



Curriculum Report Academic Senate DATE: August 29, 2013

COMMITTEES

CONTINUING EDUCATION	<i>Minutes: None</i>
DISTANCE LEARNING	<i>Minutes: April 23, 2013</i>
EDUCATIONAL DESIGN	<i>Minutes: June 4</i>
EDUCATIONAL DESIGN SUB-COMMITTEE FOR GENERAL EDUCATION AND TRANSFER ISSUES	<i>Minutes: None</i>
EQUIVALENCIES	<i>Minutes: None</i>
OUTCOMES	<i>Minutes: None</i>

CURRICULUM & INSTRUCTION COUNCIL

INFORMATION

1. New Fee-Based Offerings – Summer 2013: Commercial Food Equipment Repair Technician
2. List of courses due for 4-year review – Due October 31 (see attached)

CONSENT AGENDA: - C&I

1. Courses that are not degree applicable- C&I recommends that courses that are non-degree applicable may not be included on certificates or degrees as noted in our catalog. Faculty should use these courses as program or course prerequisites.
2. Equivalencies: Japanese and Arabic (See attached)
3. C&I Purpose and Function Statement (see attached)
4. Outcomes Committee Purpose and Function Statement (see attached)

ACTION AGENDA: - C&I

Overlap and duplication Policy (see attached)

EDUCATIONAL DESIGN COMMITTEE

INFORMATION

Courses that have to be arranged (TBA) hours have special requirements. This district has been notified through audit finding that the district is out of compliance. Faculty and chairs that have courses that include TBA hours will be contacted so that the Course Outline of Record can be updated for compliance.

1. The requirements for courses that include TBA is as follows (CCCO Memo, March 8, 2013)
2. The official course outline of record must include the number of TBA hours and specific instructional activities/learning outcomes for TBA hours expected of all students enrolled in the course.
3. The TBA hours must provide instruction that is not homework and the student work completed for TBA must be evaluated. In this regard, do not include within TBA hours unsupervised activities such as attendance at plays and concerts. Apportionment may not be claimed for such activities.
4. The TBA hours/week required for the course must be included in the published class schedule, whether printed, online, or an addenda to the original schedule.
5. The designated location for the TBA hours must be specified in a way that appropriately informs students.
6. All students enrolled in a course with TBA hours must be required to fulfill the hours and other conditions for TBA. Make sure that all student participation is documented.
7. TBA hours may not be claimed for apportionment under the auspices of individual student tutoring.
8. Colleges need to track student participation carefully and make sure that they do not claim apportionment for TBA hours for students who have documented zero hours of the census point for the particular course.

The following courses were reported as 4-year reviews but should have been reported as Modified courses.

<u>Modified Courses</u>	<u>Course Title</u>	
AGOR 29	Ornamental Plants – Herbaceous	from 010910 to 010900
AGLI 34	Livestock Judging and Selection	from 010210 to 010200
HT 1	Introduction to Histotechnology	from 043000 to 120500
KIN 85	Fitness Specialist Work Experience	from D to C
LIT 15	Introduction to Cinema	from 150400 to 150100
PLGL 50	Comparative Law	from 050600 to 140200
RESL 58	Neonatal Intensive Care	from B to C

CONSENT AGENDA: - 4 –YEAR REVIEW

AGLI 34 Livestock Judging and Selection
AGOR 4 Park Management
AGOR 5 Park Facilities
AGOR 72 Landscape Hardscape Applications
AMLA 41W American Language Basic Writing
BIOL 8 Cell and Molecular Biology
BUSL 19 Advanced Business Law
BUSL 20 International Business Law
BUSR 55 Real Estate Economics
BUSR 59 Real Estate Property Management
CHLD 82 Advocacy in Child Development
DNCE 28 Theater Dance I
FIRE 10 Arson and Fire Investigation
FIRE 11 Fire Apparatus and Equipment
KIN 41 Techniques of Teaching Weight Training
KINI 18B Golf - Intermediate
PHOT 1 Laboratory Studies: Black and White Photography
PLGL 36 Paralegal Internship
PLGL 39 Contract Law
PLGL 43 Wills and Trusts
PLGL 45 Creditors' Rights
PLGL 48 Criminal Law and Procedures
PLGL 50 Comparative Law

