

**CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
February 13, 2017**

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

Kathy Bakhit ✓
Kirsten Colvey
Joe Cabrales ✓
Kristin Garcia
Kristina Heilgeist ✓

Sherrie Loewen ✓
Miriam Saadeh ✓
Mark Snowwhite ✓
Michelle Tinoco ✓
June Yamamoto ✓

VISITORS:

Denise Allen
Tom Bryant
Jim Holbrook
Margaret Yau

1. Approval of minutes from January 23, 2017 meeting

The minutes were approved with two abstentions.

2. Action Items

COURSE MODIFICATIONS

- A. ENVS 101 Introduction to Environmental Science

The committee approved ENVS 101 with a Distance Education component (100% online.)

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

- B. MATH 110 Introduction to Probability and Statistics

The course is being updated to add MATH 085 to meet the prerequisite and update SLOs.

Kim will remove the following from the Catalog and Schedule Description:

- It is recommended that MATH 117 be taken concurrently.

Kim will add the following to Departmental Recommendation:

- Concurrent enrollment in MATH 117

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

- **NEW PREREQUISITE:** MATH 085 or MATH 095 or eligibility for MATH 110 as determined through the Crafton Hills College assessment process
- **NEW DEPARTMENTAL RECOMMENDATION:** Concurrent enrollment in MATH 117

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

Troy Dial reported that the course will have to be submitted for approval and will not be offered until Fall 2018.

C. MATH 266 Introduction to Ordinary Differential Equations

The course is being updated to meet C-ID Descriptor Requirements.

The committee approved MATH 266 with a prerequisite of MATH 251 or eligibility for MATH 266 as determined through the Crafton Hills College assessment process.

- **NEW SCHEDULE DESCRIPTION:** An introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including series solutions and singular points, Laplace Transforms, and linear systems. Students who purchase a used textbook may need to purchase software as an additional expense. Ask instructor for details.

Note: This course equates with MATH 266 at SBVC.

NEW COURSES

D. ENVS 107 Introduction to Concepts in Sustainability

There is a growing interest in “green” practices and environmental issues. We have a responsibility to teach students to think about the consequences of their purchases, choices and behaviors and give them the skills to help our society become sustainable. ENVS 107, in part, addresses Goal 6 of the SBCCD Sustainability Plan.

Lisa Shimeld is open to Troy’s recommendations and will talk to Kim about changing some of the wording to include certain terms that may help the chances of the course being approved for GE in the science area.

The committee approved ENVS 107 as a new course.

- **DISCIPLINE:** Ecology (Environmental Sciences)
- **DEPARTMENT:** Physical and Biological Sciences
- **COURSE ID:** ENVS 107
- **COURSE TITLE:** Introduction to Concepts in Sustainability
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 3
- **MINIMUM SEMESTER HOURS:**
LECTURE: 48
- **CATALOG DESCRIPTION:** This course provides an overview of the social, environmental, and economic aspects of sustainability. Key trends and events in the history of conservation and ecology, definitions of sustainability, an introduction to Earth systems, sustainable agriculture, energy use, and the effects of human actions on the environment are investigated. The course will also demonstrate approaches to reverse environmental harm and improve sustainability through research, critical thinking, analysis, community service, and writing. Students will develop critical thinking skills that can be applied to improving sustainability in local and global communities.
- **SCHEDULE DESCRIPTION:** Introduction to concepts in sustainability. History of sustainability, Earth systems, sustainable agriculture, energy use and human actions as they effect the environment. Approaches to reverse environmental damage and advance sustainability.

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

E. EMS 167 Beginning Standardized Patients

Jim Holbrook and Tom Bryant provided handouts and gave a thorough description of a new program they are proposing. EMS 167 will be the first of four courses that students will take in sequence. Standardized patient simulation involves the use of individuals trained to portray the roles of patients, family members or others to allow students to practice physical exam skills, history taking skills, communication skills and other experiences. Standardized patients play a critical role in the education of future health care professionals. Students will gain and improve clinical and professional skills before they interact with “real patients.”

This program is being offered at John Hopkins Medicine, University of Pittsburgh, Des Moines University just to name a few.

After some discussion, it was recommended that the last two courses in the sequence be listed under the discipline of Emergency Medical Services instead of Theatre Arts. Kim Salt will correct the units from 3.0 to 2.5 units. Jim Holbrook invited the Curriculum Committee to observe the class at some point.

The committee approved EMS 167 as a new course.

- **DISCIPLINE:** Emergency Medical Services

- **DEPARTMENT:** Public Safety and Services
- **COURSE ID:** EMS 167
- **COURSE TITLE:** Beginning Standardized Patients
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 2.5
- **MINIMUM SEMESTER HOURS:**
LECTURE: 24
LAB: 48
- **CATALOG DESCRIPTION:** Introductory instruction in standardized patient techniques using exercises, environmental and scenario work to develop skill in memorization, vocal and tone qualities and production, flexibility in recall of patient complaints, agility, expressiveness and awareness of realistic body movement for medical and trauma patients.
- **NEW SCHEDULE DESCRIPTION:** Introductory instruction in standardized patient techniques using preprogrammed exercises, environmental and scenario work to develop skill in memorization, vocal qualities, flexibility in recall of patient complaints, agility, expressiveness and awareness of realistic body movement for medical and trauma patients.

