Coastline College  
Curriculum Committee Minutes

11/15/2019, 1:30 to 2:30 pm

College Center 4th Floor Conference Room

**Committee Mandate: *To approve College curriculum.***

Participants/Members: X = present, EXC = excused, ABS = absent

| Name | Discipline or Area | Through Spring of: | Attendance |
| --- | --- | --- | --- |
| Alves, Mitchell | At-Large | 2022 | X |
| Barnes, Stephen | Career Programs | 2020 | X |
| Blair, Shelly | Dean; Innovative Learning | Not Applicable | ABS |
| Bridges, Stephanie | English/Humanities | 2022 | X |
| Brock, Marilyn | At-Large | 2020 | X |
| Cao, Thomas | Mathematics | 2022 | X |
| Chapman, Cheryl | Computer Technology | 2022 | X |
| Curry, Fred | At-Large | 2021 | X |
| Emerson, Dana | Dean; Westminster, Le-Jao Campus | Not Applicable | EXC |
| Evangelista, Amy | Counselor | 2022 | X |
| Fauce, Steven | SLOs Coordinator | Not Applicable | X |
| Harrison, Nate | Manager, Military | Not Applicable | X |
| Henry, Deborah | At-Large, Co-Chair | 2022 | X |
| Holliday, Ann | Special Education | 2022 | EXC |
| Isbell, Anna | Garden Grove Campus Representative | Not Applicable | X |
| Johnson, Dan | Social Science, Co-Chair | 2021 | X |
| Jones, Nancy | Dean; Garden Grove Campus | Not Applicable | X |
| Khan, Mahbub | Distance Learning | 2020 | X |
| Levenshus, Joshua | Mass Communications | 2022 | ABS |
| Lovig, Margaret | At-Large | 2020 | X |
| Montague, Judy | English as a Second Language | 2020 | X |
| Mueller, Kate | Vice President of Student Services | Not Applicable | EXC |
| Neal, Tom | Dean; Newport Beach Campus | Not Applicable | X |
| Niehaus, Rachel | Health, Foods and Nutrition, Gerontology, Physical Education | 2021 | X |
| Oelstrom, Jeanne | Business | 2021 | X |
| Ozbirn, Kate | English | 2021 | X |
| Petry, Petra | International Language | 2022 | X |
| Rodriguez, Vince | Vice President of Instruction | Not Applicable | EXC |
| Salcedo, Daniel | Science | 2021 | X |
| Shea, Nora | Librarian | Not Applicable | X |
| Shoro, Natasha | Fine and Applied Arts | 2020 | ABS |
| Weber, Daniel | Articulation Officer | Not Applicable | X |
| Vacant | Associated Student Government Representative | 2019 |  |

Guest(s):

Brown, Brandon CST

Lee, David ART

Pham, Chinh Financial Aid Director

Scott, Michael Adult Education

Smith, Lara District, Education Services

Recorder: Ann French

## CALL TO ORDER

* 1. Welcome (quorum: 1:32 pm)
  2. Adoption of Agenda

**Motion to Approve: Alves, Mitch (second: Curry, Fred). Approved.**

## REPORTS

* 1. Financial Aid Eligibility of Programs: Chinh Pham

In order for a certificate program to be eligible for Financial Aid the program is submitted to the Department of Education for approval by the Financial Aid Department. That process can take a long time; anywhere from 6 months to a year. That does **not** mean the program cannot be offered to students once it has State approval. It **does** mean that students in those programs are not eligible for Financial Aid. Any time there is a new program of 16 units or more it goes through CurricUNET for approval, to the Board for approval, then to the State for approval. Once the State approves a new program the Curriculum Specialist will enter the program in Banner, making it available to students, and send it to the Financial Aid Director for submission to the Department of Education for approval. During the academic year changes are sent to the Department of Education twice a year. The first submission will be updates, which include changes to program titles, units, and courses. The second submission will be new programs. The committee is being asked to be aware of the amount of time the department takes to approve new certificates. The minimum amount of time for approval would be 6 months but it could take one year or longer depending on the Department of Education’s workload.