CONSENT AGENDA: DELETED COURSES

THTR 62 Advanced Acting Scenework

CONSENT AGENDA: MODIFIED CERTIFICATES

Radio Broadcasting: Behind the Scenes

- R-TV 11B - Advanced Radio Production (3.00 units) is moved from required courses to required electives.
- R-TV 95 - Campus Radio Station Operations (1.50 units) is added to required courses.
- R-TV 26 - Current Issues in Entertainment Law (3.00 units) is removed from required electives
- R-TV 33 - Radio Show Producer Techniques and Procedures (3.00 units) is removed from required electives
- R-TV 05 - Radio-TV Newswriting (3.00 units) is added to required electives
- R-TV 06 - Broadcast Traffic Reporting (1.50 units) is added to required electives
- R-TV 17 - Internet Radio and Podcasting (3.00 units) is added to required electives
- R-TV 35 - Pop Culture in the Media (3.00 units) is added to required electives
- R-TV 101 - Work Experience in Broadcast Entertainment (1.00 units) is added to required electives.

Radio Broadcasting: Behind the Scenes – Level III

- R-TV 11B - Advanced Radio Production (3.00 units) is moved from required courses to required electives.
 - R-TV 17 - Internet Radio and Podcasting (3.00 units) is added to required courses.
 - R-TV 95 - Campus Radio Station Operations (1.50 units) is added to required courses.
 - R-TV 05 - Radio-TV Newswriting (3.00 units) is added to required electives.
 - R-TV 12 - Commercial Copywriting (3.00 units) is removed from required electives.
 - R-TV 26 - Current Issues in Entertainment Law (3.00 units) is removed from required electives.
 - R-TV 33 - Radio Show Producer Techniques and Procedures (3.00 units) is removed from required electives.
 - R-TV 35 - Pop Culture in the Media (3.00 units) is added to required electives.
 - R-TV 101 - Work Experience in Broadcast Entertainment (1.00 units) is added to required electives
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SUBMISSION DATES

New courses and modifications to courses are due on 31 May 2014 for the 2015-16 catalog. New courses and modifications to courses submitted between June 1, 2013 and May 31, 2014 are guaranteed to receive an EDC review by the end of Fall 2014.

Degrees and certificates are due by May 31 for the 2015-16 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for T5 compliance). Degrees and certificates submitted between June 1, 2013 and May 31, 2014 are guaranteed to receive an EDC review by the end of Fall 2014.

Modifications include changes to:

Course ID	Prerequisites, corequisites, and advisories
Course Title	Certificate, degrees, and majors
Catalog Description	General Education Requirements/ GE Status
Units and hours	Articulation
Repeatability	Instructional Type (Lecture, Lab, Lecture and Lab Combination, or Activity)
SAM Code changes	Top Code Changes

4-year reviews are due by 31 October 2013

WEBCMS STAGE INFORMATION

Website: <http://webcms.mtsac.edu/webcms/>

Stage 1: Course Author

Stage 2: Department Chair review

Stage 3: Division Dean/Associate Dean review

Stage 4: Not active in WebCMS

Stage 5: Prescreen/pre-EDC review - results in course being forwarded to the EDC agenda or returned to Stage 1

Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires a second EDC review)

Stage 7: Course is ready for implementation (new courses and modifications require Senate approval, BOT approval, and Chancellor's Office approval before they may be implemented)

CURRICULUM CONTACTS

Michelle Grimes Hillman, Curriculum Liaison: mhillman@mtsac.edu (X3394)

Michelle S. K. Sampat, Assistant Curriculum Liaison: msampat@mtsac.edu (X4486)

Jamaika Fowler, Articulation Officer: jfowler@mtsac.edu (X5682)

Irene Inouye, Curriculum Specialist: iinouye@mtsac.edu (X5412)

Terri Long, Dean of Instruction: tlong@mtsac.edu (X5429)