*
2. BIOL 18 *Active*
3. CHEM 02A *Pending*
4. CHEM 02A *Active*
5. CHEM 02B *Active*
6. CHEM 04A *Active*
7. CPSC 49 *Pending*
8. CPSC 01 *Active*
9. CPSC 06 *Active*
10. CPSC 14 *Active*
11. ENGR 14 *Active*
12. ENGR 30 *Active*
13. ENGR 49A-ZZ *Active*
14. GEOL 01 *Active*
15. MATH 10 *Pending*
16. MATH 10 *Active*
17. MATH 11 *Pending*
18. MATH 15 *Active*
19. MATH 15 *Pending*
20. MATH 17 *Inactive*
21. MATH 20A *Active*
22. MATH 20A *Pending*
23. MATH 20B *Active*
24. MATH 20B *Pending*
25. MATH 21 *Inactive*
26. MATH 25 *Active*
27. MATH 25 *Pending*
28. MATH 26 *Active*
29. MATH 26 *Pending*
30. MATH 27 *Pending*
31. MATH 49A *Inactive*
32. MATH 49B *Inactive*
33. MATH 49C *Inactive*
34. MATH 49D *Inactive*
35. MATH 49E *Inactive*
36. MATH 49F *Inactive*
37. MATH 59A *Inactive*
38. MATH 59B *Inactive*
39. MATH 59C *Inactive*
40. PSYC 05 *Active*
41. PSYC 06 *Pending*

- 42. RADT 13 *Active*
- 43. REGN 01 *Active*
- 44. REGN 15 *Active*
- 45. SONO 46A *Active*

Cross Listed Courses

Programs

- 1. Environmental Technologies (03301.AS) A.S. Degree *New Program*
- 2. Environmental Technologies (03301.AS) A.S. Degree *Program Inactivation*
- 3. Management Information Systems Certificate Certificate of Completion *New Program*
- 4. Nursing, Registered (AS) A.S. Degree *Program Modification*
- 5. Nursing, Registered (AS) A.S. Degree *Program Modification*
- 6. Nursing, Registered (AS) A.S. Degree *Program Modification*