A question was raised about how this affects the College Promise. For students to be eligible for Financial Aid they must declare a major. As long as the State has approved the program the student will receive the AB19 (State fee waiver). Students are permitted to declare one major and then switch to another. Students start out with four years to complete their education. If they switch majors their eligibility is reduced. They may end up with only three years to finish the newly selected major.

A question was asked about how this affects ESL students. Students who declare a major approved by the Department of Education are eligible for Financial Aid while taking up to 30 units of remedial courses or up to a year for ESL.

* 1. Articulation Report: Daniel Weber

A master list of ADT/TMC approval statuses is being generated to keep everyone informed. This will be the last meeting for submission for Cal State GE approval since they have to be submitted by the end of November. A suggestion was made to include the last date for courses to come to the Curriculum Committee to be submitted for Cal State GE approval. The UC transferrable deadline is the last Curriculum Committee meeting of the academic year, April 24, 2020.

## CONSENT CALENDAR

Reminder: Due to a change in Board Policy and Administrative Procedure 4030, all noncredit courses now must be graded. To make the process more efficient all noncredit courses that are still Not Graded are being revised en masse.

* 1. Change Noncredit Course Grading Policy from Not Graded to Pass/No Pass/Satisfactory Progress

Effective Spring 2020

* + 1. ESL C008N ESL: Preparation
    2. ESL C065N Integrated English Skills 1A
    3. ESL C090N Advanced Pronunciation
    4. LRSK C021N Supervised Tutorial Services Attendance
    5. SPED C003N Oral Communications 1 - Beginning Communication Skills
    6. SPED C004N Oral Communication 2 - Conversational Language
    7. SPED C006N Manual Communication
    8. SPED C008N Reading and Writing Development
    9. SPED C012N Mathematical Concepts
    10. SPED C013N Functional Math
    11. SPED C020N Survey of Arts and Activities
    12. SPED C021N Orientation to Art
    13. SPED C022N Art
    14. SPED C023N Orientation to Music
    15. SPED C024N Beginning Instrumental Music
    16. SPED C025N Advanced Instrumental Music
    17. SPED C026N Vocal Music
    18. SPED C030N Adapted Fitness
    19. SPED C031N Adapted Balance and Mobility
    20. SPED C032N Adapted Strength and Conditioning
    21. SPED C033N Adapted Seated Fitness
    22. SPED C035N Rhythmic Movement
    23. SPED C036N Adult Fitness
    24. SPED C037N Aerobics
    25. SPED C038N Adaptive Physical Education 1
    26. SPED C050N Customs, Cultures and Holidays
    27. SPED C052N Health Concepts
    28. SPED C054N Home Economics 2 - Home Maintenance
    29. SPED C056N Community Resources
    30. SPED C057N Consumer Skills
    31. SPED C062N Career Development for the Disabled
    32. SPED C063N Introduction to Career Planning for the Disabled
    33. SPED C065N Job Search Strategies and Skills for the Disabled
    34. SPED C070N ABI Program Pre-Admission
    35. SPED C075N ABI Cognitive Refresher Course
    36. SPED C080N Introduction to Computers: Computer Awareness and Use
    37. SPED C081N Introduction to Desktop Publishing
    38. SPED C082N Introduction to the Internet
    39. SPED C091N Culinary Basics 1
    40. SPED C407 Beginning Reading
    41. SPED C455 Mobility Training
  1. Course Retirements