NONCREDIT COURSES

The following courses are part of a pilot program approved by the Academic Senate that meets the soft skills and workforce preparation needs of regional business and industry and has the potential to be the industry standard for the region upon recognition and certification by the San Bernardino County and Riverside County Workforce Development Boards (WDBs) under the auspices of Workforce Innovation and Opportunity Act (WIOA) and their Regional Slingshot Initiative.

After much discussion regarding the deviation from the standard course approval process and the complex timeline, it was decided the following courses would be evaluated in the Fall 2017 semester. Another concern involved the hours listed on the course outlines. The hours are based on 18 weeks instead of the standard 16 weeks. This will affect instructor pay, which is calculated in Datatel/Colleague based on 17 weeks "Pay per Course." Kristina H. and Kathy B. will work on this. Since these courses are planned to be offered on April 17, 2017 after the courses are approved by the Board of Trustees on March 9, 2017, Richard Galope, from the District will hand carry the curriculum to the State Chancellor's office in Sacramento for approval.

F. MATH/N 605 Math Skills for the Workplace

The committee approved MATH/N 605 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (one opposed, one abstention).

- **DISCIPLINE:** Mathematics Noncredit
- **DEPARTMENT:** Mathematics
- **COURSE ID:** MATH/N 605
- **COURSE TITLE:** Math Skills for the Workplace
- **PREREQUISITE:** None

- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 54
- **CATALOG DESCRIPTION:** This short-term vocational education course is designed to provide students with the basic math skills required to succeed in the workplace. The course reviews topics of mathematical properties, including the fundamental operations of whole numbers, integers, fractions, decimals, ratios, proportions, percent and measurement. Topics also include exponential notation, linear equations, variables, and the appropriate operation rules for rational numbers, whole numbers and integers.
- **SCHEDULE DESCRIPTION:** This short-term vocational education course is designed to provide students with the basic math skills required to succeed in the workplace. The course reviews topics of mathematical properties, including the fundamental operations of whole numbers, integers, fractions, decimals, ratios, proportions, percent and measurement.

Note: This course equates with MATH 601 at SBVC.

G. VOC/N 601 Blueprint for Workplace Success

The committee approved VOC/N 601 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (two abstentions).

- **DISCIPLINE:** Short Term Vocational Noncredit
- **DEPARTMENT:** Business, Economics and Information Technology
- **COURSE ID:** VOC/N 601
- **COURSE TITLE:** Blueprint for Workplace Success
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 36
- **CATALOG DESCRIPTION:** This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job.
- **SCHEDULE DESCRIPTION:** This accelerated non-credit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job

Note: This course equates with ACAD 700 at SBVC.

H. VOC/N 602 Blueprint for Customer Service

The committee approved VOC/N 602 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (two abstentions).

- **DISCIPLINE:** Short Term Vocational Noncredit
- **DEPARTMENT:** Business, Economics and Information Technology
- **COURSE ID:** VOC/N 602
- **COURSE TITLE:** Blueprint for Customer Service
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 18
- **CATALOG DESCRIPTION:** This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required to better understand their customers or clients and to increase their employability. The topics covered included but are not limited to understanding what customers want, listening to customers and customer service support. After completing this course, the student has the option to continue their education or become gainfully employed.
- **SCHEDULE DESCRIPTION:** This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required to better understand their customers or clients and to increase their employability.

Note: This course equates with ACAD 701 at SBVC

I. VOC/N 603 30 Ways to Shine as a New Employee

The committee approved VOC/N 603 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (two abstentions).

- **DISCIPLINE:** Short Term Vocational Noncredit
- **DEPARTMENT:** Business, Economics and Information Technology
- **COURSE ID:** VOC/N 603
- **COURSE TITLE:** 30 Ways to Shine as a New Employee
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 9
- **CATALOG DESCRIPTION:** This short-term vocational education course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The curriculum is modifiable for the English as a Second Language (ESL) student. The topics covered but are not limited to acclimating to a new job,

understanding the workplace culture, and dealing with change. After completing this course, the student has an option to continue their education or become gainfully employed.

- **SCHEDULE DESCRIPTION:** Provides new and incumbent workers "30 Ways to Shine as a New Employee" and increases their level of customer service and colleague relations. The curriculum is modifiable for the English as a Second Language (ESL) student. Topics covered but are not limited to acclimating to a new job, understanding the workplace culture, and dealing with change.

Note: This course equates with ACAD 703 at SBVC.

J. VOC/N 604 Workplace Computing

The committee approved VOC/N 604 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (two abstentions).

