

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
April 8, 2019**

VOTING MEMBERS:

Note: ✓If Present

Denise Allen✓
Debbie Bogh✓
Troy Dial✓ (by phone)
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

1. Approval of Minutes from March 25, 2019 meeting

The minutes were approved.

2. **COURSE MODIFICATIONS**

- A. CIS 162 Introduction to Flash

The department is requesting to cross list CIS 162 with MULTI 171.

The committee approved CIS 162 with a DE component (hybrid and 100% online).
Kim will add the following information to the course outline:

CIS 162

- Catalog Description: This course is also offered as MULTI 171
- Schedule Description: This course is also offered as MULTI 171

- **New Course Title:** Adobe Animate
- **New Departmental Recommendation:** CIS 091 with a minimum grade of C or better
- **New Catalog Description:** Introduction to Adobe Animate. Development of skills needed to plan, design, create, and publish animations, movies, and multi-device interactive applications using Adobe Animate. This course is also offered as MULTI 171.

- **New Schedule Description:** Introduction to Adobe Animate. Development of skills needed to plan, design, create, and publish animations, movies, and multi-device interactive applications using Adobe Animate. This course is also offered as MULTI 171.

Note: The course is not currently equated with SBVC.

In addition, the committee approved making corrections to MULTI 171. Kim will add the following information to the course outline:

MULTI 171

- Catalog Description: This course is also offered as CIS 162.
- Schedule Description: This course is also offered as CIS 162.

B. MARKET 100 Marketing Principles

The committee approved MARKET 100 as a six-year revision. The DE component (100% online) was also approved.

- **New Course Title:** Introduction to Marketing Principles
- **New Catalog Description:** This course is designed to serve as an introduction to the basic principles of marketing, practices, and the application of these practices. Subjects covered include consumers, market research and target markets, feasibility analysis, products, promotion, channels of distribution, pricing, international marketing and use of technology in marketing.
- **New Schedule Description:** This course is designed to serve as an introduction to the basic principles of marketing, practices, and the application of these practices. Subjects covered include consumers, market research and target markets, feasibility analysis, products, promotion, channels of distribution, pricing, international marketing and use of technology in marketing.

Note: The course equates with BUSAD 103 at SBVC

C. MATH 902 College Algebra Support

The department is requesting a unit change to variable units for AB-705.

The committee approved MATH 902 with a prerequisite of MATH 095 or eligibility for MATH 902 as determined through the Crafton Hills College assessment process. The corequisite of MATH 102 was also approved.

Kim will make the following changes to the course outline:

- Units: 1 – 2
- Minimum Semester Hours:
Lecture: 8 (In-Class Min), 16 (In-Class Max)
Lab: 24 (In-Class Min), 48 (In-Class Max)
- Catalog Description: Add: Graded on a Pass or No Pass basis only.
- Schedule Description: Add: Graded on a Pass or No Pass basis only.

- **New Prerequisite:** MATH 095 or eligibility for MATH 902 as determined through the Crafton Hills College assessment process
- **New Semester Units:** 1 – 2
- **Minimum Semester Hours:**
Lecture: 8 (In-Class Min), 16 (In-Class Max)
Lab: 24 (In-Class Min), 48 (In-Class Max)
- **New Catalog Description:** A review of the core prerequisite skills, competencies, and concepts needed in college algebra. Topics include: a review of computational skills developed in intermediate algebra, factoring, operations on rational and radical expressions, absolute value equations and inequalities, functions including composition and inverses, and an in-depth focus on quadratic functions. This course is appropriate for students who are confident in their graphing and beginning algebra skills. Graded on a Pass or No Pass basis only. Non-degree applicable
- **New Schedule Description:** Support course for college algebra. A review of the core prerequisite skills, competencies, and concepts needed for college algebra. This course is appropriate for students who are confident in their graphing and beginning algebra skills. Graded on a Pass or No Pass basis only. Not degree applicable.

Note: The course is not currently equated with SBVC.

D. MATH 910 Introduction to Probability and Statistics Support

The department is requesting a unit change to variable units for AB-705.

The committee approved MATH 910 with a prerequisite of MATH 085 or MATH 095 or eligibility for MATH 910 as determined through the Crafton Hills College assessment process. The corequisite of MATH 110 was also approved.