Effective Fall 2020

* + 1. CST C165 Installing/Configuring Windows Server 2012

Reason: replaced by CST C223A

Originator: Tobi West

* + 1. CST C173 MCTS - Microsoft Exchange Server - Configuration

Reason: obsolete

Originator: Tobi West

* + 1. CST C177 Configuring Microsoft Windows 8

Reason: replaced by C177A

Originator: Tobi West

* + 1. CST C178 Managing and Maintaining Windows 8

Reason: replaced by C177B

Originator: Tobi West

* + 1. CST C184 Microsoft Server 2008 Active Directory Configuration

Reason: obsolete

Originator: Tobi West

* + 1. CST C185 Microsoft Server 2008 Network Infrastructure

Reason: replaced by C222A

Originator: Tobi West

* + 1. CST C186 Microsoft Server 2008 Applications Infrastructure

Reason: replaced by C223A

Originator: Tobi West

* + 1. CST C222 Installing/Configuring Windows Server 2012

Reason: replaced by C222A

Originator: Tobi West

* + 1. CST C223 Administering Windows Server 2012

Reason: replaced by C223A

Originator: Tobi West

* + 1. CST C224 Configuring Advanced Windows Server 2012 Services

Reason: replaced by C224A

Originator: Tobi West

* + 1. MATH C047 Algebra: A Combined Course

Reason: replaced by College Readiness Program

Originator: Thomas Cao

**Motion to Approve: Alves, Mitch (second: Weber, Daniel). Approved.**

## ACTION ITEMS

* 1. Clarification of Vice President of Instruction Position on Curriculum Committee
     1. VPI position on Curriculum Committee to be non-voting

**Motion to Approve: Ozbirn, Kate (second: Weber, Daniel). Approved.**

* 1. Globally Add Standardized Language in CurricUNET (see attachment\*)
     1. RSI Language to Distance Education Addendum, Instructor-Student Contact field
     2. Student-to-Student Contact Language to Distance Education Addendum, Specific Types and Frequencies of Regular Instructor-Student Communication section
     3. Library Blurb to Library, Comments field

**Motion to Approve: Isbell, Anna (second: Montague, Judy). Approved.**

* 1. Course Additions: Credit Course

Effective Term: Fall 2020

Items 4.3.1 through 4.3.4 are being considered together. Chinese brush painting courses offered at 1.5 units will be retired while these East Asian brush painting courses will take their place. These courses will cover Korean, Japanese, and Mongolian offshoot of Chinese brush painting. There are plans to combine these courses with an Asian art history course to create an 18 unit East Asian Art certificate of achievement. GE approval and Global and Multicultural graduation requirement will be sought for these courses at the December 6 Curriculum Committee meeting.

A question was asked about ART C179; is this course actually covering teaching techniques? Isn’t that an upper-level course? The main textbook is “Teaching College.” It seems like this is getting into an area other than art.

* + 1. ART C176 East Asian Landscape Painting 3.0 Units

Semester Length: 48 lecture hours; 18 lab hours; prerequisite: none; fee: none; grade: student option.

Focus on Chinese influences on East Asia cultures through hands-on practice of brush strokes. Designed to lead a beginner from how to hold a brush to producing finished compositions in florals, animals, and landscapes. Detailed instructions on using materials, colors, brushes, rice paper, seals, and traditional Chinese mounting technique.

Originator: David Lee

* + 1. ART C177 East Asian Landscape Painting 3.0 Units

Semester Length: 48 lecture hours; 18 lab hours; prerequisite: none; fee: none; grade: student option.

Learn the brush strokes used for line, texture, shading, and washes to capture the beauty of forests, mountains, and water. Students will learn the stroke to do design, composition, and the enchanting background of each subject. Travel in spirit to the land of Shangri-La and explore history and folklore of East Asia.

Originator: David Lee

* + 1. ART C178 Painting and Appreciation of East Asian Art and Culture 3.0 Units

Semester Length: 48 lecture hours; 18 lab hours; prerequisite: none; fee: none; grade: student option.

Surveys history, culture, and development of Chinese painting and calligraphy, and its effects on East Asian cultures. Course includes nature study techniques and skills related to picture formation and composition. Emphasis on calligraphy strokes pertinent to brush painting.

Originator: David Lee

* + 1. ART C179 East Asian Brush Painting Teaching Techniques 3.0 Units

Semester Length: 48 lecture hours; 18 lab hours; prerequisite: none; fee: none; grade: student option.

In this course students will develop skills, knowledge, and abilities for teaching east Asian brush painting techniques. The class will focus on learning the materials: paper, color, and brushes. It will offer instruction on both brush stroke techniques used for line, texture, and shading and washes used for flowers, animals, and scenery. It will prepare students to teach brush painting at various levels.

Originator: David Lee

**Motion to Approve: Evangelista, Amy (second: Montague, Judy). Approved with Oelstrom, Jeanne opposed.**

* 1. Credit Course Revisions: Minor

Effective Term: Fall 2020

Items 4.4.1 and 4.4.2 are being considered together. Corrections were made to clarify objectives and SLOs.

