

**CRAFTON HILLS COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
February 11, 2019**

**VOTING MEMBERS:**

**Note: ✓If Present**

Denise Allen✓  
Debbie Bogh✓  
Troy Dial  
**Gwen DiPonio (Co-Chair)✓**  
Laurie Green✓

Catherine Hendrickson✓  
Rick Hogrefe  
Shohreh Rahbarnia✓  
**Kim Salt (Co-Chair)✓**  
Sherri Wilson✓

**NON-VOTING MEMBERS:**

**Note: ✓If Present**

Kelli Dower✓  
Kirsten Colvey✓  
Joe Cabrales  
Kristin Garcia✓  
Kristina Heilgeist✓

Van Muse  
Miriam Saadeh✓  
Reyna Uribe  
Dan Word  
Keith Wurtz✓

**VISITOR:**

Judy Cannon

1. Approval of Minutes from January 28, 2019 meeting

The minutes were approved with one abstention.

2. **COURSE MODIFICATIONS**

- A. ENGL 101H Freshman Composition

The committee approved the DE component for ENGL 101H (100% online).

- B. KIN/F 168A Yoga I

The course was tabled. See below for explanation.

- C. KIN/F 168B Yoga II

The course was tabled.

- D. KIN/F 168C Yoga III

The course was tabled.

- E. KIN/F 168D Yoga IV

The course was tabled.

## KIN/F 168ABCD

The department is requesting DE approval (100% online). Although the courses were approved by the ETC Committee, the committee wants to confirm that the courses meet the state requirements for offering an activity course online. Keith will contact Woodyard LeBaron at the State.

## NEW PROGRAMS

### F. Basic Skills in Language Arts

This certificate is offered to students who complete a series of noncredit courses in noncredit writing and reading courses that help improve basic writing and reading skills.

The committee approved the Basic Skills in Language Arts as a new noncredit certificate. Kim will make the following corrections:

- Change from Certificate of Completion to Certificate of Competency.
- Change the word Units to Hours
- List the hours of each course. See below.

#### Basic Skills in Language Arts Certificate of Competency

This non-credit certificate reflects completion of a series of noncredit courses that enhance college coursework or in the workplace. Areas of study include basic reading and writing courses.

		Hours
WRIT/N 606	Reading and Writing for Workplace Communication	54
	<b>and</b>	
WRIT/N 976	Fundamentals of Writing	18
	<b>and</b>	
READ/N 980	Fundamentals of Reading	18
<b>TOTAL HOURS:</b>		<b>90</b>

**Note: This course was removed from the February 21 Curriculum Board item.**

### G. Basic Skills in ESL

This certificate is offered to students who complete a series of noncredit courses in ESL study that help improve basic writing and reading skills for native and nonnative speakers of English.

The committee approved Basic Skills in ESL as a new noncredit certificate. Kim will make the following corrections:

- Change from Certificate of Completion to Certificate of Competency.
- Change the word Units to Hours
- List the hours of each course. See below.

### **Basic Skills in ESL Certificate of Competency**

This non-credit certificate reflects completion of a series of noncredit courses that enhance college coursework or in the workplace. Areas of study include ESL reading and writing courses.

		<b>Hours</b>
ESL/N 601	ESL Beginning Level 1	64
<b>and</b>		
ESL/N 602	ESL Beginning Level 2	64
<b>and</b>		
ESL/N 603	ESL Beginning Level 3	64
<b>and</b>		
ESL/N 604	ESL Beginning Level 4	64
<b>TOTAL HOURS:</b>		<b>256</b>

#### **H. Basic Skills Math Elementary-Level**

Many students need to review or sometimes learn for the first time some of the basic skill level mathematics for their success in other course work or for use in the workplace. Since there are no longer credit courses to meet this need the certificate will provide evidence that a student has obtained the necessary skills.

The committee approved Basic Skills Math Elementary-Level as a new noncredit certificate. Kim will make the following corrections:

- Delete Certificate of Completion
- Change the word Units to Hours
- List the hours of each course. See below.
- Insert "or" between ESL/N 603 **or** ESL/N 604

### **Basic Skills Math Elementary-Level Certificate of Competency**

This non-credit certificate prepares students to understand and use basic skill level mathematics in their lives, especially in college coursework or in the workplace. The focus is understanding arithmetic, percents, equations, graphs and geometric formulas.

<b>Required Courses:</b>		<b>Hours</b>
MATH/N 600	Understanding Arithmetic	25
MATH/N 601	Understanding Ratios, Proportions and Percents	20
MATH/N 602	Introduction to Variable Expressions and Equations	25
MATH/N 603	Working with Measurements for Geometric Shapes	20
<b>or</b>		
MATH/N 604	Reading, Interpreting and Creating Graphs	20
<b>TOTAL HOURS:</b>		<b>90</b>

### 3. Operational Issues

#### I. Writing Honors Course Outlines

The UCOP is asking that we distinguish a regular course from an honors course. The committee will require the honors content be highlighted on the honors course. The committee will require this of all new honors courses. The courses that have already been approved will be corrected during the six-year revision.

The next Curriculum meeting will be held on **February 25 at 2 p.m. in CCR 233.**