

**DE ANZA COLLEGE  
CURRICULUM COMMITTEE MINUTES**

**Tuesday, October 24, 2023**

**2:30pm - 4:00pm**

**Location: Staff Development Lab – MLC 243**

**PRESENT:**

Bob Kalpin (BH)  
Marco Marquez (CA)  
Catherina Wong (CB)  
Jason Tandiaro (DASG)  
Isaac Tsang (DASG)  
Sridevi Lakshmanan (DS)  
Hua-Fu Liu (IC)

Sarah Lisha (LA, LR)  
Rachel Catuiza (PE)  
Chris Deming (PS)  
Ameeta Tiwana (SS)  
Betty Inoue  
(ST and Articulation Officer)  
Thomas Ray  
(Administrative Co-Chair, tie vote)

Erik Woodbury  
(Faculty Co-Chair, tie-vote)  
Mary Clark-Tillman  
(Curriculum Coordinator, nv)  
Mi Chang  
(Curriculum Secretary, nv)

**ABSENT:**

Mike Appio (AT), Kristin Skager (Division Dean Rep.), Zack Judson (Faculty Vice Chair and Content Review Liaison, nv)

**GUESTS:**

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1. **Approval of today’s agenda** – **APPROVED** – (M/S/C—Kalpin/Tsang) – as presented.

2. **APPROVAL OF MINUTES:**

- a. October 3, 2023, Minutes – **APPROVED** – (M/S/C— Kalpin/Tsang) – with the following amendment:
  - Change the minutes date to 10/3/23.

3. **CONSENT CALENDAR:**

- a. **APPROVED, effective Fall 2024:**  
Date: 10/1/2023  
From: Dave Capitolo  
Re: Course Title Changes for AUTO 94B, AUTO 94C, AUTO 94D, AUTO 94E and AUTO 94F effective fall 2024

Please change the titles for the following courses:

AUTO 94B - Automotive Machining and Engine Service to Mechanical Engine Diagnostics

AUTO 94C - Automotive Machining and Engine Service to Introductory Automotive Machining

AUTO 94D - Automotive Machining and Engine Service to Intermediate Automotive Machining

Approved 11/21/2023 as presented.

AUTO 94E - Automotive Machining and Engine Service to Advanced Automotive Machining

AUTO 94F - Automotive Machining and Engine Service to Performance Engine Theory

- signed Dave Capitolo
- signed Manisha Karia

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

Date: 10/4/2023

From: Jason Bram

Re: Course Title Changes for BIOL 40A, BIOL 40B and BIOL 40C effective fall 2024

Please change the titles for the following courses:

BIOL 40A - Human Anatomy and Physiology to Human Anatomy and Physiology I

BIOL 40B - Human Anatomy and Physiology to Human Anatomy and Physiology II

BIOL 40C - Human Anatomy and Physiology to Human Anatomy and Physiology III

- signed Jason Bram
- signed Anita Kandula

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

Date: 10/4/2023

From: Brendan Mar

Re: Course Title Changes for CHEM 1A, CHEM 1AH, CHEM 1B, CHEM 1BH, CHEM 1C, CHEM 1CH, CHEM 12A, CHEM 12B and CHEM 12C effective fall 2024

Please change the titles for the following courses:

CHEM 1A - General Chemistry to General Chemistry I

CHEM 1AH - General Chemistry - HONORS to General Chemistry I - HONORS

CHEM 1B - General Chemistry to General Chemistry II

CHEM 1BH - General Chemistry - HONORS to General Chemistry II - HONORS

CHEM 1C- General Chemistry to General Chemistry III

CHEM 1CH - General Chemistry - HONORS to General Chemistry III - HONORS

CHEM 12A - Organic Chemistry to Organic Chemistry I

CHEM 12B - Organic Chemistry to Organic Chemistry II

CHEM 12C - Organic Chemistry to Organic Chemistry III

Approved 11/21/2023 as presented.