* + 1. BCT C307 Mechanical Code

See CurricUNET for changes to SLOs, objectives, instructional techniques, assignments, methods of evaluation, DE Addendum

Originator: Cheryl Chapman

* + 1. BCT C308 Plumbing Code

See CurricUNET for changes to SLOs, objectives, instructional techniques, assignments, methods of evaluation, textbooks

Originator: Cheryl Chapman

**Motion to Approve: Isbell, Anna (second: Weber, Daniel). Approved.**

This course hadn’t been updated in five years, so revisions were made to bring the outline up-to-date.

* + 1. BIOL C180 Cell and Molecular Biology

See CurricUNET for changes to description, PSLOs, SLOs, objectives, content, methods of instruction (removed online & hybrid), course assignments, methods of evaluation, textbooks

Originator: Steven Fauce

**Motion to Approve: Evangelista, Amy (second: Weber, Daniel). Approved.**

* 1. Program Revisions: Major

Effective Term: Fall 2020

Items 4.5.1 through 4.5.3 are being considered together. These Microsoft programs are now updated with these revisions.

* + 1. Computer Networking: Microsoft Windows Server Associate in Science

Title: From Computer Networking: Microsoft

Title: To Computer Networking: Microsoft Windows Server

Required Course: Delete CST C116 A+ Essentials Hardware

Required Course: Delete CST C177 Configuring Microsoft Windows 8

Required Course: Delete CST C191 CompTIA Linux +

Required Course: Delete CST C201C CCNA 1: Introduction to Networks

Required Course: Delete CST C230 Introduction to Security

Required Course: Add CST C116B A+ Essentials Hardware

Required Course: Add CST C158 Server+

Required Course: Add CST C177A Configuring Microsoft Windows 10

Required Course: Add CST C222A Installing/Configuring Windows Server 2016

Required Course: Add CST C223A Networking with Windows Server 2016

Required Course: Add CST C224A Identity with Windows Server 2016

Elective Course: Delete CST C165 Installing/Configuring Windows Server 2012

Elective Course: Delete CST C173 MCTS - Microsoft Exchange Server - Configuration

Elective Course: Delete CST C184 Microsoft Server 2008 Active Directory Configuration

Elective Course: Delete CST C185 Microsoft Server 2008 Network Infrastructure

Elective Course: Delete CST C186 Microsoft Server 2008 Applications Infrastructure Configuration

Elective Course: Delete CST C222 Installing/Configuring Windows Server 2012

Elective Course: Delete CST C223 Administering Windows Server 2012

Elective Course: Delete CST C224 Configuring Advanced Windows Server 2012 Services

Elective Course: Add CST C117B A+ Essentials Software

Elective Course: Add CST C177B Configuring Windows Devices

Elective Course: Add CST C230 Introduction to Security

See CurricUNET for changes to description, career opportunities

Originator: Tobi West

* + 1. Computer Networking: Microsoft Windows Server Certificate of Achievement

Title: From Computer Networking: Microsoft

Title: To Computer Networking: Microsoft Windows Server

Required Course: Delete CST C116 A+ Essentials Hardware

Required Course: Delete CST C177 Configuring Microsoft Windows 8

Required Course: Delete CST C191 CompTIA Linux +

Required Course: Delete CST C201C CCNA 1: Introduction to Networks

Required Course: Delete CST C230 Introduction to Security

Required Course: Add CST C116B A+ Essentials Hardware

Required Course: Add CST C158 Server+

Required Course: Add CST C177A Configuring Microsoft Windows 10

Required Course: Add CST C222A Installing/Configuring Windows Server 2016

Required Course: Add CST C223A Networking with Windows Server 2016

Required Course: Add CST C224A Identity with Windows Server 2016

Elective Course: Delete CST C165 Installing/Configuring Windows Server 2012

Elective Course: Delete CST C173 MCTS - Microsoft Exchange Server - Configuration

Elective Course: Delete CST C184 Microsoft Server 2008 Active Directory Configuration

Elective Course: Delete CST C185 Microsoft Server 2008 Network Infrastructure

Elective Course: Delete CST C186 Microsoft Server 2008 Applications Infrastructure Configuration

