



**SKYLINE COLLEGE ACADEMIC SENATE
CURRICULUM COMMITTEE MINUTES**

DATE: January 31, 2018

PRESENT: Curriculum Committee

Janelle Barbier, Science/Math/Technology
Kim Davalos, Student Services
Jacqueline Escobar, Student Services
Kathleen Feinblum, Language Arts
Jessica Hurlless, Co-Chair, Language Arts
Lorna Jones, Global Learning Programs & Services
Poh Kim Lim, Academic Support & Learning Technologies
Jude Navari, Social Science/Creative Arts
Cassidy Ryan, Business, Education and Professional Programs
John Ulloa, Social Science/Creative Arts
Adam Windham, Co-Chair, Science/Math/Technology
Hellen Zhang, Business, Education and Professional Programs

Ex Officio

Marianne Beck, Articulation Officer
Christopher Collins, Distance Education Liaison
Adriana Johnston, Classified Senate Representative

ABSENT: Luis Escobar, Jan Fosberg, Margarita Jimenez, William Minnich, Jennifer Taylor-Mendoza

GUESTS: Steve Aurilio, A.J. Bates, Tom Broxholm, Zach Bruno, Christine Case, Rika Fabian, Safiyah Forbes, Zaid Ghori, Chris Gibson, David Hasson, Ray Hernandez, Tammy Robinson, Erinn Struss

Co-Chair Adam Windham called the meeting to order at 2:11 pm.

Co-Chair Windham explained that there were a few modifications to the order of agenda items for the meeting. SOSC 879SA and the Associate in Arts in Sociology for Transfer (AA-T) will be moved to the end of the agenda to allow the course author to be present for the discussion. In addition, the Kinesiology/Athletics and Dance Division has requested to table the memo regarding Dance course banking until they can review which of the listed courses might be deleted rather than banked.

I. Minutes of December 6, 2017

- Accepted the minutes of the December 6, 2017 meeting pending minor revisions as noted by committee members.

II. Language Arts Division

A. Course Banking

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	ESOL 851	High-Beginning ESL Listening and Speaking	Leigh Anne Shaw	Fall 2018	<p>Language Arts coordinator Chris Gibson explained that ESL courses at the beginning level are now offered at the Adult School; therefore ESOL 851 is not currently being offered at Skyline. ESOL Professor Erinn Struss added that in the event the Adult School situation changes, there may be reason to reactivate the course, so the department does not want to delete it at this time.</p> <p>Co-Chair Windham stated that after two years of banked status, the department will need to revisit the course in order to determine whether it will be reactivated or permanently deleted.</p> <ul style="list-style-type: none"> ▪ Accepted the banking of ESOL 851 effective Fall 2018.

III. Social Science/Creative Arts

A. New Course with Distance Education

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	SOSC 879SA	Global Identity and Professional Development	Rika Fabian	Summer 2018	<p>Sociology Professor Rika Fabian presented experimental course SOSC 879SA. She said that she had spoken with Co-Chair Windham in advance of the meeting regarding the prerequisite for the course, and upon speaking with Special International Programs Director Zaid Ghori, Professor Fabian said that the Global Internship Program is open to students regardless of residency status.</p> <ul style="list-style-type: none"> ▪ Accepted the prerequisite for SOSC 879SA (<i>Admission into the Global Internship Program</i>). ▪ Accepted SOSC 879SA to be offered in the distance education mode effective Summer 2018. ▪ Accepted SOSC 879SA effective Summer 2018.

B. Course Modifications

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	HIST 108	Survey of American History	Christopher Collins	Fall 2018	<p>Adjunct History Professor Christopher Collins presented the modifications to HIST 108. He said the course is being modified to add the Distance Education delivery mode. He added that there is also an initiative set forth by the State Chancellor's Office called OER (Open Educational Resources), and that OER have been included in this course modification.</p> <p>Co-Chair Hurless asked Professor Collins whether all of the lecture content can be taught in a three-unit course, and Professor Collins confirmed that he has done so in the past and it is possible.</p> <ul style="list-style-type: none"> ▪ Accepted the recommended preparation for HIST 108 (<i>Eligibility for ENGL 100 or ENGL 105, or equivalent</i>). ▪ Accepted HIST 108 to be offered in the Distance Education mode of delivery effective Fall 2018.

