

**CRAFTON HILLS COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
September 25, 2017**

**VOTING MEMBERS:**  
**Note: ✓If Present**

Brandi Bailes✓  
Troy Dial  
Kenneth George✓  
Laurie Green  
Catherine Hendrickson✓

Rick Hogrefe✓  
Shohreh Rahbarnia✓  
**Kim Salt (Chair)✓**  
Michael Sheahan  
Sherri Wilson✓

**NON-VOTING MEMBERS:**  
**Note: ✓If Present**

Kathy Bakhit✓  
Robert Brown✓  
Kirsten Colvey  
Joe Cabrales  
Kristina Heilgeist✓

Miriam Saadeh✓  
Mark Snowwhite✓  
Michelle Tinoco✓  
Dan Word

**VISITORS:**

Melissa Huynh  
Rebecca Warren-Marlatt

1. Approval of minutes from September 11, 2017 meeting

The minutes were approved with corrections.

2. Action Items

**COURSE DELETION**

- A. FIRET 125 Firefighter 1 Skills Review and Evaluation

The department is requesting the deletion of FIRET 125. The course content has been added to FIRET 115. In addition, this course was not approved at the State Chancellor's Office.

The committee approved the deletion of FIRET 125. This will be effective Fall 2017.

**PROGRAM MODIFICATIONS**

- B. Associate of Arts Degree American Sign Language

Last year MCS 110 was changed to ASL 110 to comply with the approved disciplines under minimum qualifications with the State Chancellor's Office. This information was corrected in the catalog but will need to be corrected in CurricUNET.

The committee approved the correction to the Associate of Arts Degree American Sign Language. No board item is needed. Kim will make the correction in CurricUNET and add the following statement which was left off by mistake under elective courses.

- Students must complete at least two (2) units from the following courses:

### NEW PROGRAMS

#### C. Multimedia Art Certificate of Achievement

The certificate was tabled.

The committee is recommending a one-unit capstone course.

#### 3. Curriculum Committee Training

To comply with Title 5, the committee developed the table below to include the additional information (In-Class Minimum and Maximum hours and Outside Minimum and Maximum Hours) to the Course Outline of Record (COR).

Example: COR for CHEM 150 General Chemistry I, 5 Units

METHOD	IN-CLASS		OUTSIDE CLASS	
	Minimum Hours	Maximum Hours	Minimum Hours	Maximum Hours
Lecture	48	54	96	108
Lab	96	108		
Clinic	0	0		
Field	0	0		
Activity	0	0		
Work Experience (Unpaid)	0	0		
Work Experience (Paid)	0	0		
Independent Study	0	0		
<b>TOTAL</b>	<b>144</b>	<b>162</b>	<b>96</b>	<b>108</b>

The committee approved inserting the above template into the course outline of record. The recommendation will be sent to the Academic Senate.

#### 4. Operational Issues

Nothing to report.

The next Curriculum meeting will be held on **October 9<sup>th</sup> at 2 p.m. in CCR 233.**