- signed Brendan Mar
- signed Mehrdad Khosravi

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

Date: 10/6/2023

From: Fatemeh Yarahmadi

Re: Course Title Changes for MATH 1A, MATH 1AH, MATH 1B, MATH 1BH, MATH 1C, MATH 1CH, MATH 1D and MATH 1DH effective fall 2024

Please change the titles for the following courses:

MATH 1A - Calculus to Calculus I

MATH 1AH - Calculus - HONORS to Calculus I - HONORS

MATH 1B - Calculus to Calculus II

MATH 1BH - Calculus - HONORS to Calculus II - HONORS

MATH 1C - Calculus to Calculus III

MATH 1CH - Calculus - HONORS to Calculus III - HONORS

MATH 1D - Calculus to Calculus IV

MATH 1DH - Calculus - HONORS to Calculus IV - HONORS

- signed Fatemeh Yarahmadi
- signed Mehrdad Khosravi

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

Date: 10/4/2023

From: Eduardo Luna

Re: Course Title Changes for PHYS 2A, PHYS 2B and PHYS 2C effective fall 2024

Please change the titles for the following courses:

PHYS 2A - General Introductory Physics to General Physics I

PHYS 2B - General Introductory Physics to General Physics II

PHYS 2C - General Introductory Physics to General Physics III

- signed Eduardo Luna
- signed Mehrdad Khosravi

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

ARTICULATION OFFICE

October 17, 2023

To: Curriculum Committee, Curriculum Initiators, Counselors, Academic Advisers, Evaluators, Erik Woodbury, Academic Senate President; Christina Espinosa-Pieb, Vice President, Instruction; Thomas Ray, Interim Associate Vice President, Instruction; Rob Mieso, Vice President, Student Services; Division Deans

From: Betty Inoue, Articulation Officer

Re: Fall 2024 (and Fall 2023 update) University of California – Transfer Course Agreement (UC-TCA)

(Approvals are for general transferability to UC. This report does not address transfer GE or major preparation articulation)

The following new courses for fall 2024 will be UC transferable:

ADMJ 4	Introduction to Corrections, Probation and Parole	4
ADMJ 7	Ethics and Leadership in Criminal Justice	4
ANTH 14	Anthropology of Globalization	4
ANTH 16	Anthropology of Art	4
INTL 1	Introduction to Global Studies	4
KNES 31L, LX	Pickleball Level 3	.5, 1
KNES 31M, MX	Pickleball Level 4	.5, 1
KORE 4	Intermediate Korean (First Quarter)	5

The following courses will be UC transferable, effective fall 2024:

			<u>New #</u>
ADMJ/SOC 73*	Crime and Criminology	4	ADMJ/SOC 10
ADMJ/PARA/POLI 95*	Overview of American Law	4	ADMJ/PARA/POLI 9
BUS 91*	Introduction to Personal Finance	4	BUS 11
BUS 96*	Principles of Management	4	BUS 6
CIS 73*	Unix/Linux Systems Programming	4.5	CIS 13
F/TV 71G*	Introduction to 3D Computer Animation: Modeling	4	F/TV 17G
F/TV 71H*	Introduction to 3D Computer Animation: Character Motion	4	F/TV 17H
PSYC 51*	Psychology of Wellness	4	PSYC 11

\*course will be renumbered for fall 2024

The following courses revised for fall 2024 will retain their UC transfer-status:

EWRT 1A	Composition and Reading	5
EWRT 1AH	Composition and Reading – HONORS	5

The following courses revised for fall 2023 will maintain their UC transfer-status:

CHEM 25+	Preparation Course for General Chemistry	5
CHEM 30A+	Introduction to General, Organic and Biochemistry I	5
MATH 10+	Introductory Statistics	5
MATH 10H+	Introductory Statistics – HONORS	5
MATH 11	Finite Mathematics	5
MATH 11H	Finite Mathematics – HONORS	5

Approved 11/21/2023 as presented.

