

DE ANZA COLLEGE CURRICULUM COMMITTEE MINUTES

Tuesday, Oct 03, 2023

2:30pm - 4:00pm

Location: Staff Development Lab – MLC 243

PRESENT:

Bob Kalpin (BH)
Marco Marquez (CA)
Catherina Wong (CB)
Isaac Tsang (DASG)
Sridevi Lakshmanan (DS)
Hua-Fu Liu (IC)
Thalia Bobadilla (LA, LR)
Sarah Lisha (LA, LR)

Chris Deming (PS)
Ameeta Tiwana (SS)
Betty Inoue (ST)
Kristin Skager (Division Dean Rep.)
Betty Inoue (Articulation Officer)
Thomas Ray (Administrative Co-Chair, tie vote)
Erik Woodbury

(Faculty Co-Chair, tie-vote)
Zack Judson (Faculty Vice Chair, nv)
Zack Judson (Content Review Liaison, nv)
Mary Clark-Tillman (Curriculum Coordinator, nv)
Mi Chang (Curriculum Secretary, nv)

ABSENT:

Mike Appio (AT), Rachel Catuiza (PE), Jason Damjanovic (PE)

GUESTS:

Cheryl Oweisny, Eric Mendoza

1. **Approval of today’s agenda** – **APPROVED** – (M/S/C—Deming/Kalpin) – with the following amendments:

- a. Action Calendar item f – change title to “Intermediate Accounting I”
- b. Action Calendar item g – change title to “Intermediate Accounting II”
- c. Add the following under Action Calendar:

If a course is passed by the Curriculum Committee, it is “**conditionally approved**” pending Curriculum Committee required and/or recommended changes and final submission of the course and all required forms to the curriculum office. Initiators have **ONE WEEK** from the date of the conditional approval to submit the final version.

2. **APPROVAL OF MINUTES:**

- a. June 20, 2023, Minutes – **APPROVED** – (M/S/C—Inoue/Kalpin) – as presented.

3. **CONSENT CALENDAR:**

- a. **APPROVED, effective Fall 2024:**
Date: June 15, 2023
From: Cheryl Balm
To: Curriculum Committee
Subject: Deletion, effective, Fall 2024

Delete:
MATH 130
MATH 330

Approved 10/24/2023 with amendments.

MATH 231A

MATH 431A

MATH 231B

MATH 431B

Bridge to Precalculus - certificate of competency

-signed by Cheryl Balm

-signed by Harman Dhaliwal

-signed by Mehrdad Khosravi, PS Division Dean

b. **APPROVED, effective Fall 2024:**

Date: June 26, 2023

From: Cheryl Balm

To: Curriculum Committee

Subject: Deletion, effective, Fall 2024

Delete:

MATH 31A

MATH 31B

MATH 109

MATH 309

Bridge to Statistics - certificate of competency

-signed by Cheryl Balm

-signed by Harman Dhaliwal

-signed by Mehrdad Khosravi, PS Division Dean

c. **APPROVED, effective Fall 2023:**

From: Renee Augenstein

Date: August 9, 2023

To: Curriculum Committee

Subject: Requesting permission to report updated text on F23 COR for UC review

I'm working on our UC-TCA submissions and running into a problem with UC's request to review all courses with AB 705/1705 prerequisite statement changes for F23. Even though the change simply replaces courses (MATH 109, 114, 130) with the term 'intermediate algebra', UC considers this a substantial change and is requesting a course review. UCOP said they will work with faculty to adjust their policy in the future, but they want to see our courses this cycle to maintain their UC transfer status.

The following F23 course outlines have outdated (or borderline dated) textbooks which means the courses will automatically be denied if they were submitted to UC as-is. However, there appears to be a more recent edition of the textbook available and I'm requesting your permission to update that text on the F23 course outline so I can submit the course to UC this summer.

- CHEM 30A because of Intermediate algebra or equivalent (or higher), or appropriate placement beyond intermediate algebra update to:

Timberlake, K.C., "An introduction to general, organic, and biological chemistry" 13th edition, Prentice Hall (2017)

De Anza GOB Lab Manual, De Anza College, (2023)

- MATH 11 because of Intermediate algebra or equivalent (or higher), or appropriate placement beyond intermediate algebra update to:
Barnett, Ziegler, and Byleen, "Finite Mathematics for Business, Economics, Life Sciences and Social Sciences", 14th edition (2018)

- MATH 11H because of Intermediate algebra or equivalent (or higher), or appropriate placement beyond intermediate algebra update to:

Barnett, Ziegler, and Byleen, "Finite Mathematics for Business, Economics, Life Sciences and Social Sciences", 14th edition (2018)

- PHYS 10 because of Intermediate algebra or equivalent (or higher), or appropriate placement beyond intermediate algebra update to:

Hewitt, P. "Conceptual Physics". 13th ed. Pearson and Addison/Wesley, (2022)

With your permission, I will propose the change to our Curriculum Co-chairs immediately. With their approval, I will submit our adjusted outlines to UC this summer AND the changes will be brought to our Curriculum Committee in the fall for (retroactive) approval.

- approved by Renee Augenstein
- approved by Erik Woodbury
- approved by Thomas Ray
- approved by Eduardo Luna
- approved by Brendan Mar
- approved by Mehrdad Khosravi

4. **ACTION CALENDAR:**

If a course is passed by the Curriculum Committee, it is “**conditionally approved**” pending Curriculum Committee required and/or recommended changes and final submission of the course and all required forms to the curriculum office. Initiators have **ONE WEEK** from the date of the conditional approval to submit the final version.

a.	<p>APPROVED, effective Winter 2024: F/TV 27 Initiator: Rachel Silveria Title: Nonlinear Editing</p> <p>Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items: NONE.</u></p>
b.	<p>APPROVED, effective Winter 2024: PARA 65W Initiator: Yvonne Mills Title: Current Paralegal Topics</p> <p>Online</p> <p><u>Approved Curriculum Consensus Vote Items: NONE.</u></p>

c.	<p>APPROVED, effective Winter 2024: PARA 65X Initiator: Yvonne Mills Title: Current Paralegal Topics</p> <p>Online</p> <p><u>Approved Curriculum Consensus Vote Items: NONE.</u></p>
d.	<p>APPROVED, effective Winter 2024: PARA 65Y Initiator: Yvonne Mills Title: Current Paralegal Topics</p> <p>Online</p> <p><u>Approved Curriculum Consensus Vote Items: NONE.</u></p>
e.	<p>APPROVED, effective Winter 2024: PARA 65Z Initiator: Yvonne Mills Title: Current Paralegal Topics</p> <p>Online</p> <p><u>Approved Curriculum Consensus Vote Items: NONE.</u></p>
f.	<p>APPROVED, effective Fall 2024: ACCT 51A Initiator: Kevin Mello Title: Intermediate Accounting I Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
g.	<p>APPROVED, effective Fall 2024: ACCT 51B Initiator: Kevin Mello Title: Intermediate Accounting II Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>

h.	<p>APPROVED, effective Fall 2024: ACCT 52 Initiator: Catherina Wong Title: Advanced Accounting Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
i.	<p>APPROVED, effective Fall 2024: ACCT 58 Initiator: Scott Osborne Title: Auditing Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
j.	<p>APPROVED, effective Fall 2024: ACCT 66 Initiator: Scott Osborne Title: Cost Accounting Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
k.	<p>APPROVED, effective Fall 2024: ACCT 73 Initiator: Catherina Wong Title: Fraud Detection and Deterrence Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>