Kim will make the following changes to the course outline:

- Units: 1 – 2
- Minimum Semester Hours:
Lecture: 8 (In-Class Min), 16 (In-Class Max)
Lab: 24 (In-Class Min), 48 (In-Class Max)
- Catalog Description: Add: Graded on a Pass or No Pass basis only.
- Schedule Description: Add: Graded on a Pass or No Pass basis only.
- **New Prerequisite:** MATH 085 or MATH 095 or eligibility for MATH 910 as determined through the Crafton Hills College assessment process.
- **New Semester Units:** 1 – 2
- **New Minimum Semester Hours:**
Lecture: 8 (In-Class Min), 16 (In-Class Max)
Lab: 24 (In-Class Min), 48 (In-Class Max)

- **New Catalog Description:** A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 110, Introduction to Probability and Statistics. Topics include concepts from arithmetic, prealgebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. Graded on a Pass or No Pass basis only. Non-degree applicable.
- **New Schedule Description:** A review of the core prerequisite skills, competencies, and concepts needed in statistics. Intended for students who are concurrently enrolled in MATH 110, Introduction to Probability and Statistics. Topics include concepts from arithmetic, prealgebra, elementary and intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. Additional emphasis is placed on solving and graphing linear equations and modeling with linear functions. Graded on a Pass or No Pass basis only. Non-degree applicable.

Note: The course is not currently equated with SBVC.

E. MATH 995 Intermediate Algebra Support

The department is requesting a unit change to variable units for AB-705.

The committee approved MATH 995 with a corequisite of MATH 095.

Kim will make the following changes to the course outline:

- Units: 1 – 4
- Minimum Semester Hours:
Lecture: 8 (In-Class Min), 32 (In-Class Max)
Lab: 24 (In-Class Min), 96 (In-Class Max)
- Catalog Description: Add: Graded on a Pass or No Pass basis only.
- Schedule Description: Add: Graded on a Pass or No Pass basis only.

- **New Minimum Semester Hours:**
Lecture: 8 (In-Class Min), 32 (In-Class Max)
Lab: 24 (In-Class Min), 96 (In-Class Max)
- **New Catalog Description:** A review of the core prerequisite skills, competencies, and concepts needed for intermediate algebra. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translations from English to algebraic expressions, evaluations of literal expressions and functions. Topics covered in more depth include solving and graphing linear equations and inequalities on one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions. Recommended for students with little or no recent knowledge of algebra. Graded on a Pass or No Pass basis only. Not degree applicable.

- **New Schedule Description:** A review of the core prerequisite skills, competencies, and concepts needed for intermediate algebra. Review topics include: computational skills developed in pre-algebra, the vocabulary of algebra, translations from English to algebraic expressions, evaluations of literal expressions and functions. Topics covered in more depth include solving and graphing linear equations and inequalities on one and two variables, solving and graphing systems of equations in two variables, factoring, algebraic operations on polynomial and rational expressions. Recommended for students with little or no recent knowledge of algebra. Graded on a Pass or No Pass basis only. Not degree applicable.

Note: The course is not currently equated with SBVC.

NEW COURSES

F. IEC/N 010 United States Citizenship

The department is proposing the United States Citizenship course to serve the immigrant community.

The committee approved IEC/N 600 as a new noncredit course with the condition that the course cap be discussed between the Faculty Chair(s), Dean, and Vice President of Instruction.

Kim will make the following change to the course outline:

- Change Course ID to IEC/N 600

- **Discipline:** Immigrant Education (Including Citizenship) – Noncredit
- **Department:** Social Science
- **Course Title:** United States Citizenship
- **Course ID:** IEC/N 600
- **Prerequisite:** None
- **Corequisite:** None
- **Departmental Recommendation:** None
- **Minimum Semester Hours**
Lecture: 27
- **Catalog Description:** The purpose of this class is to obtain information and practice the skills needed to pass the USCIS Naturalization Interview.
- **Schedule Description:** The purpose of this class is to obtain information and practice the skills needed to pass the USCIS Naturalization Interview.

3. Operational Issues

When Bryan Reece was the Vice President of Instruction, he worked with the Academic Senate to develop a process for establishing and modifying course caps. At the next meeting, the committee will discuss how to include this procedure into the Curriculum Review process. Attached is the Procedure for Establishing and Modifying Course Caps and a list of Course Caps.

Our next meeting is scheduled for Monday, April 22 at 2 p.m. Three of our members are on a hiring committee and will not be able to attend. Please make every effort to attend the meeting so we may have a quorum.

Debbie announced that a new CHC GE pattern was approved at the Chairs Meeting.

Kristina stated that the notes on some of the CTE programs (Respiratory Care and Radiologic Technology) are not being used anymore. If the information has changed, the department should be submitting a revision through CurriCUNET. Kristina will pull a few of the programs that are in question.

The next Curriculum meeting will be held on **April 22 at 2 p.m. in CCR 233.**