

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
September 23, 2019**

VOTING MEMBERS:

Note: ✓If Present

Gwen DiPonio (Co-Chair)✓

Kim Salt (Co-Chair)✓

Debbie Bogh

Kristin Clements

Troy Dial✓

Laurie Green

Catherine Hendrickson

Rick Hogrefe

Nicholas Morris✓

Shohreh Rahbarnia✓

Joshua Robles✓

NON-VOTING MEMBERS:

Note: ✓If Present

Joe Cabrales

Kirsten Colvey

Kristin Flores

Kristina Heilgeist✓

Elizabeth Lopez✓

Van Muse✓

Reyna Uribe

Dan Word

Keith Wurtz✓

VISITOR:

Robert McAtee

Danny Rojas

1. Approval of Minutes May 13, 2019

The minutes were approved.

Approval of Minutes from September 9, 2019

The minutes were approved with corrections.

2. Action Items

COURSE MODIFICATIONS

A. CIS 101 Introduction to Computer and Information Technology

Until recently CIS 101 and BUSAD 230 were cross listed. Since the minimum qualifications for the course is Computer Information Science, it did not make sense to offer the course in Business Administration. BUSAD 230 was approved as a deletion at the June 20, 2019 Board meeting. CIS 101 is being submitted to clean up all references of BUSAD 230 on the course outline of record and to approve the Distance Education component.

The committee approved CIS 101 with revisions. Also, the DE component was approved (hybrid and 100% online).

- **New Catalog Description:** Introduction to computer and information technology, including the history, terminology, computer hardware and software components, operation of computer systems, networking, ethics, security, examination of information systems and their role in business. Includes an overview and use of selected software including operating systems, word processors, spreadsheets, presentation applications, database management systems, and basic web design and programming. Discussion of the impact of computers in society and the workplace.
- **New Schedule Description:** Introduction to computer and information technology. Examination of information systems and their role in business. Includes an overview and the use of computer software including word processing, spreadsheets, presentation applications and databases.

Note: Course is also offered as CIT 101 at SBVC.

B. COUN 900 Essentials for Student Services

The units are being updated.

The committee approved COUN 900 with revisions. The Departmental Recommendation will be change to None. Kim will update the course outline in CurricUNET.

- **Title Change:** Essentials for Student Success
Note: The course title needs to be change in the Catalog only. CurricUNET and Colleague are correct.
- **Departmental Recommendation:** None
- **Semester Units:** .5 – 3
- **Minimum Semester Hours**
Lecture: 8 – 48

Note: Course is not offered at SBVC.

C. KIN/D 167X4 Tap Dance I (Original Course Number: PE/I 167X4)

PE/I 167X4 was deleted at the December 14, 2006 Board meeting. The department is requesting the course be reactivated to KIN/D 167A.

The committee approved KIN/D 167A with revisions. Kim will correct the Course ID in CurricUNET.

- **Discipline:** Kinesiology – Dance Activities
- **Department:** Kinesiology and Health Education
- **Course Title:** Tap Dance I
- **Course ID:** KIN/D 167A
- **Catalog Description:** This course is designed to teach the basic principles of the Tap idiom. Combinations and dances based upon Tap steps and movements is the framework of the class. Physical skills commonly used in musical and theatre productions will be emphasized.

- **Schedule Description:** This course is designed to teach the basic principles of the Tap idiom. Combinations and dances based upon Tap steps and movements is the framework of the class. Physical skills commonly used in musical and theatre productions will be emphasized

Note: Course is not offered at SBVC.

NEW COURSES

D. FIRET 060K Advanced Firefighter Continuing Education

The course was tabled.

Questions:

1. Is this a noncredit course?
2. No semester units are indicted
3. Is this course the same as FIRET 504?

E. PTA 110 Introduction to Physical Therapy

The Crafton Hills College Physical Therapist Assistant Program must comply with the standards of the Committee on Accreditation in Physical Therapy Education (CAPTE) in order to be accredited, as well as standards specified by the Physical Therapy Board of California for licensure. This course is one in a series of courses leading to a Physical Therapist Assistant Associate of Science Degree and will help the student prepare to take the state board exam to obtain a Physical Therapist Assistant license required for employment as a Physical Therapist Assistant Practitioner. Currently this program is only being offered at Cerritos College.

The committee approved PTA 110 as a new course. Danny Rojas will update the Student Learning Outcomes.

