CRAFTON HILLS COLLEGE
CURRICULUM COMMITTEE
MINUTES
September 25, 2017

VOTING MEMBERS:
Note: ✓If Present
Brandi Bailes ✓ Rick Hogrefe ✓
Troy Dial ✓ Shohreh Rahbarnia ✓
Kenneth George ✓ Kim Salt (Chair) ✓
Laurie Green Michael Sheahan
Catherine Hendrickson ✓ Sherri Wilson ✓

NON-VOTING MEMBERS:
Note: ✓If Present
Kathy Bakhit ✓ Miriam Saadeh ✓
Robert Brown ✓ Mark Snowhite ✓
Kirsten Colvey Michelle Tinoco ✓
Joe Cabrales Dan Word
Kristina Heilgeist ✓

VISITORS:
Melissa Huynh
Rebeccah Warren-Marlatt

1. Approval of minutes from September 11, 2017 meeting

The minutes were approved with corrections.

2. Action Items

COURSE DELETION

A. FIRET 125 Firefighter 1 Skills Review and Evaluation

The department is requesting the deletion of FIRET 125. The course content has been added to FIRET 115. In addition, this course was not approved at the State Chancellor’s Office.

The committee approved the deletion of FIRET 125. This will be effective Fall 2017.

PROGRAM MODIFICATIONS

B. Associate of Arts Degree American Sign Language

Last year MCS 110 was changed to ASL 110 to comply with the approved disciplines under minimum qualifications with the State Chancellor’s Office. This information was corrected in the catalog but will need to be corrected in CurricUNET.
The committee approved the correction to the Associate of Arts Degree American Sign Language. No board item is needed. Kim will make the correction in CurricUNET and add the following statement which was left off by mistake under elective courses.

- Students must complete at least two (2) units from the following courses:

NEW PROGRAMS

C. Multimedia Art Certificate of Achievement

The certificate was tabled.

The committee is recommending a one-unit capstone course.

3. Curriculum Committee Training

To comply with Title 5, the committee developed the table below to include the additional information (In-Class Minimum and Maximum hours and Outside Minimum and Maximum Hours) to the Course Outline of Record (COR).

Example: COR for CHEM 150 General Chemistry I, 5 Units

<table>
<thead>
<tr>
<th>METHOD</th>
<th>IN-CLASS</th>
<th>OUTSIDE CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum Hours</td>
<td>Maximum Hours</td>
</tr>
<tr>
<td>Lecture</td>
<td>48</td>
<td>54</td>
</tr>
<tr>
<td>Lab</td>
<td>96</td>
<td>108</td>
</tr>
<tr>
<td>Clinic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Field</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Activity</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Work Experience (Unpaid)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Work Experience (Paid)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Independent Study</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>144</strong></td>
<td><strong>162</strong></td>
</tr>
</tbody>
</table>

The committee approved inserting the above template into the course outline of record. The recommendation will be sent to the Academic Senate.

4. Operational Issues

Nothing to report.

The next Curriculum meeting will be held on **October 9th at 2 p.m. in CCR 233**.