MATH 31+	Precalculus I	5
MATH 31A+	Precalculus I (Part 1)	2.5
MATH 31H+	Precalculus I – HONORS	5
PHYS 10+	Concepts of Physics	5
PSYC 15+	Statistics and Research Methods in Social Science	4
SOC 15+	Statistics and Research Methods in Social Science	4

+see www.assist.org for UC transfer limitations

#### 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.	<b>APPROVED, effective Winter 2024: ASAM 30</b> Initiator: Mae Lee Title: Filipinx American History and Culture  Hybrid
b.	<b>APPROVED, effective Winter 2024: ICS 38A</b> Initiator: Carol Cini Title: Colonial Latin American History Cross-List: HIST 7A  Online
c.	<b>APPROVED, effective Winter 2024: HIST 7A</b> Initiator: Carol Cini Title: Colonial Latin American History Cross-List: ICS 38A  Online
d.	<b>APPROVED, effective Winter 2024: ICS 38B</b> Initiator: Carol Cini Title: Modern Latin American History Cross-List: HIST 7B  Online
e.	<b>APPROVED, effective Winter 2024: HIST 7B</b> Initiator: Carol Cini Title: Modern Latin American History Cross-List: ICS 38B  Online
f.	<b>APPROVED, effective Fall 2024: ARTS 55B</b> Initiator: Marco Marquez Title: Graphic Design-Visual Communication II

	<p>Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
g.	<p><b>APPROVED, effective Fall 2024: C D 51A</b> Initiator: Jayanti Roy Title: Basic Student Teaching Practicum Unit(s): 5 Lec Hour(s): 2.5 Lab Hour(s): 8</p> <p>5-Year Review Program Applicable CSU Transferable C-ID Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
h.	<p><b>APPROVED, effective Fall 2024: C D 51B</b> Initiator: Jayanti Roy Title: Advanced Student Teaching Practicum Unit(s): 5 Lec Hour(s): 2.5 Lab Hour(s): 8</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
i.	<p><b>APPROVED, effective Fall 2024: C D 52</b> Initiator: Jayanti Roy Title: Observation and Assessment of Children Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable C-ID Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>

j.	<p><b>APPROVED, effective Fall 2024: CIS 364C</b> Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Introduction to PL/SQL Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b> —See Appendix A for required and/or recommended changes.</p>
k.	<p><b>APPROVED, effective Fall 2024: CIS 364E</b> Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Fundamentals of Large Scale Cloud Computing Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online &amp; Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b> —See Appendix A for required and/or recommended changes.</p>
l.	<p><b>APPROVED, effective Fall 2024: F/TV 44A</b> Initiator: Milena Grozeva Title: 16mm/35mm Film Production I Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review CSU Transferable &amp; UC Transferable Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b> —See Appendix A for required and/or recommended changes.</p>
m.	<p><b>APPROVED, effective Fall 2024: F/TV 44B</b> Initiator: Milena Grozeva Title: 16mm/35mm Film Production II Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable &amp; UC Transferable Hybrid</p> <p><b>Approved Curriculum Consensus Vote Items:</b></p>

	<p>—See Appendix A for required and/or recommended changes.</p>
n.	<p><b>APPROVED, effective Fall 2024: F/TV 56A</b> Initiator: Milena Grozeva Title: Introduction to Visual Effects and Color Grading Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
o.	<p><b>APPROVED, effective Fall 2024: F/TV 65</b> Initiator: Milena Grozeva Title: Current Practices in the Film/Video Profession Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
p.	<p><b>APPROVED, effective Fall 2024: F/TV 72H</b> Initiator: Mark Hamer Title: Animated Film Production Workshop Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
q.	<p><b>APPROVED, effective Fall 2024: F/TV 72J</b> Initiator: Mark Hamer Title: Animated Film Post-Production Workshop Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b></p>



	<p>—See Appendix A for required and/or recommended changes.</p>
r.	<p><b>APPROVED, effective Fall 2024: HTEC 60A</b> Initiator: Maureen Miramontes Title: Basic Medical Terminology Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
s.	<p><b>APPROVED, effective Fall 2024: HTEC 60G</b> Initiator: Maureen Miramontes Title: Advanced Medical Terminology I Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
t.	<p><b>APPROVED, effective Fall 2024: HTEC 60H</b> Initiator: Maureen Miramontes Title: Advanced Medical Terminology II Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
u.	<p><b>APPROVED, effective Fall 2024: HTEC 101E</b> Initiator: Maureen Miramontes Title: Skill Building in Medical Office Sterile Technique Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>