- **Discipline:** Physical Therapy Assistant
- **Department:** Allied Health Services
- **Course Title:** Introduction to Physical Therapy
- **Course ID:** PTA 110
- **Prerequisite:** None
- **Corequisite:** None
- **Departmental Recommendation:** None
- **Semester Units:** 4
- **Minimum Semester Hours:**
Lecture: 48
Lab: 48
- **Catalog Description:** This course will introduce the student to the history and ethics of physical therapy as they relate to the health care system; the development of the team approach and the philosophy of rehabilitation; the use of treatment modalities; terminology and measurement of joint motion; body mechanics and proper handling of patients; vital sign and their relationship to treatment programs.

- **Schedule Description:** Introduction to the history and ethics of physical therapy in the health care setting. Includes team dynamics, rehabilitation philosophy, treatment options, body mechanics, vital signs and terminology.

Note: Course is not offered at SBVC.

F. PTA 120 PTA Kinesiology

The Crafton Hills College Physical Therapist Assistant Program must comply with the standards of the Committee on Accreditation in Physical Therapy Education (CAPTE) in order to be accredited, as well as standards specified by the Physical Therapy Board of California for licensure. This course is one in a series of courses leading to a Physical Therapist Assistant Associate of Science Degree.

The committee approved PTA 120 with a prerequisite of ANAT 150 and ANAT 151 as a new course. Danny Rojas will update the Student Learning Outcomes. Kim will make the following corrections in CurricUNET:

1. Changed Title from PTA Kinesiology to Physical Therapist Assistant Kinesiology
2. Removed "with a minimum grade of C or better" from the Prerequisite

- **Discipline:** Physical Therapy Assistant
- **Department:** Allied Health Services
- **Course Title:** Physical Therapist Assistant Kinesiology
- **Course ID:** PTA 120
- **Prerequisite:** ANAT 150 and ANAT 151
- **Corequisite:** None
- **Departmental Recommendation:** None
- **Semester Units:** 4
- **Minimum Semester Hours:**
Lecture: 48
Lab: 48
- **Catalog Description:** This course is the study of biomechanical principles of human movement and locomotion including specific kinesiological functions of muscles and muscle groups, characteristics of normal posture and gait, and an introduction to the clinical manifestations of muscle dysfunction. Laboratory hours will be used for goniometry, gait observation, muscle action application, and practice.
- **Schedule Description:** This course is the study of biomechanical principles of human movement and locomotion including specific kinesiological functions of muscles and muscle groups, characteristics of normal posture and gait, and an introduction to the clinical manifestations of muscle dysfunction. Laboratory hours will be used for goniometry, gait observation, muscle action application, and practice.

Note: Course is not offered at SBVC.

PROGRAM DELETIONS

G. Web Design Certificate

The program was tabled.

Concerns:

1. Web Design is currently listed as an Emphasis under the Computer Information Science Associate of Science Degree. Since the Emphasis was never approved at the State level, students awarded the degree are also receiving the Web Design Certificate.
2. Computer Information Science Associate of Science Degree needs to be revised.

H. Computer Assisted Graphic Design Certificate

The program was tabled.

Concerns:

1. Computer Assisted Graphic Design is currently listed as an Emphasis under the Computer Information Science Associate of Science Degree. Since the Emphasis was never approved at the State level, students awarded the degree are also receiving the Computer Assisted Graphic Design Certificate.
2. Computer Information Science Associate of Science Degree needs to be revised.

I. 3D Computer Animation Certificate

The certificate has been redesigned and is now a new certificate in the Multimedia discipline.

The committee approved the deletion of the 3D Computer Animation Certificate.

Operational Issues

1. Kelly will send the list of courses not offered in two years to Kristina to match against the State approved courses.
2. The committee worked on the following evaluation criteria for ACCJC.

| Brief Responses | Link to Evidence |
|---|--------------------------|
| AA of Fine Arts lists requirements and lists the SLOs | Print and Online Catalog |
| The EMT Paramedic Certificate lists requirements and lists the SLOs | Print and Online Catalog |
| AAT of English lists requirements and lists the SLOs | Print and Online Catalog |
| AST of Chemistry lists requirements and lists the SLOs | Print and Online Catalog |
| AS of Geology lists requirements and lists the SLOs | Print and Online Catalog |

The next Curriculum meeting will be held on **Monday, October 14 at 2 p.m. in CCR 233.**