



**SKYLINE COLLEGE ACADEMIC SENATE  
CURRICULUM COMMITTEE MINUTES  
ZOOM MEETING**

**DATE:** February 2, 2022

**PRESENT:** Curriculum Committee

Tammy Calderon, Business, Education and Professional Programs  
Jacquie Escobar, Counseling  
Emilie Hein, Science, Technology, Engineering & Mathematics  
Jessica Hurless, Chair, Language Arts  
Alpha Lewis, Global Learning Programs and Services  
Poh Kim Lim, Academic Support & Learning Technologies  
Melissa Matthews, Counseling/Student Equity & Support Programs  
Susanne Schubert, Science, Technology, Engineering & Mathematics  
Erinn Struss, Language Arts  
Sanjyot (Pia) Walawalkar, Academic Support & Learning Technologies  
Christopher Watters, Kinesiology, Athletics and Dance  
Ronda Wimmer, Business, Education and Professional Programs  
James Wong, Social Sciences/Creative Arts

Ex Officio

Marianne Beck, Articulation Officer  
Adriana Johnston, Classified Senate Representative  
Danni Redding Lapuz, Interim Vice President of Instruction

Maria Norris, Staff Support, Curriculum and Instructional Systems Specialist  
Sherrie Prasad, Staff Support, Executive Assistant

**ABSENT:** Tony Brunicardi, Christopher Collins, Luis Escobar, Shannon Hoang,  
William Minnich, Arthur Takayama

**GUESTS:** Carina Anttila-Suarez, Alice Erskine, Carla Grandy, Michael Kane, Kelly Li,  
Soledad McCarthy, Nicole Porter, Madeline Wiest, Katy Zarur

Chair Jessica Hurless convened the meeting at 2:12 pm.

**I. Approval of Minutes: December 15, 2021**

The minutes of the December 15, 2021 meeting was accepted as submitted.

**II. Consent Agenda**

**a. Brown Act Resolution – February 2022**

Chair Hurless motioned to pass the Brown Act Resolution for February 2022 to continue meetings via Zoom for the month of February while the state of emergency persists. The resolution passed unanimously.

**b. Course Modifications**

ANST 425 – Anesthesia Technology Clinical Experience I

- Accepted the modified course proposal for ANST 425 (*Reviewed for Comprehensive Program Review and no updates required*) effective Fall 2022.

ASTR 100 – Introduction to Astronomy

- Accepted the modifications to ASTR 100 (*Lecture Content Revision, Objectives Revision, Student Learning Outcomes Revision, and Textbooks Revision*) effective Fall 2022.

ASTR 101 – Astronomy Laboratory

- Accepted the modifications to ASTR 101 (*Student Learning Outcomes Revision and Textbooks Revision*) effective Fall 2022.

**III. Business, Education and Professional Programs Division**

**a. New Courses with Distance Education**

AUTO 667SA – 2023 Smog Check Update

Business, Education and Professional Programs Dean Michael Kane presented AUTO 667SA explaining that this short course is updated every two years in order that Smog Check Technicians can be qualified to renew their Repair Licenses. He further explained the distance education mode

of delivery has been included and that the language and requirements from the State have been updated.

- Accepted AUTO 667SA effective Fall 2022.
- Accepted AUTO 667SA to be offered in the distance education mode of delivery effective Fall 2022.

#### WELL 709 – Aromatherapy Principles and Applications

Wellness Professor Ronda Wimmer presented WELL 709 explaining that this is a core course associated with certificates in development. The goal with the certificate is to meet both National Assoc. of Holistic Aromatherapy and the Alliance of International Aromatherapy requirements. This course reflects these requirements.

Counseling Professor Jacquie Escobar asked about the difference between WELL 707 and WELL 709. Professor Wimmer replied the difference between 707 & 709 - 709 has additional herbs and chemical make-up, review of A & P for the systems, and business which is not covered in 707. She added that anyone can take these classes which includes those who want the Aromatherapy Certificate and those who want to learn more about aromatherapy.

- Accepted the recommended preparation for WELL 709 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted WELL 709 effective Fall 2022.
- Accepted WELL 709 to be offered in the distance education mode of delivery effective Fall 2022.