<p>v.</p>	<p><b>APPROVED, effective Fall 2024: KNES 6A</b>          Initiator: Cheryl Owiesny          Title: Aerobic Power Walking          Unit(s): .5 Lab Hour(s): 2          Repeat: Family</p> <p>5-Year Review          Program Applicable          CSU Transferable &amp; UC Transferable          De Anza GE &amp; CSUGE          Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
<p>w.</p>	<p><b>APPROVED, effective Fall 2024: KNES 6AX</b>          Initiator: Cheryl Owiesny          Title: Aerobic Power Walking          Unit(s): 1 Lab Hour(s): 3          Repeat: Family</p> <p>5-Year Review          Program Applicable          CSU Transferable &amp; UC Transferable          De Anza GE &amp; CSUGE          Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
<p>x.</p>	<p><b>APPROVED, effective Fall 2024: NURS 91P</b>          Initiator: Rana Marinas          Title: Pharmacology I          Unit(s): 1.5 Lec Hour(s): 1.5</p> <p>5-Year Review          Program Applicable          CSU Transferable          Online</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b>          —See Appendix A for required and/or recommended changes.</p>
<p>y.</p>	<p><b>APPROVED, effective Fall 2024: PARA 92A</b>          Initiator: Yvonne Mills          Title: Partnerships and Corporations          Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review          Program Applicable</p>

	<p>CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
z.	<p><b>APPROVED, effective Fall 2024: PARA 93</b> Initiator: Yvonne Mills Title: Bankruptcy Law Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
aa.	<p><b>APPROVED, effective Fall 2024: PARA 97A</b> Initiator: Yvonne Mills Title: Civil Litigation Procedures Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
bb.	<p><b>APPROVED, effective Fall 2024: PARA 97B</b> Initiator: Yvonne Mills Title: Advanced Civil Litigation Procedures Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
cc.	<p><b>APPROVED, effective Fall 2024: PHTG 57A</b> Initiator: Tressa Pack Title: Commercial Lighting I Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p>

	<p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
dd.	<p><b>APPROVED, effective Fall 2024: PHTG 357A</b> Initiator: Tressa Pack Title: Commercial Lighting I Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
ee.	<p><b>APPROVED, effective Fall 2024: PHTG 58A</b> Initiator: Hiroyo Kaneko Title: Photographic Photoshop I Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
ff.	<p><b>APPROVED, effective Fall 2024: PHTG 358A</b> Initiator: Hiroyo Kaneko Title: Photographic Photoshop I Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
gg.	<p><b>APPROVED, effective Fall 2024: PHTG 58B</b> Initiator: Hiroyo Kaneko Title: Photographic Photoshop II</p>

	<p>Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
hh.	<p><b>APPROVED, effective Fall 2024: PHTG 358B</b> Initiator: Hiroyo Kaneko Title: Photographic Photoshop II Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>
ii.	<p><b>APPROVED, effective Fall 2024: PARA 97A</b> Initiator: Yvonne Mills Title: Civil Litigation Procedures Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online &amp; Hybrid</p> <p><b><u>Approved Curriculum Consensus Vote Items:</u></b> —See Appendix A for required and/or recommended changes.</p>

5. **OTHER BUSINESS:**

- a. 2025-2026 Catalog Year – Courses Due, Deadline Dates, Training and Updated Manual – Chang reviewed the Curriculum website with the list of courses due for the academic year, the deadline dates, the training dates and the updated manual. Please send out the information to your respective divisions.
- b. eLumen Course Workflow Updates – Chang reviewed the course workflow changes in eLumen for the academic year. The two main changes are that the number of steps went from 17 to 15 and the Comments were edited to go by the steps rather than the tabs.
- c. eLumen Program Training – Chang reviewed the program workflow process in eLumen.

Approved 11/21/2023 as presented.

