

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES**

November 28, 2016

VOTING MEMBERS:

Note: ✓ If Present

Troy Dial ✓

Gwen DiPonio ✓

Laurie Green

Catherine Hendrickson ✓

Rick Hogrefe

Robert McAtee

Dianne Purves

Gary Reese

Kim Salt (Chair) ✓

Michael Sheahan ✓

Sherri Wilson ✓

NON-VOTING MEMBERS:

Note: ✓ If Present

Kirsten Colvey

Joe Cabrales

Kristin Garcia

Kristina Heilgeist

Sherrie Loewen ✓

Bryan Reece ✓

Floyd Simpson ✓

Mark Snowwhite ✓

Michelle Tinoco

June Yamamoto

1. Approval of minutes from November 14, 2016 meeting

The minutes were approved with corrections.

2. Action Items

COURSE MODIFICATIONS

A. FIRET 100 Fire Protection Organization

The committee approved FIRET 100 as a six-year revision with the provision of newer textbooks.

- **NEW DEPARTMENTAL RECOMMENDATION(S):** Eligibility for ENGL 101 and eligibility for MATH 090 as determined through the Crafton Hills College assessment process
- **NEW SCHEDULE DESCRIPTION:** Provides information for newcomers in the fire service about the history, organization, traditions, terminology, and operation of the fire service.

Note: This course is not equated with SBVC. Course is not offered at SBVC.

B. FIRET 101 Fire Prevention Technology

The committee approved FIRET 101 as a six-year revision with the provision of newer textbooks.

- **NEW DEPARTMENTAL RECOMMENDATION(S):** Eligibility for ENGL 101 and eligibility for MATH 090 as determined through the Crafton Hills College assessment process. Concurrent enrollment in FIRET 100
- **NEW CATALOG DESCRIPTION:** Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.
- **NEW SCHEDULE DESCRIPTION:** Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. This is a prerequisite course for the Fire Academy.

Note: This course is not equated with SBVC. Course is not offered at SBVC.

C. FIRET 102 Fire Behavior and Combustion

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

The committee approved FIRET 102 with a prerequisite of FIRET 100 and a provision of newer textbooks.

- **NEW DEPARTMENTAL RECOMMENDATION(S):** Eligibility for ENGL 101 and eligibility for MATH 095 as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level.

Note: This course is not equated with SBVC. Course is not offered at SBVC.

NEW COURSES

D. CIS 106 Spreadsheet Concepts and Application with Excel

Both employers and students have requested this course be added to the Computer Information Systems curriculum. This course is also listed on the Administrative Assistant Certificate approved at the November 14, 2016 meeting.

Kim will find out from Margaret Yau if the Office Assistant Certificate is being replaced by the Administrative Assistant Certificate. The Office Assistant Certificate is over 18 units and requires State approval before it can be offered in the catalog.

The committee approved CIS 106 as a new course.

DISCIPLINE: Computer Information Systems
DEPARTMENT: Business, Economics and Information Technology
COURSE ID: CIS 106
COURSE TITLE: Spreadsheet Concepts and Application with Excel

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 091 and successful completion of CIS 101

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 48

CATALOG DESCRIPTION: Comprehensive course on spreadsheet design and application using Microsoft Excel. Includes practical exercises on designing, creating, maintaining, modifying, and analyzing spreadsheets. Essential spreadsheet concepts, formatting, formulas, functions, graphs and charts, pivot tables, what-if analyses, data validation, and collaboration features are covered.

SCHEDULE DESCRIPTION: Comprehensive course on spreadsheet design and application using Microsoft Excel. Includes essential spreadsheet concepts, formatting, formulas, functions, graphs and charts, pivot tables, what-if analyses, and practical exercises with spreadsheets.

Note: This course equates with CIT 114 at SBVC.

3. SB 1440

Troy reported:

- The TMC (Transfer Model Curriculum) is in draft form. We are not required to develop any degrees.
 - Spoke to Julie McKee regarding Social Work/Human Services
 - Spoke to Snezana Petrovic regarding Graphic Design
 - Spoke to Patricia Menchaca regarding Environmental Science
- Still waiting on C-ID modifications for two Music classes.

4. Operational Issues

Bryan reported:

- The State Curriculum Inventory is transitioning from the old system to the Butte State system. The system should be up and running in a couple months. The state is approving curriculum based on receiving it. Hopefully it will reduce the bottleneck that we currently experience with the State. With the new system, the liability will rest with the Vice President of Instruction if there is a problem.
- The Academic Senate approved the Workforce Development Certificate. The courses will be offered to parolees to increase FTES. In order to offer the courses in March 2017, Richard Galope recommended using experimental course numbers (Selected Topics) approved by our Board of Trustees. In the meantime, the courses would be assigned a course number approved by our Board of Trustees and submitted to the State for approval and hopefully we would be able to offer the courses next Fall or in January 2018. We need to see a three percent growth or a budget readjustment may be made which will impact students and part-time faculty.

Kim reported:

- Once the non-credit module is available in CurricUNET she will let us know. A deadline of December 1, 2016 was given to CurricUNET.
- The course caps have been updated in CurricUNET for the courses that she has received.

Miscellaneous:

- Last year courses that have not been offered for some time were removed from the course catalog. Troy suggested adding a list of the courses that were removed with an explanation as to why the courses were removed from the catalog. This would help prevent confusion since the courses are listed in other areas of the catalog.

The next Curriculum meeting will be held on **December 12, 2016 at 2 p.m. in CCR (Crafton Center) 233.**