#### WELL 743 – Holistic Nutrition and Functional Foods

Professor Wimmer presented WELL 743 explaining that this is a core course associated with certificates in development and will address nutrition and functional foods for optimal health.

- Accepted the recommended preparation for WELL 743 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted WELL 743 effective Fall 2022.
- Accepted WELL 743 to be offered in the distance education mode of delivery effective Fall 2022.

### **b. Course Modification**

WELL 703 – Holistic Health Science

Professor Wimmer presented the modifications to WELL 703 explaining that the changes reflect the addition of holistic and integrative health content, and massage therapy content has been removed which decreased the requirements and had brought WELL 703 down from 4 units to 3. She added that an Open Educational Resource textbook was not added because the print textbook is more relevant.

Professor Wimmer noted that the title should read Holistic/Integrative Health Science. Chair Hurless replied that she will make the update to the title in CurricUNET and added that if WELL 703 is part of any degree or certificate, the title and unit change will need to be reflected on the program via a program modification. Professor Wimmer replied that WELL 703 is not part of any current certificate, and she will be bringing the new certificate for approval.

- Accepted the modifications to WELL 703 (*Catalog Description Revision, Content Review Revision, Hours (Lecture and/or Lab) Revision, Lecture Content Revision, Method of Evaluation Revision, Objectives Revision, Representative Assignments Revision, Schedule Description Revision, Student Learning Outcomes Revision, Textbooks Revision, Title Revision, TOP Code Revision, and Units Revision*) effective Fall 2022.

**c. Course Deletion**

BUS. 162 – Money Talks: Personal Finance

Business Professor Soledad McCarthy presented the request to delete BUS. 162 explaining that BUS. 113 – Personal Finance, which aligns with College of San Mateo and Cañada College, is now being offered.

Chair Hurless reminded Professor McCarthy that if BUS. 162 is on any degree or certificate, the updated program will need to be brought to Curriculum Committee via the program modification process.

- Accepted the deletion of BUS. 162 effective Fall 2022.

**d. New Program**

Aromatherapy: Essential Oils for Health and Well-Being Skills Certificate

Professor Wimmer presented the Aromatherapy: Essential Oils for Health and Well-Being Skills Certificate explaining that this is a first-level

certificate for individuals who already have a license and practice and want to expand into an Aromatherapy business or license. She added that this certificate was developed in response to student surveys and a recommendation from the Advisory Board.

It was suggested that under Career Opportunities there should be a distinction between the careers for which the certificate would directly qualify a student and those that expand the skill sets of current professionals. Professor Wimmer replied that she had some technical issues in separating the second sentence under Career Opportunities. Curriculum and Instructional Systems Specialist Maria Norris offered to separate the sentence in CurricUNET but noted that the change might show up in the Catalog but not on the program outline report in CurricUNET. Chair Hurless suggested if the sentence cannot be separated in CurricUNET, it could be moved to under the program description.

Professor Escobar suggested adding a note to this and other skills/career certificates: “This certificate is not transcribed and is not eligible for financial aid.”

- Accepted the Aromatherapy: Essential Oils for Health and Well-Being Skills Certificate, effective Fall 2022.

#### IV. Social Science/Creative Arts Division

##### a. Course Modification

###### ART 105 – Asian Art and Architecture

Art Professor Kathy Zarur presented the modifications to ART 105 explaining that the course outline of record has been updated reflecting a title change, adding an OER textbook, and removing outdated and antiquated language. She mentioned that she consulted with both College of San Mateo and Cañada College on the title change.

Chair Hurless added that College of San Mateo is currently modifying their ART 105 title and that Cañada College does not object to the title change but may not have the time to update the course for 2022-2023 given the deadlines related to their program modifications.

- Accepted the modifications to ART 105 (*Catalog Description Revision, Content Review Revision, Distance Education Revision, Lecture Content Revision, Objectives Revision, Student Learning Outcomes Revision, Textbooks Revision, and Title Revision*) effective Fall 2022.

