

**CRAFTON HILLS COLLEGE  
CURRICULUM COMMITTEE  
MINUTES  
September 11, 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 August 28, 2017 meeting

The minutes were approved with corrections.

2. Action Items

- A. CIS 190A Web Master Internship

All references of the term internship in the prerequisite and goals for the course are being replaced with the word work experience. Textbooks need to be updated and the catalog description will need to be verified by Margaret Yau.

The committee approved CIS 190A as a six-year revision pending approval of catalog description and update of textbooks. The prerequisite listed below was also approved.

- **NEW TITLE:** Web Design Work Experience
- **NEW PREREQUISITE:** Successful completion of Web Design coursework relevant to the work experience and instructor approval
- **NEW MINIMUM SEMESTER HOURS:**  
**Field:** 60 – 225
- **NEW CATALOG DESCRIPTION:** A one-semester course providing hands-on experience in web page design and web site management supervised by a professional mentor in the web development industry.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

- **NEW SCHEDULE DESCRIPTION:** A one-semester course providing hands-on experience in web page design and web site management resulting in an increase in both career awareness and workforce readiness. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Note: This course is not currently equated with SBVC.

#### B. CIS 190B Network Administration Internship

All references of the term internship in the prerequisite and goals for the course are being replaced with the word work experience. Textbooks need to be updated and the catalog description will need to be verified by Margaret Yau.

The committee approved CIS 190B as a six-year revision pending approval of catalog description and update of textbooks. The prerequisite listed below was also approved.

- **NEW TITLE:** Network Administration Work Experience
- **NEW PREREQUISITE:** Successful completion of networking coursework relevant to the work experience and instructor approval
- **NEW SEMESTER UNITS:** 1 – 3
- **NEW MINIMUM SEMESTER HOURS:**  
**Field:** 60 – 225
- **NEW CATALOG DESCRIPTION:** A one-semester course providing hands-on experience in network design, implementation, support, and administration supervised by a professional mentor in the network industry.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

- **NEW SCHEDULE DESCRIPTION:** A one-semester course offering hands-on experience in network design, implementation, support and administration resulting in an increase in both career awareness and workforce readiness. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Note: This course is not currently equated with SBVC.

### C. CIS 190C Hardware Technician Internship

All references of the term internship in the prerequisite and goals for the course are being replaced with the word work experience. Textbooks need to be updated and the catalog description will need to be verified by Margaret Yau.

The committee approved CIS 190C as a six-year revision pending approval of catalog description and update of textbooks. The prerequisite listed below was also approved.

- **NEW TITLE:** Hardware Technician Work Experience
- **NEW PREREQUISITE:** Successful completion of computer hardware coursework relevant to the work experience and instructor approval
- **NEW SEMESTER UNITS:** 1 – 3
- **NEW MINIMUM SEMESTER HOURS:**  
**Field:** 60 – 225
- **NEW CATALOG DESCRIPTION:** A one-semester course offering hands-on experience in computer hardware maintenance and user support. This course will offer further expertise to students interested in furthering their skills in hardware and end-user support by exposing them to authentic support scenarios, and coaching by a professional in the field.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

- **NEW SCHEDULE DESCRIPTION:** A one-semester course offering hands-on experience in computer hardware maintenance and end-user support. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Note: This course is not currently equated with SBVC.

### D. CIS 190D Software Development Internship

All references of the term internship in the prerequisite and goals for the course are being replaced with the word work experience. Textbooks need to be updated and the catalog description will need to be verified by Margaret Yau.

The committee approved CIS 190D as a six-year revision pending approval of catalog description and update of textbooks. The prerequisite listed below was also approved.

- **NEW TITLE:** Software Development Work Experience
- **NEW PREREQUISITE:** Successful completion of programming coursework relevant to the work experience and instructor approval
- **NEW MINIMUM SEMESTER HOURS:**

**Field:** 60 – 225

- **NEW CATALOG DESCRIPTION:** A one-semester course offering hands-on experience in software development. Exposure to authentic software product development and coaching by a professional mentor in the programming and software development industries.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

- **NEW SCHEDULE DESCRIPTION:** A one-semester course offering hands-on experience in programming and software development resulting in an increase in both career awareness and workforce readiness. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Note: This course is not currently equated with SBVC.

#### E. CIS 190E Digital Media Design Internship

All references of the term internship in the prerequisite and goals for the course are being replaced with the word work experience. Textbooks need to be updated and the catalog description will need to be verified by Margaret Yau.

The committee approved CIS 190E as a six-year revision pending approval of catalog description and update of textbooks. The prerequisite listed below was also approved.

