

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
March 28, 2016**

VOTING MEMBERS:

Note: ✓ If Present

Amber Contreras (On Leave)
Troy Dial
Gwen DiPonio ✓
Catherine Hendrickson ✓
Robert McAtee ✓

Dianne Purves ✓
Gary Reese ✓
Kim Salt (Chair) ✓
Sherri Wilson ✓

NON-VOTING MEMBERS:

Note: ✓ If Present

Kirsten Colvey
Joe Cabrales
Kristin Garcia ✓
Kristina Heilgeist ✓
Rick Hogrefe

Bryan Reece ✓
Mark Snowwhite ✓
Michelle Tinoco ✓
June Yamamoto ✓

VISITORS: Tom Bryant
Jeff Warsinski

1. Approval of minutes from February 8, 2015 meeting

The minutes were approved.

2. Action Items

COURSE MODIFICATIONS

A. ENGL 280 World Literature to the 17th Century

The course is being updated to meet the C-ID Descriptor Requirements and six-year revision.

The committee agreed to approve ENGL 280 with corrections. Also approved was the prerequisite of ENGL 010 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process.

- **NEW PREREQUISITE:** ENGL 010 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Note: This course is currently equated with ENGL 280 at SBVC.

B. MATH 942 Arithmetic

In order to be in compliance with the unit and hour audit, it was necessary to return the course to the previous three units of lecture and one unit of lab. If the department wants a class without the lab it needs a separate course.

The committee agreed to approve MATH 942 with the following revisions:

- **NEW SEMESTER UNITS:** 4
- **NEW MINIMUM SEMESTER HOURS:**
 - LECTURE:** 48
 - LAB:** 48

Note: This course is currently equated with MATH 942 at SBVC.

C. PHIL 103 Introduction to Logic: Argument and Evidence

The course is being updated to meet the C-ID Descriptor Requirements. The Distance Education component was approved by the Educational Technology Committee.

The committee agreed to approve PHIL 103. The Distance Education component was also approved (Hybrid and 100% Online).

Note: This course is currently equated with PHIL 103 at SBVC

NEW COURSES

D. EMS 026 Emergency Responder

This course is designed to prepare students to meet the entry level job expectations for a First Responder as well as prepare the student entering the Emergency Medical Technician program which is the prerequisite for the Paramedic and Fire Academy programs.

The committee agreed to approve EMS 026 as a new course with corrections. This is also a stand alone course.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Emergency Medical Services
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** EMS 026

- **COURSE TITLE:** Emergency Responder
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** Good dexterity, coordination, ability to work in confined spaces and in unstable unpredictable environments.
- **SEMESTER UNITS:** 3
- **MINIMUM SEMESTER HOURS:**
LECTURE: 40
LAB: 24
- **CATALOG DESCRIPTION:** An Emergency Medical Responder is the first medically trained professional to serve as a vital link in the chain of healthcare providers that arrive on scene of an emergency. This course is designed for those that are interested in the pre hospital/hospital field as an Emergency Medical Technician (EMT), Emergency Room Technician, Paramedic, Firefighter or Law Enforcement.
- **SCHEDULE DESCRIPTION:** Introduction in all facets required of an Emergency Medical Responder support measures per U.S. DOT T22CCR guidelines, American Heart Association CPR and the use of appropriate emergency medical equipment and supplies.

E. ENGL 104 Writing the Research Narrative

The committee agreed to approve ENGL 104 as a new course with corrections. The prerequisite of Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process was also approved.

The committee also agreed to approve ENGL 104 for Crafton Hills College General Education under the heading Language and Rationality (D), Critical Thinking and Informational Literacy (4).

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** English
- **DEPARTMENT:** English and Reading
- **COURSE ID:** ENGL 104
- **COURSE TITLE:** Writing the Research Narrative
- **PREREQUISITE:** Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 4
- **MINIMUM SEMESTER HOURS:**
LECTURE: 64

- **CATALOG DESCRIPTION:** Instruction in writing comprehensive research papers reflecting critical thinking, analysis, hypothesis development, interpretation, evaluation and discussion. Requires substantial analytical reading and writing (See current class schedule for specific writing style.)
- **SCHEDULE DESCRIPTION:** Instruction in writing comprehensive research papers reflecting critical thinking, analysis, hypothesis development, interpretation, evaluation and discussion. Requires substantial reading and writing.

F. FIRET 040A Fire Inspector 1A – Duties and Administration

This course is one of four courses in the new California State Fire Marshals Fire Inspector I program that starts in December 2016. This program and courses will replace the current Fire Inspector I courses we are now offering.

The committee agreed to approve FIRET 040A as a new course.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 040A
- **COURSE TITLE:** Fire Inspector 1A – Duties and Administration
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 2
- **MINIMUM SEMESTER HOURS:**
LECTURE: 32
- **CATALOG DESCRIPTION:** This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector 1 including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.
- **SCHEDULE DESCRIPTION:** This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector 1 including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.