- d. Duplicate Course Titles – Going forward, courses will have distinct course titles. This will make courses easier to distinguish on transcripts as well as articulation reasons.
  - e. SLO Curriculum Rep – The SLO Committee is seeking a representative from the Curriculum Committee. They meet once a month on Wednesdays from 1230-130. Duties would be to attend the meetings and report any updates. If you are interested please email Woodbury. Will inquire again at the next CC meeting.
  - f. Suggested Reading List – Inoue was able to clarify that the list for ELIT courses ONLY.
  - g. Public Comments
    - Ray – Will be sending out an email for volunteers to service hiring committee for the Articulation Officer. Deadline will be Thursday, 10/26/23.
    - Woodbury - Catherina Wong will be the new Curriculum Faculty Co-Chair starting winter 2024. CB will need a new division curriculum representative.
6. **MEETING ADJOURNED** – (M/S/C— Kalpin/Marquez)

**APPENDIX A**

<b><u>ARTSD055B</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
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.
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 of the methods of evaluation. We suggest combining those two since they are criteria for the same assignment
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
Outline - Course Outline	Required	Expand sub-topic D with at least two sections (1 and 2)
Specification - Examples of Primary Texts and References	Question/Response	Listed text is 5+ years old. Are there newer example texts that are comparable that can be listed? Are there OER options available? Alternatively, is this a classic/definitive text? RESPONSE - The books on the list I consider the best resurces for the course. I will double check for more recent releases. In the event all are older than five years I will find some alternatives. I was in the meeting and understand what to do.

<b><u>C DD051A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>

Basic Course Information - Course Justification	Required	Add a sentence stating the course is "CSU transferable"
Specification - Assignments	Required	Sub-topic A - seems to be a few rolled into one: Field observations, readings, and seminar discussions. Separate these out to be more clear.
Specification - Assignments	Required	There are a number of assignments that have methods of evaluation mixed in with them: (Sub-topics C, E and F). Separate these out more clearly.
Specification - Assignments	Recommended	Is there a specific reason a narrow range (4-5) is given? It may make more sense to simply say "Develop curriculum activity plan" unless certification guidelines give a specific number, in which case go with that.
Specification - Methods of Evaluation	Required	Sub-topics C, D and E provide a lot of detail on what will be done, but is not as explicit on how it's evaluated. Is sub-topic C evaluated based on completion or application? Is sub-topic D based on accuracy or some specific rubric? Sub-topic E seems to be a continuation of sub-topic D. Please make the evaluation criteria more clear.
Specification - Methods of Evaluation	Required	Sub-topic E is inconsistent: the preceding item, as well as the area in assignments specifies 4-5 activity plans, but this specifies 4-6. Please edit for consistency.
Specification - Examples of Primary Texts and References	Question/Response	A few of the texts are from 2013 and 2014; are these foundational texts in the field, or are there somewhat more recent texts (publisher or OER) that get at the key concepts of the course? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments.
Outline - Course Outline	Question/Response	Are the indicated changes in textbooks the only ones made in this course since it was last revised? No other changes in content, assignments, or evaluation have occurred or are needed in the near future? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments.



<b><u>C DD051B</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Basic Course Information - Course Justification	Required	Add a sentence stating the course is "CSU transferable"
Specification - Methods of Evaluation	Required	Inconsistency between sub-topic E and G: one states 4-5 activity plans while the others states 4-6. Please edit for consistency between the two.
Outline - Course Outline	Question/Response	Are the indicated changes in textbooks the only ones made in this course since it was last revised? No other changes in content, assignments, or evaluation have occurred or are needed in the near future? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments.

<b><u>C DD052.</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Basic Course Information - General Information	Required	Course Type - indicate lower division
Basic Course Information - Course Justification	Required	Please only list one program/certificate in the CJ.
Basic Course Information - CTE Course	Required	Change to yes
Specifications - Methods of Evaluation	Required	Add a sub-topic E of "ECERS and DRDP assignment will be graded by a rubric to assess accuracy, understanding of rating scales and of completion." (This is from the response provided asking if this was an assignment.)
Specifications - Examples of Primary Texts and References	Recommended	Add edition of book to first two listed.
Summary of Revisions	Required	Complete summary of revisions

<b><u>CISD364C</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
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
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
Req/Adv	Required	Add "or CIS 364B" to the advisory
Specification - Examples of Primary Texts and References	Question/Response	Both listed texts are 10 years old. Are there newer example texts that are comparable that can be listed? Are there OER options available? Alternatively, is this a classic/definitive text? RESPONSE - Oracle PL/SQL is a very old programming language and not a lot has changed in it in the last 15 years. Therefore newer versions cannot be added. Yet the language is popular and in use.