l.	<p>APPROVED, effective Fall 2024: ACCT 74 Initiator: Catherina Wong Title: Accounting Ethics Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
m.	<p>APPROVED, effective Fall 2024: ACCT 75 Initiator: Catherina Wong Title: Accounting for Government and Nonprofit Entities Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
n.	<p>APPROVED, effective Fall 2024: ACCT 105 Initiator: Scott Osborne Title: Basic Financial Accounting Procedures Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
o.	<p>APPROVED, effective Fall 2024: APRN 60K Initiator: James Tallent Title: Automotive Body Electrical Systems Unit(s): 4.5 Lec Hour(s): 4.5</p> <p>5-Year Review Stand-Alone CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>

p.	<p>APPROVED, effective Fall 2024: AUTO 60K Initiator: James Tallent Title: Automotive Body Electrical Systems Unit(s): 4.5 Lec Hour(s): 4.5</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
q.	<p>APPROVED, effective Fall 2024: AUTO 360K Initiator: James Tallent Title: Automotive Body Electrical Systems Unit(s): 0 Lec Hour(s): 4.5 Repeat: 99</p> <p>5-Year Review Program Applicable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
r.	<p>APPROVED, effective Fall 2024: APRN 64HP Initiator: Dave Capitolo Title: High Performance Engine Preparation Unit(s): 9 Lec Hour(s): 9 Repeat: 99</p> <p>5-Year Review Stand-Alone CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
s.	<p>APPROVED, effective Fall 2024: AUTO 64HP Initiator: Dave Capitolo Title: High Performance Engine Preparation Unit(s): 9 Lec Hour(s): 9</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
t.	<p>APPROVED, effective Fall 2024: AUTO 364H Initiator: Dave Capitolo</p>

	<p>Title: High Performance Engine Preparation Unit(s): 0 Lec Hour(s): 9 Repeat: 99</p> <p>5-Year Review Program Applicable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
u.	<p>APPROVED, effective Fall 2024: ARTS 55A Initiator: Marco Marquez Title: Graphic Design-Visual Communication I Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
v.	<p>APPROVED, effective Fall 2024: ARTS 55C Initiator: Marco Marquez Title: Graphic Design-Visual Communication III: Production Techniques Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
w.	<p>APPROVED, effective Fall 2024: ARTS 56 Initiator: Marco Marquez Title: Graphic Design: UI Prototyping and Digital Publishing Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
x.	<p>APPROVED, effective Fall 2024: ARTS 57 Initiator: Marco Marquez</p>

	<p>Title: Graphic Design-Visual Communication: Typography Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
y.	<p>APPROVED, effective Fall 2024: ARTS 58A Initiator: Julie Hughes Title: Furniture Design Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
z.	<p>APPROVED, effective Fall 2024: ARTS 58B Initiator: Julie Hughes Title: Intermediate Furniture Design Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
aa.	<p>APPROVED, effective Fall 2024: ARTS 58C Initiator: Julie Hughes Title: Advanced Furniture Design Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>

bb.	<p>APPROVED, effective Fall 2024: ARTS 65 Initiator: Marco Marquez Title: Graphic Design: UI/UX Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
cc.	<p>APPROVED, effective Fall 2024: ARTS 85 Initiator: Marco Marquez Title: Graphic Design: Motion Graphics Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
dd.	<p>APPROVED, effective Fall 2024: ARTS 86 Initiator: Marco Marquez Title: Graphic Design: Digital Illustration Techniques Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
ee.	<p>APPROVED, effective Fall 2024: AUTO 91A Initiator: James Tallent Title: Automotive Brake Systems Unit(s): 6 Lec Hour(s): 4 Lab Hour(s): 6</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>

ff.	<p>APPROVED, effective Fall 2024: AUTO 92A Initiator: James Tallent Title: Automotive Steering and Suspension Unit(s): 6 Lec Hour(s): 4 Lab Hour(s): 6</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
gg.	<p>APPROVED, effective Fall 2024: AUTO 92B Initiator: James Tallent Title: Automotive Alignment Unit(s): 6 Lec Hour(s): 4 Lab Hour(s): 6</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
hh.	<p>APPROVED, effective Fall 2024: AUTO 92C Initiator: James Tallent Title: Automotive Electronic Chassis Controls Unit(s): 2 Lec Hour(s): 1.5 Lab Hour(s): 1.5</p> <p>5-Year Review Stand-Alone CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
ii.	<p>APPROVED, effective Fall 2024: BUS 55 Initiator: Manisha Karia Title: Introduction to Entrepreneurship Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
jj.	<p>APPROVED, effective Fall 2024: C D 56 Initiator: Nellie Vargas</p>

	<p>Title: Understanding and Working with English Learners Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
kk.	<p>APPROVED, effective Fall 2024: C D 58 Initiator: Jayanti Roy Title: Infant/Toddler Development Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
ll.	<p>APPROVED, effective Fall 2024: C D 70 Initiator: Jayanti Roy Title: Seminar in Parenting the Preschool Child Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
mm.	<p>APPROVED, effective Fall 2024: C D 74 Initiator: Jayanti Roy Title: Early Childhood Mental Health Seminar and Fieldwork Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>

nn.	<p>APPROVED, effective Fall 2024: CIS 77 Initiator: Mary Pape Title: Special Projects in Computer Information Systems Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Stand-Alone CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
oo.	<p>APPROVED, effective Fall 2024: CIS 77X Initiator: Mary Pape Title: Special Projects in Computer Information Systems Unit(s): 2 Lab Hour(s): 6</p> <p>5-Year Review Stand-Alone CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
pp.	<p>APPROVED, effective Fall 2024: CIS 77Y Initiator: Mary Pape Title: Special Projects in Computer Information Systems Unit(s): 3 Lab Hour(s): 9</p> <p>5-Year Review Stand-Alone CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
qq.	<p>APPROVED, effective Fall 2024: CIS 89D Initiator: Ira Oldham Title: Data-Driven Web Application Development Unit(s): 4.5 Lec Hour(s): 4 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>

<p>rr.</p>	<p>APPROVED, effective Fall 2024: CIS 97 Initiator: Ira Oldham Title: ADOBE Animate Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
<p>ss.</p>	<p>APPROVED, effective Fall 2024: CIS 104 Initiator: Mark Sherby Title: Digital Forensics and Hacking Investigation Unit(s): 4.5 Lec Hour(s): 4 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
<p>tt.</p>	<p>APPROVED, effective Fall 2024: CIS 344A Quarter 1st offered: Fall 2024 Initiator: Sukhjit Singh Title: Database Management Systems Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
<p>uu.</p>	<p>APPROVED, effective Fall 2024: CIS 344F Quarter 1st offered: Fall 2024 Initiator: Sukhjit Singh Title: Introduction to Big Data and Analytics Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p>