**V. Science, Technology, Engineering and Mathematics Division****a. Course Modifications with New Distance Education**ANST 415 – Anesthesia Pharmacology

Surgical Technology Professor Alice Erskine presented the modifications to ANST 415 explaining that Anesthesia Technology is going through Comprehensive Program Review and the recommended preparation has been added.

Professor Escobar noted that there is a prerequisite of MATH 110 to enter the Anesthesia Technology program, and the recommended preparation for ANST 415 states MATH 110. It was suggested that the recommended preparation should be removed, including the recommended preparation for English eligibility, because both are prerequisites to enter the program. Professor Erskine agreed with the removal of the recommended preparations, and Ms. Norris offered to remove them from CurricUNET.

- Accepted ANST 415 to be offered in the distance education mode of delivery effective Fall 2022.
- Accepted the modifications to ANST 415 (*Distance Education Addition, Objectives Revision, and Textbooks Revision*) effective Fall 2022.

SURG 445 – Introduction to Central Service Technology

Professor Erskine presented the modifications to SURG 445 explaining that Surgical Technology is going through Comprehensive Program Review and the course outline of record has been updated.

Chair Hurless requested clarification on how SURG 445 would be offered in an online vs. face to face format. Professor Erskine responded that it is better to offer SURG 445 in an in-person format because students can learn to operate an instrument or equipment hands-on and also practice sterilization, disinfection and decontamination of equipment. She added that the instructor can make accommodations online by providing pictures and videos where students can learn about the instruments and equipment. She further explained that the next course in the sequence is a lab that does not practice sterilization, disinfection and decontamination. Dean of Science, Technology, Engineering and Mathematics Carla Grandy shared that the instructor teaching SURG 445 this spring is not local, and at this time during the pandemic it is difficult to find faculty in Allied Health

since they are busy in clinical settings.

Interim Vice President of Instruction Danni Redding Lapuz noted that it is important to value the faculty's opinion, and students in this cohort are part of a much needed profession. She suggested that the distance education mode of delivery be approved so that the students in the cohort can continue with the program. She also suggested looking at resources such as simulation programs and reaching out to potential instructors. Professor Erskine replied that online resources are not adequate, but she understands the need to adapt and she's willing to look into options and other resources for the students.

Chair Hurless suggested adding a statement on the DE Addendum that SURG 445 should be offered in the face-to face-modality, and online students will be offered a lab simulation program.

- Accepted the removal of recommended preparation for SURG 445 (*Eligibility for ENGL 846 or ESOL 400, or equivalent*) effective Fall 2022.
- Accepted the addition of a prerequisite for SURG 445 (*Admission to the Central Service Technology with Clinical Practice Program*) effective Fall 2022.
- Accepted SURG 445 to be offered in the distance education mode of delivery effective Spring 2022.
- Accepted the modifications to SURG 445 (*Distance Education Addition, Objectives Revision, Prerequisite Revision, Representative Assignments Revision, Student Learning Outcomes Revision, and Textbooks Revision*) effective Fall 2022.

#### **b. Course Modifications**

##### ANST 435 – Anesthesia Technology Clinical Experience II

Professor Erskine presented the modifications to ANST 435 explaining that Anesthesia Technology is going through Comprehensive Program Review. She noted that the added recommended preparation is not needed for ANST 435, and Chair Hurless said that she would remove it.

- Accepted the modifications to ANST 435 (*Content Review Revision*) effective Fall 2022.

##### ENVS 670 – Vocational Cooperative Education in Environmental Science & Technology

Environmental Science Professor Carina Anttila-Suarez presented the modifications to ENVS 670 explaining that Environment Science is going through Comprehensive Program Review.

Chair Hurless noted that the distance education mode of delivery was not added to ENVS 670 and emphasized that we won't be able to offer ENVS 670 in the DE modality if we are faced with a pandemic lockdown again. Dean Grandy replied that some business offices are still requiring their employees to work remotely, so the DE modality should be added to ENVS 670. Chair Hurless stated that if the Cooperative Education faculty are meeting with students online, then the distance education mode of delivery should be added.

Chair Hurless recommended that ENVS 670 be returned to Professor Anttila-Suarez so she can add the DE Addendum. She asked Professor Anttila-Suarez to return the proposal by February 11 in order for the course modifications to be on the agenda for the February 16 meeting.