G. FIRET 085A Company Officer 2A – Human Resource Management

The committee agreed to approve FIRET 085A as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 085A
- **COURSE TITLE:** Company Officer 2A – Human Resource Management
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 2.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 40
- **CATALOG DESCRIPTION:** Designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervise personnel, and integrate health and safety plans, policies, and procedures into daily activities as well as the emergency scene.
- **SCHEDULE DESCRIPTION:** Provides information on the use of human resources to accomplish day-to-day non-emergency and emergency assignments. This course is designed for in-service firefighters seeking career advancement to the Company Officer level.

H. FIRET 085B Company Officer 2B – General Administrative Functions

The committee agreed to approve FIRET 085B as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 085B
- **COURSE TITLE:** Company Officer 2B – General Administrative Functions
- **PREREQUISITE:** None
- **COREQUISITE:** None

- **DEPARTMENTAL RECOMMENDATION:** Successful completion of FIRET 085A
- **SEMESTER UNITS:** 1.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
- **CATALOG DESCRIPTION:** Designed to provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is for in-service firefighters seeking career advancement to the Company Officer level.
- **SCHEDULE DESCRIPTION:** Provides information on general administrative functions and the fire department's role, image, and mission to the public.

I. FIRET 085C Company Officer 2C – Fire Inspections and Investigations

The committee agreed to approve FIRET 085C as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 085C
- **COURSE TITLE:** Company Officer 2C – Fire Inspections and Investigations
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** Successful completion of FIRET 085A.
- **SEMESTER UNITS:** 2.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 40
- **CATALOG DESCRIPTION:** Designed to provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.
- **SCHEDULE DESCRIPTION:** Provides information on conducting fire prevention inspections, identifying hazards and addressing violations.

J. FIRET 085D Company Officer 2D – All Risk Operations

The committee agreed to approve FIRET 085D as a new course with corrections:

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 085D
- **COURSE TITLE:** Company Officer 2D – All Risk Operations
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** Successful completion of FIRET 511 and PBSF 118
- **SEMESTER UNITS:** 1.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
- **CATALOG DESCRIPTION:** Designed to provide information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis.
- **SCHEDULE DESCRIPTION:** Provides information on conducting incident size-up, developing and implementing an initial plan of action on various types of emergency incidents.

K. FIRET 085E Company Officer 2E – Wildlands Incident Operations

The committee agreed to approve FIRET 085E as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 085E
- **COURSE TITLE:** Company Officer 2E – Wildland Incident Operations
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** Successful completion of FIRET 085D and FIRET 509 (classroom delivery only)
- **SEMESTER UNITS:** 2
- **MINIMUM SEMESTER HOURS:**
LECTURE: 28
LAB: 12

- **CATALOG DESCRIPTION:** Provides information on how to command a wildland incident as a Company Officer. Designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources to suppress a wildland fire, establish an incident command post and completing incident records and reports.
- **SCHEDULE DESCRIPTION:** Provides information on how to command a wildland incident as a Company Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

L. FIRET 086A Chief Fire Officer 3A – Human Resource Management

This course is one of four new courses required for California State Certification as a Chief Fire Officer. This course replaces an existing course that will no longer be offered after December 31, 2016.

The committee agreed to approve FIRET 086A as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 086A
- **COURSE TITLE:** Chief Fire Officer 3A – Human Resource Management
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 2
- **MINIMUM SEMESTER HOURS:**
LECTURE: 32
- **CATALOG DESCRIPTION:** Designed to provide students with the knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer, including developing plans for employee accommodation, developing hiring procedures, establishing personnel assignments, and developing a measurable accident and injury program.
- **SCHEDULE DESCRIPTION:** Designed to provide students with the knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer.

- M. FIRET 086B Chief Fire Officer 3B – Budget and Fiscal Responsibilities
The committee agreed to approve FIRET 086B as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 086B
- **COURSE TITLE:** Chief Fire Officer 3B – Budget and Fiscal Responsibilities
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 1.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
- **CATALOG DESCRIPTION:** Designed to provide information on the roles and responsibilities of budgeting for Chief Fire Officer including developing a budget management system, developing a division or departmental budget and describing the process for ensuring competitive bidding.
- **SCHEDULE DESCRIPTION:** Designed to provide information on the roles and responsibilities of budgeting for Chief Fire Officer.

- N. FIRET 086C Chief Fire Officer 3C – General Administrative Functions

The committee agreed to approve FIRET 086C as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 086C
- **COURSE TITLE:** Chief Fire Officer 3C – General Administrative Functions
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 1.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24

- **CATALOG DESCRIPTION:** This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department records management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs and evaluating the inspection program of the Fire Department.
- **SCHEDULE DESCRIPTION:** This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer.

O. FIRET 086D Chief Fire Officer 3D – Emergency Services Delivery Responsibilities

The committee agreed to approve FIRET 086D as a new course with corrections.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

- **DISCIPLINE:** Fire Technology
- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** FIRET 086D
- **COURSE TITLE:** Chief Fire Officer 3D – Emergency Services Delivery Responsibilities
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 1.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
- **CATALOG DESCRIPTION:** This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire service resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting post incident analysis, and maintaining incident reports.
- **SCHEDULE DESCRIPTION:** This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

PROGRAM MODIFICATIONS

P. Associate in Arts in English for Transfer

The committee agreed to the revisions of the Associate in Arts in English for Transfer degree.