	<p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
vv.	<p>APPROVED, effective Fall 2024: CIS 344H Quarter 1st offered: Fall 2024 Initiator: Sukhjrit Singh Title: R Programming Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
ww.	<p>APPROVED, effective Fall 2024: CIS 364B Quarter 1st offered: Fall 2024 Initiator: Sukhjrit Singh Title: Introduction to SQL Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
xx.	<p>APPROVED, effective Fall 2024: CIS 364G Quarter 1st offered: Fall 2024 Initiator: Sukhjrit Singh Title: Data Visualization Methodology and Tools Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
yy.	<p>APPROVED, effective Fall 2024: CIS 395A Quarter 1st offered: Fall 2024 Initiator: Sukhjrit Singh Title: Project Management - A Practicum Unit(s): 0 Lec Hour(s): 5 Repeat: 99</p>

	<p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
zz.	<p>APPROVED, effective Fall 2024: CIS 395B Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Project Planning and Control - A Practicum Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
aaa.	<p>APPROVED, effective Fall 2024: CIS 395C Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Risk Assessment and Mitigation - A Practicum Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
bbb.	<p>APPROVED, effective Fall 2024: CIS 395E Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: CAPM and PMP Exam Preparation Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>

ccc.	<p>APPROVED, effective Fall 2024: CLP 7 Initiator: Herminio Hernando Title: Self-Assessment Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE & CSUGE Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
ddd.	<p>APPROVED, effective Fall 2024: COMM 8 Initiator: Stephanie Anderson Title: Argumentation and Critical Inquiry in Oral Communication Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & C-ID Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
eee.	<p>APPROVED, effective Fall 2024: COMM 8H Initiator: Stephanie Anderson Title: Argumentation and Critical Inquiry in Oral Communication - HONORS Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & C-ID Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
fff.	<p>APPROVED, effective Fall 2024: E S 58 Initiator: Ronald Wheelehan Title: Introduction to Green Building Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p>

	<p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
ggg.	<p>APPROVED, effective Fall 2024: E S 69A Initiator: William Roeder Title: Introduction to Facilities Management Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
hhh.	<p>APPROVED, effective Fall 2024: E S 70 Initiator: Massimo Maniaci Title: Introduction to Energy Science Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
iii.	<p>APPROVED, effective Fall 2024: E S 71 Initiator: Massimo Maniaci Title: Introduction to Sustainable Buildings Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
jjj.	<p>APPROVED, effective Fall 2024: E S 82 Initiator: Ronald Wheelehan Title: Project Management and Technical Report Writing for Energy Professionals Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable</p>

	<p>CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
kkk.	<p>APPROVED, effective Fall 2024: E S 83 Initiator: Massimo Maniaci Title: Energy Management Return on Investment Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
lll.	<p>APPROVED, effective Fall 2024: E S 95 Initiator: Jeff Staudinger Title: Introduction to Environmental Careers Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
mmm.	<p>APPROVED, effective Fall 2024: ECON 4 Initiator: Ninos Malek Title: Economics of Public Issues Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
nnn.	<p>APPROVED, effective Fall 2024: F/TV 72G Initiator: Mark Hamer Title: Animated Film Pre-Production Workshop Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p>

	<p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
ooo.	<p>APPROVED, effective Fall 2024: HLTH 57A Initiator: Mary Donahue Title: First Aid for the Community, Home, Wilderness, and Disasters Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
ppp.	<p>APPROVED, effective Fall 2024: HTEC 64A Initiator: Maureen Miramontes Title: Clinical Laboratory Procedures I Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
qqq.	<p>APPROVED, effective Fall 2024: HTEC 64B Initiator: Maureen Miramontes Title: Clinical Laboratory Procedures II Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
rrr.	<p>APPROVED, effective Fall 2024: HTEC 72 Initiator: Maureen Miramontes Title: Medical Office Financial Procedures Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review</p>

	<p>Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
sss.	<p>APPROVED, effective Fall 2024: HTEC 73 Initiator: Maureen Miramontes Title: Medical Law and Ethics Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
ttt.	<p>APPROVED, effective Fall 2024: HTEC 75 Initiator: Maureen Miramontes Title: Electronic HEalth Records Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
uuu.	<p>APPROVED, effective Fall 2024: HTEC 90G Initiator: Maureen Miramontes Title: Basic Patient Care Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> –See Appendix A for required and/or recommended changes.</p>
vvv.	<p>APPROVED, effective Fall 2024: HTEC 90H Initiator: Maureen Miramontes Title: Medical Office Sterile Technique Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review</p>

	<p>Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
www.	<p>APPROVED, effective Fall 2024: HTEC 91 Initiator: Maureen Miramontes Title: Medical Office Diagnostic Tests Unit(s): 1.5 Lec Hour(s): 1 Lab Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
xxx.	<p>APPROVED, effective Fall 2024: HTEC 101A Initiator: Maureen Miramontes Title: Skill Building in Clinical Laboratory Procedures II Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
yyy.	<p>APPROVED, effective Fall 2024: HTEC 101B Initiator: Maureen Miramontes Title: Skill Building in Basic Patient Care Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> —See Appendix A for required and/or recommended changes.</p>
zzz.	<p>APPROVED, effective Fall 2024: HTEC 101D Initiator: Maureen Miramontes Title: Skill Building in Medical Office Financial Procedures Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable Online</p> <p><u>Approved Curriculum Consensus Vote Items:</u></p>

	<p>— See Appendix A for required and/or recommended changes.</p>
aaaa.	<p>APPROVED, effective Fall 2024: HTEC 101F Initiator: Maureen Miramontes Title: Skill Building in Medical Office Diagnostic Tests Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
bbbb.	<p>APPROVED, effective Fall 2024: HUMI 2 Initiator: Lori Clinchard Title: But is it Art? Questions and Criticism Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
cccc.	<p>APPROVED, effective Fall 2024: JOUR 80 Initiator: Farideh Dada Title: Introduction to Public Relations Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable C-ID Online & Hybrid</p> <p><u>Approved Curriculum Consensus Vote Items:</u> — See Appendix A for required and/or recommended changes.</p>
dddd.	<p>APPROVED, effective Fall 2024: LRNA 98 Initiator: Diana Alves de Lima Title: Tutor Training for Math/Science Tutors Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Stand-Alone CSU Transferable Online</p>

	<p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
eeee.	<p>APPROVED, effective Fall 2024: MUSI 53 Initiator: Ilan Glasman Title: Music Business Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
ffff.	<p>APPROVED, effective Fall 2024: MUSI 77 Initiator: Ilan Glasman Title: Special Projects in Music Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
gggg.	<p>APPROVED, effective Fall 2024: MUSI 77X Initiator: Ilan Glasman Title: Special Projects in Music Unit(s): 2 Lab Hour(s): 6</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>
hhhh.	<p>APPROVED, effective Fall 2024: MUSI 77Y Initiator: Ilan Glasman Title: Special Projects in Music Unit(s): 3 Lab Hour(s): 9</p> <p>5-Year Review Program Applicable CSU Transferable</p> <p><u>Approved Curriculum Consensus Vote Items:</u> – See Appendix A for required and/or recommended changes.</p>

5. **OTHER BUSINESS:**

- a. Introductions and Welcome to 2023-2024 – Erik Woodbury:
 - Everyone went around introducing themselves and the areas they represent.

- b. Review of Curriculum Committee Mission, Charge and Practices – Erik Woodbury
 - Curriculum is charged with reviewing curriculum that are submitted by initiators. Reassess and ensure that curriculum has been updated with changes to stay modern; ensure that curriculum is robust and articulates to 4-year schools; have robust and effective curriculum; and services the students and the community.