- Tabled to the February 16 meeting pending the addition of the Distance Education Addendum.

#### PHYS 100 – Conceptual Physics (*formerly PHYS 105*)

Physics Professor Emilie Hein presented the modifications to PHYS 100 explaining that Physics is going through Comprehensive Program Review and the course outline of record has been updated. She further explained that an Open Educational Resource (OER) textbook was not added because the topics for PHYS 100 are not covered in the OER textbooks. Chair Hurless added that the change to the course number was to align the course across the District.

Chair Hurless noted that Curriculum Committee member Professor Arthur Takayama had indicated in technical review that Student Learning Outcome #3 contains language related to media and public policy, but media and public policy are not included in the instructional objectives or content of the course. Professor Hein replied that SLO #3 relates to experiences and everyday life. Chair Hurless asked Professor Hein to provide objectives and content related to media and public policy, and PHYS 100 will be provisionally approved.

Professor Escobar asked if MATH 110 needed to be removed from the recommended preparation. She requested that the course reference be retained in addition to clarifying the relevant skills. Several suggestions were made for the recommended preparation and it was decided to update the recommended preparation for Math to "*MATH 110 (knowledge of Elementary Algebra skills), or equivalent.*"

- Accepted the revision to the recommended preparation related to Math for PHYS 100 [*MATH 110 (knowledge of Elementary Algebra skills), or equivalent*] effective Fall 2022.
- Accepted the modifications to PHYS 100 pending clarification of the Student Learning Outcome in the Instructional Objectives and Course Content (*Course Number Revision, Distance Education Revision, Methods of Instruction Revision, Recommended Preparation Revision, Representative Assignments Revision, Student Learning Outcomes Revision, and Textbooks Revision*) effective Fall 2022.

#### PHYS 101 – Conceptual Physics Laboratory (formerly PHYS 106)

Professor Hein presented the modifications to PHYS 101 explaining that Physics is going through Comprehensive Program Review.

- Accepted the update of the prerequisite for PHYS 101 (*Completion of or concurrent enrollment in PHYS 100 or equivalent*) effective Fall 2022.
- Accepted the modifications to PHYS 101 (*Course Number Revision and Textbooks Revision*) effective Fall 2022.

#### SURG 446 – Clinical Practice for CST

Professor Erskine presented the modifications to SURG 446 explaining that Surgical Technology is going through Comprehensive Program Review.

It was suggested that the prerequisite of “Admission to the Central Service Technology with Clinical Practice Program” be removed since the students are already admitted to the program and the existing prerequisite of SURG 448 be retained. Chair Hurless stated that content review is required if the prerequisite is being retained and recommended that SURG 446 be table to the February 16 meeting.

- Tabled to the February 16 meeting.

#### SURG 455 – Certified Surgical Technologist (CST) Exam Preparation

Professor Erskine presented the modifications to SURG 455 explaining that Surgical Technology is going through Comprehensive Program Review.

- Accepted the modifications to SURG 455 (*Content Review Revision, Objectives Revision, Student Learning Outcomes Revision, and Textbooks Revision*) effective Fall 2022.

**c. Course Deletion**

ENVS 680SD – Environmental Science Service Learning

Dean Grandy presented the request to delete ENVS 680SD explaining that this experimental course is being deleted because it has already been offered twice. She added that a permanent version of the course will be brought through the curriculum approval process.

- Accepted the deletion of ENVS 680SD effective Fall 2022.

**VI. Discussion Item**

Degree Pathway Language – Final Version for Approval

- Tabled to the February 16 meeting as the meeting ran overtime.

**VII. Information Item**

Curriculum Committee Co-Chair Interest for 2022-2023

Chair Hurless shared with committee members that 2022-2023 will be the last year she can run as the Curriculum Committee Chair. She added that Academic Senate will be placing a call for the Curriculum Committee Chair soon and she would welcome having a Co-Chair next academic year. She asked that any interested member contact her so that an application as Co-Chairs can be submitted to Academic Senate.

**VIII. Other**

No additional items were discussed.

**IX. Adjourn**

Chair Hurless adjourned the meeting at 4:06 pm.