- **NEW TITLE:** Digital Media Design Work Experience
- **NEW PREREQUISITE:** Successful completion of digital media coursework relevant to the work experience and instructor approval
- **NEW MINIMUM SEMESTER HOURS:**

**Field:** 60 – 225

- **NEW CATALOG DESCRIPTION:** A one-semester course offering hands-on experience in digital media design. Exposure to authentic digital media design projects and coaching by a professional mentor in the digital media industries.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

- **NEW SCHEDULE DESCRIPTION:** A one-semester course offering hands-on experience in digital media design. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Note: This course is not currently equated with SBVC.

#### F. SOC 100 Introduction to Sociology

The committee recommended revising number 6 under Course Objectives to the following:

- Explore the major social institutions: family, education, religion, economy, politics, and science/technology.

Also under Course Objectives, it was recommended to use different words to demonstrate an understanding. Number 1 and 7 were changed from Understand to Demonstrate. Also, textbooks need to be updated.

The committee approved SOC 100 as a six-year revision with the stipulation that Julie McKee approves the corrections that were made and the textbooks are updated. The distance education component was also approved (100% online).

- **NEW CATALOG DESCRIPTION:** An introductory study of the basic concepts, theoretical foundations, and methods of sociology. Topics typically include the analysis and explanation of structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and globalization.
- **NEW SCHEDULE DESCRIPTION:** Survey of the basic concepts and theories of society and culture, social organizations, social stratification, social change, and social policy.

Note: This course is equated with SOC 100 at SBVC.

#### G. SOC 100H Introduction to Sociology – Honors

The committee recommended revising number 6 under Course Objectives to the following:

- Explore the major social institutions: family, education, religion, economy, politics, and science/technology.

Also under Course Objectives, it was recommended to use different words to demonstrate an understanding. Number 1 and 7 were changed from Understand to Demonstrate. In addition, textbooks need to be updated.

The committee approved SOC 100H as a six-year revision with the stipulation that Julie McKee agrees to the corrections made and the textbooks are updated. The committee also approved the prerequisite of Acceptance into the College Honors Institute.

- **NEW DEPARTMENTAL RECOMMENDATION:** None
- **NEW CATALOG DESCRIPTION:** An introductory study of the basic concepts, theoretical foundations, and methods of sociology. Topics typically include the analysis and explanation of structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and globalization. This

course includes content and experiences appropriate for students wishing to earn honors credit.

- **NEW SCHEDULE DESCRIPTION:** Survey of the basic concepts and theories of society and culture, social organizations, social stratification, social change, and social policy. This course includes content and experiences appropriate for students wishing to earn honors credit.

Note: This course is equated with SOC 100H at SBVC.

### 3. Curriculum Committee Training

- Changes to PCAH (Program and Course Approval Handbook – 6<sup>th</sup> Edition)

The PCAH was emailed to the committee and reviewed at the meeting.

- Changes to Title 5 and how that affects our COR (Course Outline of Record)

The Title 5 and PCAH updates were emailed to the committee and reviewed at the meeting.

Minimum and Maximum hours are required on the COR for In-Class Hours as well as hours outside of class. Kim will send the committee a sample COR with the added information for the committee to review. Once the new COR is approved by the committee, Kim will send the recommendation to the Academic Senate for approval.

Once approved, Kim will work with CurricUNET to add the additional information.

### Ideas from the Whiteboard

#### Minimum to Maximum Hours

- In-Class: 48 – 54  
Lecture: 48 – 54  
Lab:
- Outside of Class: 96 – 108  
Lecture: 96 – 108  
Lab:
- Grand Total: 144-168

METHOD	IN-CLASS		OUTSIDE CLASS	
Lecture	16	18	32	36
Lab	48	54	0	0
Clinic	48	54	0	0
Field	48	54	0	0
Activity	32	36	16	18
Work Experience (Unpaid)	0	0	60	60
Work	0	0	75	75

Experience (Paid)				
Independent Study	0	0	48	54
TOTAL				

- COR (course outline of record) document

The Course Outline of Record: A Curriculum Reference Guide Revisited adopted Spring 2017 was emailed to the committee.

Kim will be providing on-going training

#### 4. Operational Issues

The Curriculum Committee does not determine enrollment caps for Distance Education classes. A process for assigning enrollment caps was developed by Academic Senate but it did not distinguish between face to face and distance education. The process is being forwarded to the ETC committee for clarification.

The next Curriculum meeting will be held on **September 25<sup>th</sup> at 2 p.m. in CCR 233.**