- c. What to do with Questions for Initiators? – Erik Woodbury
 - One possible solution would be to create a Canvas page.
 - For now, the committee will have the group that reviewed the question review the response.

- d. Delivery Mode Policies for Non-honors/honors and Credit/noncredit Courses – Erik Woodbury
 - Should non-honors/honors and credit/noncredit courses have the same modality?
APPROVED – (M/S/C—Lisha/ Bobadilla) to require that non-honors/honors and credit/noncredit course have the same modality.

- e. Faculty Co-Chair Position – Erik Woodbury
 - Woodbury is currently the Academic Senate President.
 - Curriculum needs a new Faculty Co-Chair.
 - Please reach out to your departments and divisions and use the Academic Senate's website to submit your interest by 10/11/23.

- f. Curriculum Committee Charge and Practices – Erik Woodbury
 - Discussed in item b above.

- g. Committee Meetings vs. Technical Review Meetings – Erik Woodbury
 - Curriculum meetings are:
 - o Meets to approve and discuss topics (i.e., course sunset policy, delivery modes, equity, etc.)
 - Technical review meetings are:
 - o Review curriculum in groups.
 - As department chairs review curriculum for content and the department lens.
 - As division reps review curriculum through the Curriculum Committee's lens and serve as a resource for your respective division.
 - As deans review curriculum to be aware the curriculum in your division.
 - For reviewers and approvers, make a Word document for common feedback.

- h. Identification and Discussion of Topics of Interest for the 23/24 Academic Year – Erik Woodbury
 - Ab 1111
 - Ab 982
 - Equity on curriculum
 - Quicker path for course approvals
 - Elumen

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- Auto BS degree – what to look for in an upper division course
- Courses on programs are offered
- Other ideas please email one of the chairs

6. **MEETING ADJOURNED** – (M/S/C– Kalpin/Lakshmanan)

APPENDIX A

<u>ACCTD051A</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	ACCT 51A and ACCT 51B have the same title. Please change the title on one or both so that the titles are distinct.
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please remove last sentence of the course justification unless it is needed since all three elements of the justification are already satisfied
Basic Course Information - Course Justification	Required	In the sentence indicating a program that this course belongs on, only state ONE program
Basic Course Information - CTE Course	Required	Change to yes
Specification - Essential College Facilities	Required	Is the "access to a computer with spreadsheet software" for the instructor or for the students? If for the students, I would specify this by saying a computer lab is needed. If not, I believe all our computers have windows office package, so they would have excel, and this statement should be removed. If beyond excel is needed, I would modify this statement to include that aspect.

<u>ACCTD051B</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	ACCT 51A and ACCT 51B have the same title. Please change the title on one or both so that the titles are distinct.
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please remove mention of ACCT51A and course title and instead briefly elaborate on the skill that will be advance in this class

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Basic Course Information - Course Justification	Required	Please edit the program title to just "Accounting AA degree". The "Taxation Emphasis" was eliminated.
Basic Course Information - CTE Course	Required	Change to yes
Specification - Essential College Facilities	Required	Is the "access to a computer with spreadsheet software" for the instructor or for the students? If for the students, I would specify this by saying a computer lab is needed. If not, I believe all our computers have windows office package, so they would have excel, and this statement should be removed. If beyond excel is needed, I would modify this statement to include that aspect.

ACCTD052.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - CTE Course	Required	Change to yes

ACCTD058.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please remove middle sentence as the course uniqueness is perfectly stated in the first sentence
Basic Course Information - CTE Course	Required	Change to yes
Specification - Essential College Facilities	Required	Is the "access to a computer with spreadsheet software" for the instructor or for the students? If for the students, I would specify this by saying a computer lab is needed. If not, I believe all our computers have windows office package, so they would have excel, and this statement should be removed. If beyond

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		<p>excel is needed, I would modify this statement to include that aspect.</p>
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<u>ACCTD066.</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please remove the last sentence as the course uniqueness is perfectly stated already
Basic Course Information - CTE Course	Required	Change to yes
Specification - Methods of Evaluation	Required	Please include a method of evaluation for the assignment B, or edit one of the existing to include an evaluation of the internet research

<u>ACCTD073.</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Recommended	We suggest making the course uniqueness statement more concise
Basic Course Information - CTE Course	Required	Change to yes
Specification - Assignments	Recommended	We recommend splitting up some of the assignments into their own "letter"
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper

<u>ACCTD074.</u>		
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Approved 10/24/2023 with amendments.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please add statement on the uniqueness of this course. That is, other accounting classes will go towards the overall study and practice, and they will all need critical thinking, but what makes this one different?
Basic Course Information - Course Justification	Required	Course Justification - in the sentence indicating a program that this course belongs on, only state ONE program
Basic Course Information - CTE Course	Required	Change to yes
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper

ACCTD075.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - CTE Course	Required	Change to yes

ACCTD105.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - CTE Course	Required	Change to yes
Specification - Assignments	Recommended	We suggest adding some more of the assignment whose evaluation is described in the "methods of evaluation section"

<p>Specification - Essential College Facilities</p>	<p>Required</p>	<p>Is the "access to a computer with spreadsheet software" for the instructor or for the students? If for the students, I would specify this by saying a computer lab is needed. If not, I believe all our computers have windows office package, so they would have excel, and this statement should be removed. If beyond excel is needed, I would modify this statement to include that aspect.</p>
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<u>APRND060K</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 60K, AUTO 60K and AUTO 360K must be the same
Basic Course Information - Course Justification	Required	APRN 60K, AUTO 60K and AUTO 360K must all be the same with the exception of transferability, apprenticeship and program applicability. This courses should state that it is a stand-alone course
Basic Course Information - Stand-Alone Statement	Required	This is a stand-alone course. Complete per the information requested from the eLumen Curriculum User Manual
Specification - Examples of Primary Texts and References	Required	Course does not have a primary text listed. Please list at least one current text.
Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
Summary of Revisions	Required	Complete the Summary of Revisions tab
Req/Adv	Required	Add an advisory of "APRN D060A and APRN D060B" so that it matches AUTO 60K and 360K. Then complete Matrix G for both courses similar to AUTO 60K and 360K.

<u>AUTOD060K</u>		
Area	Edit Type	Edit

Approved 10/24/2023 with amendments.

Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 60K, AUTO 60K and AUTO 360K must be the same
Basic Course Information - Course Justification	Required	APRN 60K, AUTO 60K and AUTO 360K must all be the same with the exception of transferability, apprenticeship and program applicability.
Specification - Examples of Primary Texts and References	Required	Course does not have a primary text listed. Please list at least one current text.
Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
Summary of Revisions	Required	Complete the Summary of Revisions tab

AUTOD360K

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 60K, AUTO 60K and AUTO 360K must be the same
Basic Course Information - Course Justification	Required	APRN 60K, AUTO 60K and AUTO 360K must all be the same with the exception of transferability, apprenticeship and program applicability.
Specification - Examples of Primary Texts and References	Required	Course does not have a primary text listed. Please list at least one current text.
Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
Summary of Revisions	Required	Complete the Summary of Revisions tab

APRND64HP

Area	Edit Type	Edit
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Approved 10/24/2023 with amendments.

Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 64HP, AUTO 64HP and AUTO 364H must be the same
Basic Course Information - Course Justification	Required	APRN 64HP, AUTO 64HP and AUTO 364H must all be the same with the exception of transferability, apprenticeship and program applicability. This courses should state that it is a stand-alone course
Basic Course Information - Stand-Alone Statement	Required	Complete per the information requested from the eLumen Curriculum User Manual
Specification - Examples of Primary Texts and References	Required	Separate out the information into its field
Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
Req/Adv	Required	Add an advisory of "ESL 272..." and "Elementary algebra..." so that it matches AUTO 64HP and 364H. Then complete the B-Matrix and E-Matrix form similar to AUTO 60K and 360K.
Req/Adv	Required	Add an advisory of "APRN D064." so that it matches AUTO 64HP and 364H. Then complete Matrix G similar to AUTO 60K and 360K.

AUTOD64HP

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 64HP, AUTO 64HP and AUTO 364H must be the same
Basic Course Information - Course Justification	Required	APRN 64HP, AUTO 64HP and AUTO 364H must all be the same with the exception of transferability, apprenticeship and program applicability.
Specification - Examples of Primary Texts and References	Required	Separate out the information into its field

Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
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<u>AUTOD364H</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. APRN 64HP, AUTO 64HP and AUTO 364H must be the same
Basic Course Information - Proposal Details	Required	Remove one of the Matrix G files
Basic Course Information - Course Justification	Required	APRN 64HP, AUTO 64HP and AUTO 364H must all be the same with the exception of transferability, apprenticeship and program applicability.
Specification - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed.
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>ARTSD055A</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specification - Methods of Evaluation	Required	Please check if the assignments should be 4-6 or 3-6 and make that agree with the assignments section.
Specification - Methods of Evaluation	Recommended	Sub-topic C of the methods of evaluation is more like an assignment. Please add that to the assignment section and add a criteria for how that assignment will be evaluated in the methods of evaluation section.

Approved 10/24/2023 with amendments.

Specification - Methods of Evaluation	Required	Sub-topic B of the Methods of evaluations seems to be conitued criteria for the projects whose evaluation is in sub-topic A. We suggest combining those two since they are criteria for the same assignment
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

ARTSD055C

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specification - Methods of Evaluation	Recommended	If correct, we suggest adding something into part B of the methods of evaluations to indicate the exams and quizzes will also be testing ideas from the assigned reading and/or the tutorials to have a more solid evaluation for those assignments.
Specification - Methods of Evaluation	Required	Make the number of assignment consistent between the assignments and the methods of evaluation
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

ARTSD056.

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Sub-topic B of the Methods of evaluations seems to be more criteria for the projects whose evaluation is in sub-topic A. We suggest combining those two since they are criteria for the same assignment
Specification - Methods of Evaluation	Recommended	Sub-topic C of the methods of evaluation seems more like an assignment. If so, please add that to the assignment section and add a criteria for how that assignment will be evaluated in the methods of evaluation section.
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

<u>ARTSD057.</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specification - Methods of Evaluation	Required	Sub-topic B of the Methods of evaluations seems to be more criteria for the projects whose evaluation is in sub-topic A. We suggest combining those two since they are criteria for the same assignment
Specification - Methods of Evaluation	Recommended	Sub-topic C of the methods of evaluation seems more like an assignment. If so, please add that to the assignment section and add a criteria for how that assignment will be evaluated in the methods of evaluation section.
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

<u>ARTSD058A</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit the sentence to state this course is only applicable to "CSU"
Basic Course Information - CTE Course	Required	Change to yes
Specification - Methods of Evaluation	Required	Sub-topic A of this seems like three different assignments and their criteria all together. We suggest separating these into their own assignments/methods of evaluation if applicable
Specification - Examples of Primary Texts and References	Required	Please only list 5 texts for the primary sources unless specifically needed.
Outline - Course Outline	Required	Begin with Blooms taxonomy verb for sub-topic C
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective C from the course outline to match

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Learning Outcomes - CSLOs	Recommended	We suggest re-examining the CSLOs since they are copies of some of the course objectives. CSLOs should describe overarching ideas/skills the students should know/perform by the end of the quarter while the course objects are the more specific tasks or subjects the students will encounter in completing the CSLOs. This is tricky but please let us know if any further clarification or descriptions would help.
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>ARTSD058B</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit the sentence to state this course is only applicable to "CSU"
Basic Course Information - CTE Course	Required	Change to yes
Specification - Methods of Evaluation	Required	Sub-topic A of this seems like three different assignments and their criteria all together. We suggest separating these into their own assignments/methods of evaluation if applicable
Specification - Examples of Primary Texts and References	Required	Please only list 5 texts for the primary sources unless specifically needed.
Outline - Course Outline	Required	Sub-topics A, B, and C of the topics of the outline don't match with those on the learning objectives tab. Please check which version of these is best and match them up. The objectives tab has mention of intermediate level expectations, so perhaps this might match well with 58B.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objectives A, B and C from the course outline to match
Learning Outcomes - CSLOs	Recommended	We suggest re-examining the CSLOs since they are copies of some of the course objectives. CSLOs should describe overarching ideas/skills the students should know/perform by the end of the quarter while the course objects are the more specific tasks or subjects the students will encounter in completing the CSLOs. This is

Approved 10/24/2023 with amendments.

		tricky but please let us know if any further clarification or descriptions would help.
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>ARTSD058C</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit the sentence to state this course is only applicable to "CSU"
Basic Course Information - CTE Course	Required	Change to yes
Specification - Methods of Evaluation	Required	Sub-topic A of this seems like three different assignments and their criteria all together. We suggest separating these into their own assignments/methods of evaluation if applicable or at least re examining it once more if all these ideas should be together
Specification - Examples of Primary Texts and References	Required	Please only list 5 texts for the primary sources unless specifically needed.
Outline - Course Outline	Required	Sub-topic C has a little different wording than the course objectives. Please fix this to make them the same
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objectives C from the course outline to match
Learning Outcomes - CSLOs	Recommended	We suggest re-examining the CSLOs since they are copies of some of the course objectives. CSLOs should describe overarching ideas/skills the students should know/perform by the end of the quarter while the course objects are the more specific tasks or subjects the students will encounter in completing the CSLOs. This is tricky but please let us know if any further clarification or descriptions would help.
Summary of Revisions	Required	Complete the Summary of Revisions tab

ARTSD065.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specification - Methods of Evaluation	Required	Sub-topic B of the Methods of evaluations seems to be more criteria for the projects whose evaluation is in sub-topic A. We suggest combining those two since they are criteria for the same assignment
Specification - Methods of Evaluation	Recommended	Sub-topic C of the methods of evaluation seems more like an assignment. If so, please add that to the assignment section and add a criteria for how that assignment will be evaluated in the methods of evaluation section.
Specification - Examples of Primary Texts and References	Required	Please only list 5 texts for the primary sources unless specifically needed.
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

ARTSD085.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Please only list 5 texts for the primary sources unless specifically needed.
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

ARTSD086.