- **DISCIPLINE:** Short Term Vocational Noncredit
- **DEPARTMENT:** Business, Economics and Information Technology
- **COURSE ID:** VOC/N 604
- **COURSE TITLE:** Workplace Computing
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 54
- **CATALOG DESCRIPTION:** Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare students to be competitive in securing employment, as well as retaining a job once they have acquired a job.
- **SCHEDULE DESCRIPTION:** Fundamentals of computer hardware, software, and the internet for computer novices at the work place. Introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the World Wide Web.

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

K. WRIT/N 606 Reading and Writing for Workplace Communication

The committee approved WRIT/N 606 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (one opposed, one abstention).

- **DISCIPLINE:** Writing Noncredit
- **DEPARTMENT:** English and Reading
- **COURSE ID:** WRIT/N 606
- **COURSE TITLE:** Reading and Writing for Workplace Communication

- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 54
- **CATALOG DESCRIPTION:** This non-credit course is a review of basic reading comprehension and writing skills including basic grammar, punctuation, capitalization, vocabulary and spelling. Emphasis is placed on reading, writing and vocabulary building for effective workplace communication.
- **SCHEDULE DESCRIPTION:** This non-credit course is a review of basic reading comprehension and writing skills including basic grammar, punctuation, capitalization, vocabulary and spelling. Emphasis is placed on reading, writing and vocabulary building for effective workplace communication.

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

L. ESL/N 607 Workplace English as a Second Language

The committee approved ESL/N 607 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (one opposed, one abstention).

- **DISCIPLINE:** English as a Second Language Noncredit
- **DEPARTMENT:** English and Reading
- **COURSE ID:** ESL/N 607
- **COURSE TITLE:** Workplace English as a Second Language
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 54
- **CATALOG DESCRIPTION:** This non-credit course is designed for English as a Second Language (ESL) students who need help in developing their basic English skills for the workforce. This course will introduce low-beginning English language learners to basic English letter-sound correspondence, vocabulary, and sentence patterns. Students will start using English to speak about themselves, their families, and the workplace. Students will also learn to read and complete simple forms, as well as understand and describe basic verbal and written instructions related to the workplace.
- **SCHEDULE DESCRIPTION:** This non-credit course is designed for English as a Second Language (ESL) students who need help in developing their basic English skills for the workforce. Introduces low-beginning English language learners to basic English letter-sound correspondence, vocabulary, and sentence patterns. Includes basic verbal and written communication as related to the workplace.

Note: This course is equated with ESL 601 at SBVC.

M. VOC/N 608 Job Club

The committee approved VOC/N 608 as a noncredit course with the condition the course will be evaluated in the Fall 2017 semester (one opposed, one abstention).

- **DISCIPLINE:** Short Term Vocational Noncredit
- **DEPARTMENT:** Business, Economics and Information Technology
- **COURSE ID:** VOC/N 608
- **COURSE TITLE:** Job Club
- **PREREQUISITE:** None
- **COREQUISITE:** None
- **DEPARTMENTAL RECOMMENDATION:** None
- **SEMESTER UNITS:** 0
- **MINIMUM SEMESTER HOURS:**
LECTURE: 9
- **CATALOG DESCRIPTION:** This course is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: job search planning, utilizing outside resources, the "hidden" job market, and job market research. After completing this course the student has an option to continue their education or become gainfully employed.
- **SCHEDULE DESCRIPTION:** This course is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. Some of the topics covered include: job search planning, utilizing outside resources, the "hidden" job market and job market research. After completing this course the student has an option to continue their education or become gainfully employed.

Note: This course is equated with ACAD 702 at SBVC.

NEW PROGRAMS

N. Job Readiness Skills Certificate

The committee approved the Job Readiness Skills Certificate (one opposed, one abstention).

Job Readiness Skills Certificate Certificate of Achievement

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development.

REQUIRED COURSES:		UNITS
VOC/N 601	Blueprint for Workplace Success	0
VOC/N 602	Blueprint for Customer Service	0
VOC/N 603	30 Ways to Shine as a New Employee	0
VOC/N 608	Job Club	0
TOTAL UNITS		0

O. Workforce Literacy Skills Certificate

The committee approved the Workforce Literacy Skills Certificate (two opposed).

**Workforce Literacy Skills Certificate
Certificate of Achievement**

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development. In addition, this certificate provides students with basic skills training in mathematics, English, and computing.

REQUIRED COURSES:		UNITS
VOC/N 601	Blueprint for Workplace Success	0
VOC/N 602	Blueprint for Customer Service	0
VOC/N 603	30 Ways to Shine as a New Employee	0
VOC/N 604	Workplace Computing	0
MATH/N 605	Math Skills for the Workplace	0
WRIT/N 606	Reading and Writing for Workplace Communication	0
OR		
ESL/N 607	Workplace English as a Second Language	0
TOTAL UNITS		0

3. Operational Issues

Nothing to report.

The next Curriculum meeting will be held on **February 27, 2017 at 2 p.m. in CCR (Crafton Center) 233.**