					<ul style="list-style-type: none"> Accepted the modifications to HIST 108 (<i>catalog description, SLOs, specific instructional objectives, lecture content, representative methods of instruction, representative assignments, and representative texts</i>) effective Fall 2018.
2	MUS. 250	World Music	Jude Navari	Fall 2018	<p>Music Professor Jude Navari presented the modifications to MUS. 250. He explained that the course is being modified in accordance with the Comprehensive Program Review process, and the course outline has been updated to remove geographic areas of music and rather reflect different genres.</p> <p>Librarian Poh Kim Lim noticed that the country “India” was listed under “Music of Southeast Asia,” and it is not technically a part of Southeast Asia. Co-Chair Windham said that he would work with Curriculum and Instructional Systems Specialist Maria Norris to fix this so that it reads correctly on the Course Outline of Record.</p> <ul style="list-style-type: none"> Accepted the modifications to MUS. 250 (<i>catalog description, SLOs, lecture content, representative assignments, representative methods of evaluation, and representative texts</i>) effective Fall 2018.
3	MUS. 501	Studio Lessons I (Applied Music I)	Zachary Bruno	Fall 2018	<p>Music Professor Zach Bruno presented the modifications to MUS. 501 – MUS. 504. He said that these courses are essentially leveled in a manner that allows students to continue to develop their skills at each level. He added that these courses are most often taken by Music majors and match the C-ID for the Music AA-T Degree. Additionally, he said that these courses are comparable to those offered at CSU/UC campuses.</p> <p>Professor Bruno said that he was adding TBA hours to this course and was given a rough TBA hours estimate by CurricUNET. Curriculum and Instructional Systems Specialist Norris said that this could be changed to 8-9 hours/semester. The catalog description for each course in the series will also be modified to reflect this change.</p> <ul style="list-style-type: none"> Accepted the modifications to MUS. 501 (<i>TBA hours, catalog</i>

					<i>description, SLOs, lecture content, representative assignment, and representative texts</i>) effective Fall 2018.
4	MUS. 502	Studio Lessons II (Applied Music II)	Zachary Bruno	Fall 2018	<ul style="list-style-type: none"> Accepted the modifications to MUS. 502 (<i>TBA hours, catalog description, SLOs, lecture content, representative assignments, and representative texts</i>) effective Fall 2018.
5	MUS. 503	Studio Lessons III (Applied Music III)	Zachary Bruno	Fall 2018	<ul style="list-style-type: none"> Accepted the modifications to MUS. 503 (<i>TBA hours, catalog description, SLOs, lecture content, representative assignments, and representative texts</i>) effective Fall 2018.
6	MUS. 504	Studio Lessons IV (Applied Music IV)	Zachary	Fall 2018	<ul style="list-style-type: none"> Accepted the modifications to MUS. 504 (<i>TBA hours, catalog description, SLOs, lecture content, representative assignments, and representative texts</i>) effective Fall 2018.

C. Course Banking

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	ADMJ 135	Narcotics and Special Investigations	Steve Aurilio	Fall 2018	<p>Administration of Justice Professor Steve Aurilio presented the proposed banking of ADMJ 135, ADMJ 180 and ADMJ 205. Professor Aurilio said that ADMJ 135 could potentially be reactivated, but he said that ADMJ 180 and ADMJ 200 could be deleted rather than banked since their content has been included in other active courses.</p> <p>Curriculum and Instructional Systems Specialist Norris said that ADMJ 205 was actually already in banked status, which further solidifies it as a good candidate for deletion.</p> <p>Professor Aurilio said that ADMJ 180 was taught by a faculty member who specialized in fingerprinting and criminal identification. The faculty member is no longer working for Skyline College, and the main course content has been included in other</p>

					Administration of Justice courses. The Social Science/Creative Arts Division will submit a revised memo to reflect the course deletions. <ul style="list-style-type: none"> Accepted the banking of ADMJ 135 effective Fall 2018.
2	ADMJ 180	Criminal Identification	Steve Aurilio	Fall 2018	<ul style="list-style-type: none"> Accepted the deletion of ADMJ 180 effective Fall 2018.
3	ADMJ 205	Judicial Process in California	Steve Aurilio	Fall 2018	<ul style="list-style-type: none"> Accepted the deletion of ADMJ 205 effective Fall 2018.