Area	Edit Type	Edit
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb

AUTOD091A

Approved 10/24/2023 with amendments.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	AUTO 91A and AUTO 61A have the same title. Please change the title on one or both so that the titles are distinct. If changing AUTO 61A then APRN 61A and AUTO 361A would also need to change accordingly.
Basic Course Information - Course Justification	Required	Please only list one program/certificate in the CJ.
Specifications - Method of Evaluation	Required	Add criteria for written reseach report in the methods of evaluation section
Specifications - Essential College Facilities	Required	Please remove mention of internet in the class room since all classroom have it
Specifications - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed and do not exceed 5 entries.
Learning Outcomes - CSLOs	Recommended	Begin CSLO 3 "Given..." with a blooms taxonomy verb
Summary of Revisions	Required	Complete the Summary of Revisions tab

AUTOD092A

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Please only list one program/certificate in the CJ.
Specifications - Method of Evaluation	Required	Add criteria for written reseach report in the methods of evaluation section
Specifications - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed and do not exceed 5 entries.

AUTOD092B

Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Attach Auto sequence contract as per limitations statement

Approved 10/24/2023 with amendments.

Basic Course Information - Course Justification	Required	Please only list one program/certificate in the CJ.
Specifications - Method of Evaluation	Required	Add criteria for written reseach report in the methods of evaluation section
Specifications - Essential College Facilities	Required	Please remove mention of internet in the class room since all classroom have it
Specifications - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed and do not exceed 5 entries.
Summary of Revisions	Required	Complete summary of revisions

AUTOD092C

Area	Edit Type	Edit
Basic Course Information - Stand-Alone Statement	Required	Complete per the information requested from the eLumen Curriculum User Manual
Specifications - Method of Evaluation	Required	Add criteria for written reseach report in the methods of evaluation section
Specifications - Essential College Facilities	Required	Please remove mention of internet in the class room since all classroom have it
Specifications - Suggested Reading List	Required	Suggested texts are no longer maintained in the COR. Please remove suggested texts. You may move them into primary texts if they are needed and do not exceed 5 entries.
Outline - Course Outline	Required	Please edit sub-topic E on the outline to start with a verb. Perhaps just "test" would be good.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective E from the course outline to match
Summary of Revisions	Required	Complete summary of revisions

BUSD055.

Area	Edit Type	Edit
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Approved 10/24/2023 with amendments.

Specifications - Methods of Evaluation	Required	Please indicate criteria for evaluation of the written analysis of case studies (assignment C). If this is already included, please more specifically indicate which method of evaluation connects to the written analysis. Thanks
Learning Outcomes - CSLOs	Recommended	Please start second CSLO with a verb.
Outline - Course Outline	Required	Sub-topic J needs to be expanded with at least 2 sections

C DD056.

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Please only list one program/certificate in the CJ.
Basic Course Information - Course Justification	Required	Include description of what makes the content of this course unique
Basic Course Information - CTE Course	Required	Change to yes

C DD058.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Please include only one mention of the transferability in the course justification
Specifications - Methods of Evaluation	Required	Please include a final evaluation in the methods of evaluation section
Outline - Course Outline	Required	Please use verbs to begin outline topics E, F, and K. Also make sure these are fixed in the course objective as well
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective E, F and K from the course outline to match

C DD070.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division

Approved 10/24/2023 with amendments.

Basic Course Information - CTE Course	Required	Change to yes
Summary of Revisions	Required	Complete the Summary of Revisions tab

C DD074.

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Include description of what makes the content of this course unique
Basic Course Information - CTE Course	Required	Change to yes
Specifications - Methods of Evaluation	Required	Sub-topic A on the methods of evaluation describes and assignemnt and criteria for an assignment not included on the assignment list. Please add the assignment corresponding to this evaluation.
Learning Outcomes - CSLOs	Recommended	Please start CSLO with a verb
Summary of Revisions	Required	Complete the Summary of Revisions tab

CISD077.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specifications - Methods of Evaluations	Required	Please add mention of final project/evaluation. If this is the project listed, please specify. CIS 77, CIS 77X and CIS 77Y must match.
Outline - Course Outline	Required	Please begin sub-topic A with a verb. CIS 77, CIS 77X and CIS 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. CIS 77, CIS 77X and CIS 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. CIS 77, CIS 77X and CIS 77Y must match.
H-Matrix Form	Required	Complete objective 2 for the special projects contract limitation. CIS 77, CIS 77X and CIS 77Y must match.

<u>CISD077X</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specifications - Methods of Evaluations	Required	Please add mention of final project/evaluation. If this is the project listed, please specify. CIS 77, CIS 77X and CIS 77Y must match.
Outline - Course Outline	Required	Please begin sub-topic A with a verb. CIS 77, CIS 77X and CIS 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. CIS 77, CIS 77X and CIS 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. CIS 77, CIS 77X and CIS 77Y must match.
H-Matrix Form	Required	Complete objective 2 for the special projects contract limitation. CIS 77, CIS 77X and CIS 77Y must match.

<u>CISD077Y</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Type - indicate lower division
Specifications - Methods of Evaluations	Required	Please add mention of final project/evaluation. If this is the project listed, please specify. CIS 77, CIS 77X and CIS 77Y must match.
Outline - Course Outline	Required	Please begin sub-topic A with a verb. CIS 77, CIS 77X and CIS 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. CIS 77, CIS 77X and CIS 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. CIS 77, CIS 77X and CIS 77Y must match.
H-Matrix Form	Required	Complete objective 2 for the special projects contract limitation. CIS 77, CIS 77X and CIS 77Y must match.

<u>CISD089D</u>		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Please clarify the evaluation criteria for sub-topic A. Are the quizzes, exercises, and projects evaluated based on completion, accuracy, or something else? As it's currently written it simply says what will happen in the assignments.
Outline - Course Outline	Required	Objective G uses "understand" which is not Bloom's language. Please change to use language reflective of Bloom's taxonomy.
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective G from the course outline to match

<u>CISD097.</u>		
Area	Edit Type	Edit
Specification - Assignments	Required	What is the distinction between the exercises in sub-topic A and B? Please clarify, or separate into two items" sub-topic A - Readings from the texts / sub-topic B - Practice exercises" for example.
Specification - Assignments	Required	What is the distinction between sub-topic D and E? Both seem to cover the completion of a movie. Are these two distinct projects? Clarify the difference between assignment sub-topic D and E.
Learning Outcomes - CSLOs	Recommended	Program isn't explicitly Bloom's language, though the general idea communicated here is a higher level of the taxonomy. Maybe lead with "create" if you opt to change it?

<u>CISD104.</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit to state only one program and simplify the student need sentence

Approved 10/24/2023 with amendments.

Outline - Course Outline	Required	Objective D and F: "Learn" and "Recover" are not Bloom's language. Please change to reflect language shown on Bloom's taxonomy.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective D and F from the course outline to match

CISD344A

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Must match credit version
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	must be the same as the credit version with the exception transferability and program applicability
Specification - Essential Student Materials or Essential College Facilities	Required	Move the item under the appropriate header
Specification - Examples of Primary Texts and References	Recommended	Your text matches the credit version, but all cited texts are getting a little old. Be on the lookout for more recent texts to cite.
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field

CISD344F

Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	must be the same as the credit version with the exception transferability and program applicability

Approved 10/24/2023 with amendments.