Elective Course: Delete CST C222 Installing/Configuring Windows Server 2012

Elective Course: Delete CST C223 Administering Windows Server 2012

Elective Course: Delete CST C224 Configuring Advanced Windows Server 2012 Services

Elective Course: Add CST C117B A+ Essentials Software

Elective Course: Add CST C177B Configuring Windows Devices

Elective Course: Add CST C230 Introduction to Security

See CurricUNET for changes to description, career opportunities

Originator: Tobi West

* + 1. MCSA: Microsoft Windows Server 2016 Certificate of Accomplishment

Title: From Windows Server 2008

Title: To MCSA: Microsoft Windows Server 2016

Required Course: Delete CST C177 Configuring Microsoft Windows 8

Required Course: Delete CST C184 Microsoft Server 2008 Active Directory Configuration

Required Course: Delete CST C185 Microsoft Server 2008 Network Infrastructure

Required Course: Delete CST C186 Microsoft Server 2008 Applications Infrastructure Configuration

Required Course: Add CST C177A

Required Course: Add CST C222A Installing/Configuring Windows Server 2016

Required Course: Add CST C223A Networking with Windows Server 2016

Required Course: Add CST C224A Identity with Windows Server 2016

See CurricUNET for changes to description

Originator: Tobi West

**Motion to Approve: Alves, Mitch (second: Brock, Marilyn). Approved.**

* 1. Program Suspension

Effective Term: Fall 2020

Items 4.6.1 through 4.6.3 are being considered together. These have been replaced by the Business Information Worker certificate.

* + 1. General Office Assistant Certificate of Accomplishment

Originator: Cheryl Chapman

* + 1. Office Support Specialist: Financial Manager Associate in Science

Originator: Cheryl Chapman

* + 1. Office Support Specialist: Financial Manager Certificate of Achievement

Originator: Cheryl Chapman

**Motion to Approve: Isbell, Anna (second: Brock, Marilyn). Approved.**

1. ANNOUNCEMENTS

* 1. [History of the Curriculum Committee (2019-2020)](https://cccportal.cccd.edu/governance/AcademicSenate/CC/Shared%20Documents/History%20of%20the%20Curriculum%20Committee%20(2019-2020).pdf) document posted to SharePoint

## ADJOURNMENT

* 1. Adjourned at 2:25 pm

Next Meeting: December 6, 2019

Due date for submitting proposals to the agenda: Friday, November 22

SUMMARY OF KEY ITEMS DISCUSSED/ACTIONS TAKEN

* 1. Discussion: 0
  2. Course Additions: 4
  3. Course Revisions: 3
  4. Course Suspensions or Retirements: 11
  5. Items Tabled: 0
  6. Program Additions: 0
  7. Program Revisions: 3
  8. Program Suspensions or Retirements: 3

*In accordance with the Ralph M. Brown Act and Senate Bill 751, minutes of the Coastline Curriculum Committee record the votes of all Members as follows: (1) members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*

\*Attachment to November 15, 2019 Curriculum Committee Minutes

# Globally Add Standard Language to the Following Sections of CurricUNET

## Distance Education Addendum/Instructor-Student Contact Field, add RSI Statement

Instructor-student contact in the form of Regular and Substantive Interaction will occur according to the college's and department's RSI guidelines. Course content such as lectures can be delivered to students via the college's Course Management System in a written, audio, or video format. Discussion of course content can be achieved through discussion boards, online chats and/or telephone conferencing, and e-mail.

## Distance Education Addendum, Specific Types and Frequencies of Regular Instructor-Student Communication section

STUDENT-TO-STUDENT (Required)

Discussion Boards: Instructor will utilize discussion boards to ensure regular effective contact between student and student, and to facilitate asynchronous interactions between students.

Chat Rooms: Instructor may utilize chat rooms in order to engage students in synchronous interactions utilizing technologies such as CCCConfer

FAQ: Instructor may include a FAQ document on the course website to clarify course requirements and procedures and to engage student-to-student contact.

## LIBRARY, Comments field

The Coastline Library provides access to a wide range of resources, including subscription databases and eBook collections. Instructors are encouraged to contact the library for specific resources based on course assignments. [library@coastline.edu](mailto:library@coastline.edu)