D. New Program

Associate in Arts in Sociology for Transfer (AA-T)

Sociology Professor Rika Fabian presented the AA-T Degree in Sociology. Since this has numerous cross-listed courses with the Social Justice AA-T Degree, this degree will be beneficial to students. Co-Chair Hurlless said that it gives her some anxiety to be offering a Sociology degree in which a core course was cancelled during the current term and wants to ensure that students are able to attain this degree if they are pursuing it.

Co-Chair Windham noted that the career opportunities listed “private sector, government, and non-profit organizations” seems to encompass most careers, but Professor Fabian said that this is the truth from the American Sociology Association.

- Accepted the Associate in Arts in Sociology for Transfer.

IV. Global Learning Programs and Services Division

A. New Course

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	IBUS 104	Principles of Customs	Fatima Guadamuz-	Fall 2018	Interim CITD Director Dr. Lorna Jones presented this course. This is a part of the Customs Broker entry-level certificate. This course

		Compliance	Cabral	<p>expounds upon the content in IBUS 102 and IBUS 103 and further develops students' skills.</p> <p>Dean Tammy Robinson confirmed with Dr. Jones regarding this course not needing a prerequisite. Dr. Jones confirmed that a student could take this course and be successful without completing other IBUS courses.</p> <p>Co-Chair Windham recommended rephrasing of Specific Instructional Objective F (eliminate the second sentence to simply read "Explain the Automated Broker Interface (ABI)".)</p> <p>Co-Chair Windham asked about the representative assignment "write up a 2-3 page report justifying class project" to explain the length and frequency of the assignment.</p> <p>Articulation Officer Marianne Beck added that she would check on the transferability of this course and report back to make sure that it is accurate.</p> <ul style="list-style-type: none"> ▪ Accepted the recommended preparation for IBUS 104 (<i>Eligibility for ENGL 846 or ESOL 400, or equivalent; and satisfactory completion of, or concurrent enrollment in ADMJ 100 or equivalent</i>). ▪ Provisionally accepted IBUS 104 (pending the revision to the length and frequency of the final assignment as well as confirmation of transferability) effective Fall 2018.
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V. Business, Education and Professional Programs Division

A. New Course

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	COSM 705	Cosmetology Business and Salon Experience	Cassidy Ryan	Fall 2018	Cosmetology Coordinator Cassidy Ryan presented COSM 705, and explained that the course was also presented at the December 6 th meeting, but the lecture content has since been bolstered at the

					<p>request of the committee and now reflects items that were missing in the previous iteration of the Course Outline of Record.</p> <ul style="list-style-type: none"> ▪ Accepted prerequisite for COSM 705 (<i>COSM 701, and COSM 702 and COSM 703 or equivalent</i>). ▪ Accepted COSM 705 effective Fall 2018.
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B. Course Banking

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	AUTO 761/861	Automotive Brakes II	Thomas Broxholm	Fall 2018	<p>Automotive Program Director Thomas Broxholm said that these courses have failed to run the past few times they were intended to be offered, so the department will need to take a look at whether these courses should be deleted or if they should be modified to increase student enrollment in the courses so that they may run.</p> <ul style="list-style-type: none"> ▪ Accepted the course banking of AUTO 761/861 and AUTO 781/881.
2	AUTO 781/881	Electrical III	Thomas Broxholm	Fall 2018	

VI. Science, Mathematics, Technology Division

A. New Courses

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	MATH 800	Just-In-Time Support for Elementary Probability & Statistics	Ching-Yi (Miranda) Wang	Fall 2018	<p>Math Professor David Hasson presented this course. He said that the curriculum from MATH 190 has been merged with MATH 200 to shift remediation in order to increase chances that students are passing their pre-transfer-level math.</p> <p>Professor Hernandez said that he feels that the Pass/No Pass better serves students since Pass/No Pass does not affect the GPA of a student. Counselor Escobar confirmed that this is accurate from a counseling perspective.</p>