Specification - Examples of Primary Texts and References	Recommended	Your text matches the credit version, but all sited texts are getting a little old. Be on the lookout for more recent texts to cite.
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field

CISD344H

Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	must be the same as the credit version with the exception transferability and program applicability
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Delete the information in the "New" field

CISD364B

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Must match credit version
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	must be the same as the credit version with the exception transferability and program applicability
Specification - Essential Student Materials or Essential College Facilities	Required	Move the item under the appropriate header
Specification - Examples of Primary Texts and References	Required	Newer edition of Pratt text is available. Please update to 10th edition

Approved 10/24/2023 with amendments.

Req/Adv	Required	Requisites for credit and noncredit must match. CIS 64B has an advisory to CIS 64A and since CIS 364A does not exist (nor being created), the advisory for this course should be CIS 64A. Change the advisory to CIS 64A AND remove the existing Matrix G and submit a new Matrix G for CIS 64A
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<u>CISD364G</u>		
Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	must be the same as the credit version with the exception transferability and program applicability
Specification - Essential Student Materials or Essential College Facilities	Required	Move the item under the appropriate header
Specification - Examples of Primary Texts and References	Required	There is a newer version of the Evergreen text. please update
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field

<u>CISD395A</u>		
Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	Must match credit version with the exception of transferability and program applicability.
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field

<u>CISD395B</u>		
Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Proposal Details	Required	The online and hybrid forms are for a different course. Please attach the appropriate ones for this course
Basic Course Information - Proposal Details	Required	Matrix G is for a different course. Please attach the appropriate one for this course
Basic Course Information - Course Justification	Required	Must match credit version with the exception of transferability and program applicability.
Basic Course Information - Course Justification	Recommended	remove " Non-credit offering will improve access to course work by students. "
Specification - Methods of Instruction	Required	"Discussion and problem solving performed in class" is listed twice. Please remove one
Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field

<u>CISD395C</u>		
Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	Must match credit version with the exception of transferability and program applicability.

<u>CISD395E</u>		
Area	Edit Type	Edit
Basic Course Information - Proposal Details	Required	Upload the program requirements file that indicates where this course will belong
Basic Course Information - Course Justification	Required	Must match credit version with the exception of transferability and program applicability.

Blue Form	Required	Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field
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<u>CLPD007.</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Recommended	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. The description reads like the objectives, which is fine, but not in line with how a lot of other courses are listed.
Basic Course Information - Course Justification	Required	Add that it is also, "UC transferable"
Specification - Assignments	Gram/Spell/Punc Error	Assignment A.1: textbook is one word
Specification - Methods of Evaluation	Gram/Spell/Punc Error	Evaluation A: space needed between work and quizzes
Specification - Examples of Primary Texts and References	Required	Please reinput texts using all fields. All information currently listed in "Author" field.
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years: Reardon text has newer edition
Summary of Revisions		Summary of Revisions does not list revisions made to areas outside of textbooks. Please note changes. You should be able to view the change report in eLumen to help identify this quickly.
De Anza GE Form	Required	For each criteria - Supporting citations must indicate area and location of COR that it comes from.

<u>COMMD008.</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit to state only one program

Approved 10/24/2023 with amendments.

Specification - Essential Student Materials	Required	remove internet access. all students have access on campus
Specification - Examples of Primary Texts and References	Gram/Spell/Punc Error	edition is listed in title field for Rieke text and Lunsford text
Specification - Examples of Primary Texts and References	Required	Everything's an argument has a 9th edition from 2021. please update
Specification - Examples of Primary Texts and References	Required	Entry is limited to 5 entries - remove one

COMMD008H

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Add a sentence stating, "This is an honors course."
Basic Course Information - Course Justification	Required	Edit to state only one program
Basic Course Information - Course Justification	Required	Add a sentence stating, "This is an honors course."
Specification - Essential Student Materials	Required	remove internet access. all students have access on campus
Specification - Examples of Primary Texts and References	Required	Everything's an argument has a 9th edition from 2021. please update
Specification - Examples of Primary Texts and References	Required	Entry is limited to 5 entries - remove one

E SD058.

Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Course outlines are agnostic about modality: Is there a specific reason that you want to emphasize (or limit) to virtual guest speakers? Remove all references to specific modalities.
Specification - Methods of Instruction	Required	Virtual class meetings: This would be a change of modality; remove this, since as long as it's

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		specified in the online/hybrid form it should be fine.
Specification - Essential Student Materials	Required	"Online course" does not need to be noted on the COR, but instead the online/hybrid form
Summary of Revisions	Required	Complete the Summary of Revisions tab

E SD069A

Area	Edit Type	Edit
Learning Outcomes - CSLOs	Recommended	CSLO#3: "Understand" is not Bloom's language, consider changing it (e.g. "identify"; "recognize")

E SD070.

Area	Edit Type	Edit
Specification - Methods of Evaluation	Gram/Spell/Punc Error	"An final assessment. . ." should be "A".
Specification - Essential Student Materials	Required	Internet access and internet devices are standard materials and should not be listed. Please remove.
Specification - Essential Student Materials	Required	please add more specifics about "advanced functions" for calculator.
Outline - Course Outline	Required	Objective D needs to be updated to use Bloom's language.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective D from the course outline to match
Learning Outcomes - CSLOs	Recommended	CSLO #2, #4, and #6 do not use Bloom's language ("Understand"; "Appreciate"); recommended to update to Bloom's language.
Summary of Revisions	Required	Complete the Summary of Revisions tab

E SD071.

Area	Edit Type	Edit
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Approved 10/24/2023 with amendments.

Specification - Methods of Evaluation	Required	Sub-topic B seems highly tentative. Do both the team and individual presentations/projects use similar evaluation criteria? If so, change this method of evaluation to reflect overall project/presentation evaluation criteria.
Specification - Essential Student Materials	Required	Internet access and internet devices are standard materials and should not be listed. Please remove.
Specification - Essential Student Materials	Required	please add more specifics about "advanced functions" for calculator.
Outline - Course Outline	Required	Objectives B, C and D do not use Bloom's language. Change the verbs "Provide" "Explore" and "Learn" to language aligned with Bloom's.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective B, C and D from the course outline to match
Learning Outcomes - CSLOs	Recommended	CSLO #2 and #4 do not use Bloom's language: Recommended to change "Understand"
Summary of Revisions	Required	Complete the Summary of Revisions tab

E SD082.

Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Course outlines are agnostic about modality: Is there a specific reason that you want to emphasize (or limit) to virtual guest speakers? Remove all references to specific modalities.
Specification - Methods of Evaluation	Required	This would be a change of modality; remove this, since as long as it's specified in the online/hybrid form it should be fine.
Specification - Essential Student Materials	Required	"Online course" does not need to be noted on the COR, but instead the online/hybrid form

E SD083.

Area	Edit Type	Edit
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Approved 10/24/2023 with amendments.

Specification - Methods of Evaluation	Required	The option for "individual" presentation was added. Do the individual presentations use the same evaluation criteria as the team presentation? If so, specify or make distinct in sub-topics B and C.
Specification - Essential Student Materials	Required	"Access to internet service" seems redundant since "internet device" is already noted, and they would have access to that through campus. Remove.
Specification - Essential Student Materials	Required	please add more specifics about "advanced functions" for calculator.
Summary of Revisions	Required	Complete the Summary of Revisions tab

E SD095.