<b><u>CISD364E</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
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

<p>Specification - Examples of Primary Texts and References</p>	<p>Required</p>	<p>Add, Alex Xu (Author), Sahn Lam (Author) System Design Interview – An Insider's Guide: Volume 2 Byte Code LLC (March 11, 2022) - 2nd Edition 978-1736049112 (This is from the response provided regarding older texts.)</p>
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<b><u>F/TVD044A</u></b>		
Area	Edit Type	Edit
<p>Specification - Essential Student Materials</p>	<p>Required</p>	<p>"For the hybrid delivery mode" does not need to be specified on the course outline form, since completing the hybrid delivery form makes this unnecessary. Please remove.</p>
<p>Outline - Course Outline</p>	<p>Question/Response</p>	<p>There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions.</p>

<b><u>F/TVD044B</u></b>		
Area	Edit Type	Edit
<p>Specification - Essential Student Materials</p>	<p>Required</p>	<p>"For the hybrid delivery mode" does not need to be specified on the course outline form, since completing the hybrid delivery form makes this unnecessary. Please remove.</p>
<p>Specification - Essential Student Materials</p>	<p>Required</p>	<p>"For face-to-face" does not need to be specified on the course outline form. Please remove.</p>
<p>Outline - Course Outline</p>	<p>Question/Response</p>	<p>There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area.</p>

Approved 11/21/2023 as presented.

		Please let me know if you have further questions.
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<b><u>F/TV D056A</u></b>		
Area	Edit Type	Edit
Outline - Course Outline	Question	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions.

<b><u>F/TV D065.</u></b>		
Area	Edit Type	Edit
Specification - Essential Student Materials	Required	"For the hybrid and online delivery" does not need to be specified on the course outline form, since completing the hybrid and online delivery form makes this unnecessary. Please remove.
Specification - Examples of Primary Texts and References	Question/Response	"Career Opportunities in the Film industry" is from 2009. Is the content of this text still relevant 14 years later? Is it some type of foundational text? RESPONSE - The content of this text is still relevant, which is the reason why it remains listed. While a lot has changed in the film industry, many of the basic film set positions and career ladders and pathways remain the same and are essential for students to be familiar with.

Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions.
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## F/TVD072H

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.
Learning Outcomes - CSLOs	Recommended	We recommend to utilize verb-first language utilizing Bloom's taxonomy for your SLO.
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - No, there's no particular reason. The lecture component of this class is working successfully as-is and there is no discernable need for changes at this time. Please let me know if you have any questions.

## F/TVD072J

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.
Learning Outcomes - CSLOs	Recommended	We recommend to utilize verb-first language utilizing Bloom's taxonomy for your SLO.
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - No, there's no particular reason for this. The lecture component of this class is working successfully as-is and there is no discernable need for changes at this time. Please let me know if you have any questions.

## HTECD060A

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	State only one program
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives.

## HTECD060G

Area	Edit Type	Edit
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives.

<b><u>HTECD060H</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Assignments	Required	Combine B and B.1 or Add a B.2
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives.

<b><u>HTECD101E</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
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	Course Justification - add the student need to be specific to this course*what is the unique aspect of this course?
Basic Course Information - Course Justification	Required	Edit to state only one program
Specification - Assignments	Gram/Spell/Punc Error	Formatting of assignments needs updating. Reading subsections need to be fixed. Writing assignments are listed under lab
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
Learning Outcomes - CSLOs	Question/Response	Can this SLO be easily evaluated as is, or would it be better to split it into two separate SLOs, one for wrapping instruments and one for sterile tray set up? RESPONSE - No, it can be evaluated just as is. The word "and" should be removed.