					<p>Counselor Escobar asked if Financial Aid requirements would be met and Professor Hasson said that he felt this follows the LSKL-model.</p> <p>Co-Chair Windham said that if you take MATH 800, you must take MATH 200. Professor Hasson confirmed that. He also asked if you must take MATH 800 if you enroll in MATH 200 and Professor Hasson said no.</p> <p>Dean Hernandez said that this will be scheduled so that sections are not cancelled.</p> <ul style="list-style-type: none"> ▪ Accepted the corequisite for MATH 800 (<i>MATH 200</i>). ▪ Accepted MATH 800 effective Fall 2018.
2	MATH 841	Just-In-Time Support for Applied Calculus I	David Hasson	Fall 2018	<p>Professor Hasson said that this is very similar to the Statistics course detailed above, in that it provides supplemental resources for students while they are enrolled in the required parent course. This is also designed for students who place one level below transfer-level courses.</p> <p>Counselor Escobar said that she feels it would be more helpful for students to be helped with "... their graphing and beginning algebra skills," whom she feels would be prepared for Calculus.</p> <p>English Professor Kathleen Feinblum said that similar courses in the English department have been very successful at helping students reach transfer-level courses quickly and efficiently.</p> <p>Co-Chair Windham said that the catalog description does in fact indicate that this is for students who need to review intermediate algebra concepts that were listed after.</p> <p>Co-Chair Hurless suggested that this be looked at in a different light, in that it is a supplement to a Calculus course that includes additional support for those students who are in need of the additional reinforcement.</p> <p>Professor Hasson said that because these courses are hard-linked, he</p>

					<p>can use this pedagogical approach. He said that he would be working with the Counseling department to ensure that students are placed into the correct courses and that there is a general understanding. Dean Hernandez also said that the consistency across the District campuses right now is helpful.</p> <p>Co-Chair Windham asked if this would only be evaluated based upon Class Participation, but Dean Hernandez reminded Professor Hasson that not all of the methods needed to be used and he said that they could be re-added. Co-Chair Hurlless also noted that there were some methods of instruction items that looked more like methods of evaluation. Maria agreed to make the change.</p> <p>In the representative methods of instruction section, activity will be added.</p> <ul style="list-style-type: none"> ▪ Accepted the corequisite for MATH 841 (<i>MATH 241</i>). ▪ Accepted MATH 841 effective Fall 2018.
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B. Course Modifications

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	BIOL 250	Human Anatomy	Christine Case	Fall 2018	<p>Biology Professor Christine Case said that the main reason for this course modification was to modify the prerequisite so that prerequisite checking can take place across the entire district. A few other modifications were made in the process.</p> <ul style="list-style-type: none"> ▪ Accepted the prerequisite for BIOL 250 (<i>BIOL 100 (taken at Cañada or CSM), or BIOL 101, or BIOL 110 or BIOL 130 or equivalent.</i>) ▪ Accepted the modifications to BIOL 250 (<i>prerequisite, course designation, catalog description, SLOs, specific instructional objectives, representative assignments, representative methods of evaluation, and representative texts</i>) effective Fall 2018.

2	CHEM 410	Chemistry for Health Science	Safiyyah Forbes	Fall 2018	<p>Chemistry Professor Safiyyah Forbes said that this course has been modified to include the possibility of offering the course as a hybrid so that students may complete the lecture portion of the course via Distance Education online, while still coming to Skyline College campus to fulfill the lab portion of the course and use the laboratory materials.</p> <p>This will also be of assistance to the campus during construction, since there will be less stress placed on the lecture locations for this particular course.</p> <ul style="list-style-type: none"> ▪ Accepted the prerequisite course for CHEM 410 (<i>MATH 110 with a minimum grade of C or appropriate placement test scores and other measures as appropriate, or equivalent</i>) effective Fall 2018 ▪ Accepted the recommended preparation for CHEM 410 (<i>Eligibility for ENGL 846 or ESOL 400, or equivalent</i>). ▪ Accepted CHEM 410 to be offered in the Distance Education mode of delivery effective Fall 2018. ▪ Accepted the modifications to CHEM 410 (<i>catalog description, SLOs, lecture content, representative methods of instruction, and representative texts</i>) effective Fall 2018.
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C. Course Banking

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	MATH 268	Discrete Mathematics for Computer Science	David Hasson	Fall 2018	<p>Dean Hernandez said that this was cross-listed with Computer Science, but upon further investigation, it was noted that state requirements for the MATH and COMP are different at the C-ID level.</p> <ul style="list-style-type: none"> ▪ Accepted the banking of MATH 268 effective Fall 2018.