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Edit to state only one program
Outline - Course Outline	Required	Objectives A, B and C - "Explore" is not Bloom's language. Consider language under the "Remembering" and "Understanding" areas of Bloom's taxonomy (is the goal a basic recall of careers? Definition, description, or classification?)
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A, B and C from the course outline to match

ECOND004.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Examples of Primary Texts and References	Required	Please reinput texts using all fields. All information currently listed in "Author" field.
De Anza GE Form	Required	For each criteria - Supporting citations must indicate area and location of COR that it comes from. Citations should be from specific portions of the COR and not summaries of course materials.

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Assignments/MoE	Required	Please be more specific in COR about the nature of the collaborative assignment in either the assignment or methods of evaluation fields. Is the "presentation" listed there a group presentation always? Is there a different collaborative assignment, and if so, how is it evaluated?

F/TVD072G

Area	Edit Type	Edit
Specification - Methods of Evaluation	Recommended	The evaluation criteria for the final project seems somewhat broad (e.g. steady and substantial progress). Perhaps consider indicating some more specific markers?
Specification - Essential Student Materials	Required	"For online instruction"/"online modality" and "face-to-face modality" does not need to be specified on the course outline form, since completing the online delivery form makes this unnecessary. Please remove.
Specification - Examples of Primary Texts and References	Required	"Ideas for the Animated Short, Second Edition: Finding and Building Stories " 2nd edition is 2013. In addition, the authors Karen Sullivan and Aubrey Mintz are missing. Please update.
Learning Outcomes - CSLOs	Recommended	We recommend to utilize verb-first language utilizing Bloom's taxonomy for your SLO.

<u>HLTHD057A</u>		
Area	Edit Type	Edit
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>HTECD064A</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Edit to state only one program
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>HTECD064B</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Edit to state only one program
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>HTECD072.</u>		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Outline - Course Outline	Required	Course Outline Objective O - Please add a "2". Check that other subportions of 15 are not supposed ot be included any longer.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD073.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD075.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD090G

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Edit to state only one program
Specification - Assignments	Required	Please expand on "writing." What kind of assignment?
Specification - Examples of Primary Texts and References	Required	I believe the primary text has a newer edition. Please update in COR.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD090H

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process

Approved 10/24/2023 with amendments.

Basic Course Information - Course Justification	Required	Edit to state only one program
Specification - Assignments	Required	Please expand on "writing." What kind of assignment?
Specification - Examples of Primary Texts and References	Required	I believe the primary text has a newer edition. Please update in COR.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD091.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Examples of Primary Texts and References	Required	I believe the primary text (Bonewit-West) has a newer edition. Please update in COR.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD101A

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Edit to state only one program
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD101B

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Edit to state only one program

Approved 10/24/2023 with amendments.

Specification - Assignments	Gram/Spell/Punc Error	I believe the formatting on the "reading" assignment is off. I think 2 should be part of 1.
Specification - Assignments	Required	Please give me detail on Writing assignments. Currently nothing comes after the colon
Specification - Examples of Primary Texts and References	Required	I believe the primary text (Bonewit-West) has a newer edition. Please update in COR.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD101D

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Assignments	Gram/Spell/Punc Error	Formatting of assignments may need updating. Should item 3 under "writing" (perform lab procedures) be pushed out a level? That doesn't sound like writing.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HTECD101F

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Assignments	Gram/Spell/Punc Error	Formatting of assignments may need updating. Should item 3 under "writing" (perform lab procedures) be pushed out a level? That doesn't sound like writing.
Specification - Examples of Primary Texts and References	Required	I believe the primary text (Bonewit-West) has a newer edition. Please update in COR.
Summary of Revisions	Required	Complete the Summary of Revisions tab

HUMID002.

Approved 10/24/2023 with amendments.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	The Ross text has a published date of 1994 based on what I found for the 3rd edition, not 2023. This means that all texts are over 10 years old. Are these considered classics in the field and/or are they they only options? Are there any more recent text examples that can be added? Have you considered OER options if available?
Outline - Course Outline	Required	Objective A: Please begin with a Bloom's Taxonomy verb - "Examine and analyze various historaical and contemporary... using a critical lens." or somesuch. Or remove "critically"
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Assignments/MoE	Required	I cannot find evidence of collaborative exercises. Can you please point them out to me or make the collaborative exercise more explicit in the assignements or Methods of Eval you have cited? Is the research monograph and group project?

Criteria 3 - Stimulate critical thinking.		
Area	Edit Type	Edit

Approved 10/24/2023 with amendments.

DAGE form	Required	Most assignments/MoE cited in this section do not clearly indicate critical thinking aspects. Please do not cite entire sections and instead focus on 2-3 specific examples. Assignments C. 2 and E.1 are good, as is MoE E and F are great.
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Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives.		
Area	Edit Type	Edit
DAGE form	Required	Please do not cite the entire course outline. Select 1-2 items you feel best address this requirement please.

Criteria 5 - Provide global and historical context.		
Area	Edit Type	Edit
DAGE form	Required	Please do not cite the entire course outline. Select 1-2 items you feel best address this requirement please.

<u>JOURD080.</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Please list only one degree/certificate in the course justification

Outline - Course Outline	Required	Course objectives and outline have different topics. Please make these agree.
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LRNAD098.

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Please add method of evaluation for how the group presentation will be evaluated
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb
Summary of Revisions	Required	Complete the Summary of Revisions tab

MUSID053.

Area	Edit Type	Edit
Basic Course Information - Foothill Equivalency	Required	Please add Foothill faculty consultant name
Specification - Methods of Evaluation	Required	Please add criteria for how the written summaries in assignment A will be evaluated
Outline - Course Outline	Recommended	I recommend using a better blooms taxonomy verb for outline topic C
Learning Outcomes - Course Objectives	Recommended	Edit the corresponding Objective C from the course outline to match, if changed
Summary of Revisions	Required	Complete the Summary of Revisions tab

MUSID077.

Area	Edit Type	Edit
Basic Course Information - Stand-Alone Statement	Required	Please remove as this is for a stand-alone statement and this is not a stand-alone course
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. MUSI 77, MUSI 77X and MUSI 77Y must match.

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Outline - Course Outline	Required	Begin sub-topic A with a Bloom's Taxonomy verb. MUSI 77, MUSI 77X and MUSI 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. MUSI 77, MUSI 77X and MUSI 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. MUSI 77, MUSI 77X and MUSI 77Y must match.

MUSID077X

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. MUSI 77, MUSI 77X and MUSI 77Y must match.
Outline - Course Outline	Required	Begin sub-topic A with a Bloom's Taxonomy verb. MUSI 77, MUSI 77X and MUSI 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. MUSI 77, MUSI 77X and MUSI 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. MUSI 77, MUSI 77X and MUSI 77Y must match.

MUSID077Y

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. MUSI 77, MUSI 77X and MUSI 77Y must match.
Outline - Course Outline	Required	Begin sub-topic A with a Bloom's Taxonomy verb. MUSI 77, MUSI 77X and MUSI 77Y must match.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match. MUSI 77, MUSI 77X and MUSI 77Y must match.
Summary of Revisions	Required	Complete the Summary of Revisions tab. MUSI 77, MUSI 77X and MUSI 77Y must match.