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER

The Associate in Arts-Transfer (AA-T) degree in English at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in English, English literature, creative writing or a related field of study.

REQUIRED COURSES		UNITS
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
OR		
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
ENGL 152	Intermediate Composition and Literature	(4.00)
OR		
ENGL 152H	Intermediate Composition and Literature – Honors	(4.00)

Students must complete at least six units from the following courses:

		UNITS
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

Students must complete at least three additional units from the following courses:

		UNITS
ENGL 232	Creative Writing	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

Students must complete at least three additional units from the following courses:

		UNITS
ENGL 108	World Drama I	(3.00)
OR		
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)
OR		

THART 109	World Drama II	(3.00)
ENGL 120	Fundamentals of News Writing	(3.00)
OR		
JOUR 120	Fundamentals of News Writing	(3.00)
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3.00
ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature	(3.00)
OR		
ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible	(3.00)
OR		
RELIG 175	Literature and Religion of the Bible	(3.00)
ENGL 226	Play and Screenplay Analysis	(3.00)
OR		
THART 226	Play and Screenplay Analysis	(3.00)
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00

SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
COMMST 120	Oral Interpretation of Literature	(3.00)
OR		
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 145	Business Communication	(4.00)
OR		
BUSAD 145	Business Communication	(4.00)
THART 100	Introduction to Theatre	(3.00)
OR		
THART 100H	Introduction to Theatre – Honors	(3.00)
TOTAL UNITS:		20.00

Q. Associate in Science in Biology for Transfer

The committee agreed to approve the Associate in Science in Biology for Transfer as a new degree.

ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER

The Associate in Science-Transfer (AS-T) degree in Biology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in biology or a related field of study.

REQUIRED COURSES		UNITS
BIOL 130	Cell and Molecular Biology	(4.00)
AND		
BIOL 131	Populations and Organisms	(4.00)
OR		
BIOL 130H	Cell and Molecular Biology – Honors	(4.00)
AND		
BIOL 131H	Populations and Organisms – Honors	(4.00)
CHEM 150	General Chemistry I	(5.00)
AND		
CHEM 151	General Chemistry II	(5.00)
OR		
CHEM 150H	General Chemistry I – Honors	(5.00)
AND		
CHEM 151H	General Chemistry II – Honors	(5.00)
MATH 250	Single Variable Calculus I	4.00
PHYSIC 110	General Physics I	(4.00)
AND		
PHYSIC 111	General Physics II	(4.00)
OR		
PHYSIC 250	College Physics I	(4.00)
AND		

PHYSIC 251

College Physics II

(4.00)

TOTAL UNITS:

30.00

3. Curriculum Nomination for 2016-2017 Academic Year

The committee unanimously agreed to nominate Kim Salt as the Curriculum Chair for the 2016-2017 academic year. Kim's name is being forwarded to the Academic Senate for approval.

4. SB 1440 Update

Gwen DiPonio gave the report for Troy Dial. Courses are now approved for C-ID for a range of dates. Details are still being worked. C-ID approval information is sent to ASSIST. ENGL 280 is being approved today as a six-year revision and C-ID approval for Fall 2016. This course is also part of the Associate in Arts in English for Transfer degree being modified today. PHIL 103 is also being submitted for C-ID approval for Fall 2016.

Mark Snowwhite will remind Music, Art, and Anthropology of the courses that need to be updated for C-ID approval.

6. Operational Issues

Bryan Reece reported:

There was an article in the Press Enterprise that praised Crafton Hills College for offering 23 or 24 Transfer Degrees and students entering the CSU system at the junior level.

An audit was done on our academic programs that specify an emphasis. The state is acknowledging the original degree but not the emphasis.

For Example:

The Associate of Science Biology degree has an emphasis in Microbiology and an emphasis in Anatomy and Physiology, the degree on record at the State level is an Associate of Science Biology only.

The other degrees affected are:

Associate of Science Computer Information Systems
Associate of Arts Theatre Arts
Master Teacher Certificate

Bryan and Kristina Heilgeist are working on a solution with the State Chancellor's Office that will benefit the students.

Kristina Heilgeist reported:

ANAT 150 and ANAT 151 cannot be unequated from Valley's BIOL 250 and BIOL 251 in Datatel without being unequated from our historical versions of ANAT 150 and ANAT 151. Equating it to one course causes a circular reference that will in turn equate all courses. By not linking the new Crafton Hills College version to the historical Crafton Hills College versions, it leaves the registration block open and students could potentially retake the course. This would also leave the question open if this new version does not equate to our historical version, shouldn't it really have a new course number? Now we cannot unequate our historical versions from Valley's, because of Catalog rights to those students who took the course at one campus and may apply for graduation at another campus. Degree Audit would no longer recognize that the course was completed, and the student's graduation application would not be completed.

The next Curriculum meeting will be held on **April 11, 2016 at 2 p.m. in the Multipurpose Room (LRC 226).**