D. New Program

Chemistry Professor A.J. Bates presented the proposed Associate in Science Degree in Chemistry indicating that, unfortunately, an AS-T in Chemistry is not yet feasible at Skyline College in 60 total units. Professor Bates said that 20 core units in Chemistry are necessary, while 10 units must be selected from listed electives.

Co-Chair Windham said that 1-unit supplemental courses were previously developed for students seeking to transfer to campuses such as UC Davis that require a certain level of mastery.

Dean Hernandez said that when Articulation Officer Marianne Beck did her research, it became a bit confusing since different UC campuses seem to have slightly different entry requirements.

Counselor Escobar said that including a note in the program description that advises students to meet with a counselor in order to determine appropriate coursework based on the student's intended transfer institution would be of a great help to students. Co-Chair Windham agreed and said that a statement from the Biology program will be copied over almost verbatim in order to ensure that students are seeing a counselor to determine which electives they should complete.

- Accepted the Associate of Science Degree in Chemistry.

VII. Kinesiology, Athletics and Dance Division

A. Course Banking

Item #	Course #	Course Title	Submitted by	Effective Term	Discussion/Outcome
1	DANC 125.1	Salsa I	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 125.1 until the February 7 meeting.
2	DANC 125.2	Salsa II	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 125.2 until the February 7 meeting.
3	DANC 125.3	Salsa III	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 125.3 until the February 7 meeting.
4	DANC 125.4	Salsa IV	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 125.4 until the February 7 meeting.
5	DANC 165	Tango Performance Improvisation	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 165 until the February 7 meeting.

6	DANC 166	Tango de la Guardia Vieja	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 166 until the February 7 meeting.
7	DANC 167	Swing Dance I	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 167 until the February 7 meeting.
8	DANC 168	Swing Dance II	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 168 until the February 7 meeting.
9	DANC 169	Swing Dance III	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 169 until the February 7 meeting.
10	DANC 172.1	Classical Chinese Dance I	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 172.1 until the February 7 meeting.
11	DANC 172.2	Classical Chinese Dance II	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 172.2 until the February 7 meeting.
12	DANC 172.3	Classical Chinese Dance III	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 172.3 until the February 7 meeting.
13	DANC 172.4	Classical Chinese Dance IV	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 172.4 until the February 7 meeting.
14	DANC 260	Tango Teacher Training	Amber Steele	Fall 2018	<ul style="list-style-type: none"> ▪ Tabled the banking of DANC 260 until the February 7 meeting.

VIII. Honors Transfer Program Update

- Tabled the Honors Transfer Program update to the February 7, 2018 Curriculum Committee meeting.

IX. SPOL Prompts for Comprehensive Program Review

Co-Chair Windham explained that because Comprehensive Program Review is currently under the purview of the Curriculum Committee, the SPOL prompts should be formally approved before the Academic Senate meeting on February 1, 2018. Co-Chair

Windham asked the committee members to quickly review the prompts if they had not yet had an opportunity to do so.

- Accepted the SPOL Prompts for Comprehensive Program Review as presented.

X. Academic Senate Resolution to Relocate Comprehensive Program Review

Co-Chair Windham presented a document that he and Co-Chair Jessica Hurless had prepared detailing the reasons that the Comprehensive Program Review process should be administered by a different committee. He noted that since the Curriculum Committee's focus is on course and program approval, there are overarching outcomes of Comprehensive Program Review, such as resource allocation and strategic planning, which are not under the purview of the Curriculum Committee.

- Accepted the resolution, which will be presented to Academic Senate on February 1, to relocate responsibility for the Comprehensive Program Review process to the Strategic Planning and Resource Allocation Committee (SPARC) effective immediately (2017-2018 review cycle).

XI. Other

Co-Chair Windham noted that John Ulloa was not able to keep his appointment to the Vice President of Instruction screening committee because of conflicting commitments and announced that Professor Nick Kapp will now be representing the Curriculum Committee on the screening committee. Co-Chair Windham stressed that Professor Kapp will be the voice of the Curriculum Committee on the screening committee and encouraged the members to direct any questions or concerns to him.

XII. Adjourn

Co-Chair Windham adjourned the meeting at 4:23 pm.