# KNESD006A

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Add, <a href="https://library.achievingthedream.org/herkimer/wellness/">https://library.achievingthedream.org/herkimer/wellness/</a> and <a href="https://courses.lumenlearning.com/suny-fitness/">https://courses.lumenlearning.com/suny-fitness/</a> (This is from the response provided regarding texts.)
Summary of Revisions	Required	Complete the Summary of Revisions tab - ensure same changes are made on both KNES 6A and KNES 6AX
DAGE Form	Required	unlike other matrices, each criteria must be satisfied to qualify as de anza GE. Please cite support for this criteria from the Outline, Assignments, or MoE section
DAGE 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.
DAGE Form	Required	Forms for KNES 6A and KNES 6AX must match.

## De Anza GE Form

Criteria 1 - Present core concepts and scope that define the discipline.		
Area	Edit Type	Edit
Criteria 1 - Present core concepts and scope that define the discipline.	Recommended	stated support is very general. SOMething related more specifically to the course content would be good. Perhaps cite Outline A dn B as well?

Criteria 2 - Foster oral and written		
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communication and collaborative exercises.		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Assignments/MoE	Required	cited support only includes written communication. Please identify or add both oral communication and collaborative exercises in/to the outline, assignment, or MoE section

<b><u>KNESD06AX</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Examples of Primary Texts and References	Question	Add, <a href="https://library.achievingthedream.org/herkimerwellness/">https://library.achievingthedream.org/herkimerwellness/</a> and <a href="https://courses.lumenlearning.com/suny-fitness/">https://courses.lumenlearning.com/suny-fitness/</a> (This is from the response provided regarding texts.)
Summary of Revisions	Required	Complete the Summary of Revisions tab - ensure same changes are made on both KNES 6A and KNES 6AX
DAGE Form	Required	unlike other matrices, each criteria must be satisfied to qualify as de anza GE. Please cite support for this criteria from the Outline, Assignments, or MoE section
DAGE 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.
DAGE Form	Required	Forms for KNES 6A and KNES 6AX must match.

### De Anza GE Form

Criteria 2 - Foster oral and written		
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communication and collaborative exercises.		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Criteria 2 - Foster oral and written communication and collaborative exercises.	Required	It is unclear how the cited portion of the outline satisfies written and oral communication as well as collaborative exercises. Please provide additional support indicating how this course satisfies this criteria. If needed, edit the outline, assignments, or MoE sections to add clarity or additional content.

Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives.		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives.	Required	the cited section seems to focus on historical and global contexts and does not have evidence that is obvious to me of diverse perspectives. Outline portion D does mention gender differences, especially E. 6. Is there any discussion of how different cultures view walking or incorporate it into their daily lives and/or competition?

Criteria 5 - Provide global and historical context.		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Criteria 5 - Provide global and historical context.	Required	Outline section A is better to cite here. Perhaps you switched these two on the form by accident? Please correct.

<b><u>NURSD091P</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Examples of Primary Texts and References	Required	Key information is missing from both primary texts; the date/year of publication is not present. Please update this information.
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - The foundational principles of basic pharmacology have not changed. There have been no changes to objectives in regard to the lecture component.

<b><u>PARAD092A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Specification - Methods of Evaluation	Recommended	Evaluation criteria for sub-topic B and D seem a little vague. Does "ability to create" mean completion, rather than a certain level of proficiency? In addition, "demonstrating understanding" -- in what ways? Accuracy? Depth? It is advised to clarify this more.

Outline - Course Outline	Question/Response	While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment
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<b><u>PARAD093.</u></b>		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Recommended	"Demonstrate an understanding of" seems somewhat vague. Is this based on accuracy or simply completion? It may help to clarify.
Outline - Course Outline	Question/Response	While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment

<b><u>PARAD097A</u></b>		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Recommended	"demonstrate an understanding" feels somewhat vague. Is this understandin based on accuracy or something else? A previous method in this section mentions application, which is a bit more specific.

Outline - Course Outline	Question/Response	While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment
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<b><u>PARAD097B</u></b>		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Recommended	"demonstrate an understanding" feels somewhat vague. Is this understandin based on accuracy or something else? A previous method in this section mentions application, which is a bit more specific.
Outline - Course Outline	Question/Response	While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment

<b><u>PHTGD057A</u></b>		
Area	Edit Type	Edit
Basic Course Information - Course Description	Required	Ensure it is the same in both PHTG 57A and PHTG 357A
Outline - Course Outline	Required	"Understand" in Objective A and C is not Bloom's language: Please change.

Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A and C from the course outline to match
Learning Outcomes - CSLOs	Recommended	Verb-first language utilizing Bloom's language is recommended for the CSLO.
Summary of Revisions	Required	Complete the Summary of Revisions tab
Specification - Examples of Primary Texts and References	Question/Response	Studio Photography: Essential Skills is from 2008. There is no recent edition of this book, but is there a more up to date text that references the same concepts, or is this recognized as a foundational text in the field? RESPONSE - This is the most approachable and comprehensive textbook I have found for lighting still photography. Also, there have not been any real changes in the foundations of the subject (lighting for still photography, in camera).
Outline - Course Outline	Question/Response	There appear to be little to no changes to the lecture course content of the course under the objectives. Is there a particular reason for this? RESPONSE - There have not been any significant changes in the field of lighting for still photography in camera. The course objectives are still relevant and none need to be added.

<b><u>PHTGD357A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
Basic Course Information - Course Description	Required	Ensure it is the same in both PHTG 57A and PHTG 357A
Outline - Course Outline	Required	"Understand" in Objective A and C is not Bloom's language: Please change.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A and C from the course outline to match
Learning Outcomes - CSLOs	Recommended	Verb-first language utilizing Bloom's language is recommended for the CSLO.
Summary of Revisions	Required	Complete the Summary of Revisions tab
Req/Adv	Required	List 'or PHTG D301. or PHTG D304.' to the list of prerequisites

<p>Specification - Examples of Primary Texts and References</p>	<p>Question/Response</p>	<p>Studio Photography: Essential Skills is from 2008. There is no recent edition of this book, but is there a more up to date text that references the same concepts, or is this recognized as a foundational text in the field? RESPONSE - This is the most approachable and comprehensive textbook I have found for lighting still photography. Also, there have not been any real changes in the foundations of the subject (lighting for still photography, in camera).</p>
<p>Outline - Course Outline</p>	<p>Question/Response</p>	<p>There appear to be little to no changes to the lecture course content of the course under the objectives. Is there a particular reason for this? RESPONSE - There have not been any significant changes in the field of lighting for still photography in camera. The course objectives are still relevant and none need to be added.</p>

<b><u>PHTGD058A</u></b>		
<b>Area</b>	<b>Edit Type</b>	<b>Edit</b>
<p>Basic Course Information - Course Description</p>	<p>Required</p>	<p>Ensure it is the same in both PHTG 58A and PHTG 358A</p>
<p>Specification - Assignments</p>	<p>Required</p>	<p>Please be more specific with respect to "print images." perhaps develop photographic prints?</p>
<p>Outline - Course Outline</p>	<p>Required</p>	<p>Objective B - "Understand" is not Bloom's language. Please change.</p>
<p>Learning Outcomes - Course Objectives</p>	<p>Required</p>	<p>Edit the corresponding Objective B from the course outline to match</p>

Outline - Course Outline	Question/Response	<p>There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop.</p>
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## PHTGD358A

Area	Edit Type	Edit
Basic Course Information - Course Description	Required	Ensure it is the same in both PHTG 58A and PHTG 358A
Specification - Assignments	Required	Please be more specific with respect to "print images." perhaps develop photographic prints?
Outline - Course Outline	Required	Objective B - "Understand" is not Bloom's language. Please change.
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective B from the course outline to match
Outline - Course Outline	Question/Response	<p>There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop.</p>

## PHTGD058B

Area	Edit Type	Edit
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Specification - Methods of Evaluation	Required	The written artists statement is listed as a separate assignment, but lumped together with the final portfolio in the methods of evaluation. If it's done as an individual or scaffolding assignment, please include an evaluation criteria for it.
Outline - Course Outline	Question/Response	There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop.

## PHTGD358B

Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	The written artists statement is listed as a separate assignment, but lumped together with the final portfolio in the methods of evaluation. If it's done as an individual or scaffolding assignment, please include an evaluation criteria for it.
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop.