



Cañada College

CURRICULUM COMMITTEE

Minutes

Friday, December 9, 2022

9:30-11:30 a.m. Zoom

Members Present: Lisa Palmer, Martin Partlan, Maureen Wiley, Frank Nguyen Le, David Monarres, Ana Miladinova, Gloria Darafshi, Chialin Hsieh, Noah Liu, Ron Andrade, Elsa Torres, Klaressa Ortiz, Soraya Sohrabi, Salumeh Eslamieh

Members Absent: Maria Lara

Guests: Ritu Malhotra, Nada Nekrep, Michael Stanford, Madeline Wiest, Leonor Cabrera, Candice Nance, Alison Field

1) Adoption of Agenda

Motion – to approve the overall meeting agenda, including the consent agenda, with the understanding that eligibility for ENG 100 be added to HIST 106 and HIST 202 for consistency:
M/S: Frank Nguyen Le, Gloria Darafshi

Discussion— Ron Andrade noted that he had questions about some of the courses on the consent agenda. He noted that there is a discrepancy on recommended prep. Specifically, for HIST 104 - World History I, there is recommended prep of ENGL 100, yet it is not on HIST 106,- World History II, and this is noted on other course examples as well (HIST 202). Ron asked if this was an oversight or if this was intentional. Lisa Palmer posed this question to Professor Michael Stanford. Michael noted that while he did not complete the changes on these courses, he believed it to be an oversight, that it had been previously discussed the eligibility for ENG 100 would not be removed and would remain. Gloria asked if the courses are taken in sequence, and Michael clarified that the courses are sequential in terms of content only. Lisa added that this may be a moot question, because all students are eligible for ENG 100 now. Lisa asked Michael if he felt it was a problem that there is inconsistency between the courses, and Michael felt they should all be the same. Candice suggested these courses be tabled, and Alison Field address this as the author of the course updates. Michael asked that eligibility for English 100 be added to the courses where the language is missing. Lisa asked Michael to confirm this with Alison Field before the changes were in fact made. Maureen Wiley added that she sees worth in making a standard practice that ENGL 100 be noted and included as recommended prep in terms of consistency. Alison Field joined the meeting to confirm that all HIST CORs should say Recommended Prep: eligibility for ENGL 100.

Abstentions – none

Approval – approved unanimously

2) AB 361 – Renewal of Virtual Meeting Modality

- a. This acknowledges our use of AB 361, which extends our ability to meet virtually as a Brown Act meeting without having to post the address of our physical location.
- b. To contend that we should resume meeting in person, please request that this item be pulled from consent for discussion and debate.

3) Approval of Minutes – November 18, 2022

4) Curriculum Items:

Business, Design, & Workforce

- **Cabrera, Leonor**
 - **ACTG 100 - Accounting Procedures (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Method of Evaluation Revision, Textbooks Revision
- **Malhotra, Ritu**
 - **MEDA 190 - Introduction to Pharmacology (3.00)** (Modified Course Proposal)
Proposed Changes: Method of Evaluation Revision, Prerequisite Revision, Textbooks Revision
- **Torres, Elsa**
 - **INTD 300 - Studio I: Home Staging (2.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Content Review Revision, Distance Education Revision, Hours (Lecture and/or Lab) Revision, Recommended Preparation Revision, Textbooks Revision, Units Revision
 - **Certificate of Achievement Home Staging** (Program Modification)
 - **Certificate of Achievement Interior Design** (Program Modification)
 - **AS Degree Program Interior Design** (Program Modification)
- **Field, Alison**
 - **HIST 104 - World History I (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Method of Evaluation Revision, Objectives Revision, Student Learning Outcomes Revision, Textbooks Revision
 - **HIST 106 - World History II (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Method of Evaluation Revision, Objectives Revision, Textbooks Revision
 - **HIST 202 - U.S. History from 1877 to the Present (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Lecture Content Revision, Student Learning Outcomes Revision, Textbooks Revision
 - **HIST 246 - History of Latinos in the U.S. (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Mode of Delivery Revision, Objectives Revision, Textbooks Revision

- **HIST 247 - Women in U.S. History (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Method of Evaluation Revision, Objectives Revision
- **HIST 422 - Modern Latin America (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Lecture Content Revision, Method of Evaluation Revision, Objectives Revision, Student Learning Outcomes Revision, Textbooks Revision
- **Stanford, Michael**
 - **HIST 100 - History of Western Civilization I (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Objectives Revision, Textbooks Revision
 - **HIST 201 - U.S. History through 1877 (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Representative Assignments Revision, Textbooks Revision

Science & Technology

- **Rivera, Rafael**
 - **RADT 430 - Principles of Radiographic Image Production (3.50)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Lab Content Revision, Textbooks Revision
 - **RADT 435 - Imaging Equipment and Quality Control (1.50)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Textbooks Revision
 - **RADT 471 - Specialized Techniques: Fluoroscopy (2.50)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Lab Content Revision, Textbooks Revision
 - **RADT 474 - Venipuncture for Contrast Media Administration (1.00)** (Modified Course Proposal)
Proposed Changes: Textbooks Revision

<i>Substantive Agenda</i>

1) Curriculum Items:

Business, Design, & Workforce

- **Nance, Candice**
 - **BUS. 100 - Introduction to Business (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Equivalent courses addition, Degree/Certificate Applicability Revision, Textbooks Revision
 - **BUS. 101 - Human Relations in the Workplace (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Distance Education Revision, Honors Revision, Lecture Content Revision, Method of Evaluation Revision, Objectives

Revision, Equivalent courses, Representative Instructional Methods, Degree/Certification Applicability, Resources Needed, Recommended Preparation Revision, Student Learning Outcomes Revision, Textbooks Revision, Title Revision, Transferability Revision

- **BUS. 103 - Introduction to Business Information Systems (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Equivalent Courses Revision, Degree/Certificate Applicability, Textbooks Revision
- **BUS. 113 - Personal Finance (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Equivalent courses Addition, Degree/Certificate Applicability Revisions, Textbooks Revision
- **BUS. 125 - International Business (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Equivalent Courses Revision, Degree/Certificate Applicability Revisions, Recommended Preparation Revision, Textbooks Revision
- **BUS. 150 - Entrepreneurship: Small Business Management (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Degree/Certificate Applicability Revision, Textbooks Revision
- **BUS. 180 - Marketing (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Degree/Certificate Applicability Revision, Textbooks Revision
- **BUS. 201 - Business Law (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Degree/Certificate Applicability Revision, Textbooks Revision
- **BUS. 230 - International Marketing (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Equivalent Courses Revision, Degree/Certificate Applicability Revisions, Textbooks Revision
- **BUS. 401 - Business Communications (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Degree/Certificate Applicability Revision, Textbooks Revision
- **MGMT 100 - Introduction to Business Management (3.00)** (Modified Course Proposal)
Proposed Changes: Distance Education Revision, Honors Revision, Degree/Certificate Applicability Revision, Resources Needed Revision, Textbooks Revision

Candice Nance presented on behalf of the above items. She noted that for BUS. 100, the major change was to update the textbook, and the DE coordinator gave helpful feedback on DE items across all of the courses she updated. For BUS. 101, there is no title change, but cleanup from Lisa's feedback was included, as well as Gloria's feedback as this will be resubmitted for GE with the CSU system. In addition, the textbooks were updated. BUS. 103 included textbook updates, and DE updates. BUS. 113 is a newer course that has been piloted with Professor Shankar and math faculty and it will be impacting many of the programs as it is now embedded. For BUS.115, there was a slight update to eligibility. BUS. 150 included textbook revisions and DE updates. For BUS. 180, recommended prep was removed to match across the district to ensure it is equivalent with the other two campuses, in addition to textbook updates and DE updates. BUS. 201

included textbook and DE updates. BUS. 230 included textbook and DE updates. BUS. 401 included textbook and DE updates, as does BUS. 401 and MGMT 100.

Motion – to approve the course modifications to BUS. 100, BUS. 101, BUS. 103, BUS. 113, BUS. 125, BUS. 150, BUS. 180, BUS. 201, BUS. 230, BUS. 401, and MGMT 100: M/S: Maureen Wiley, Frank Nguyen Le

Discussion— Leonor Cabrera noted that she has had to make numerous textbook changes in the past and wondered why this was included on the substantive agenda. Lisa noted that it was other items that likely triggered the placement on the substantive agenda. Candice noted that from her perspective, her items historically would have been on the consent agenda. Lisa noted that this would be reviewed for future meetings.

Abstentions – none

Approval – approved unanimously

- **Certificate of Achievement Entrepreneurship and Small Business Management** (Program Modification)
- **AS Degree Program Business Administration** (Program Modification)
- **Certificate of Achievement Business Administration** (Program Modification)
- **Certificate of Achievement Business Assistant** (Program Modification)
- **AS Degree Program Marketing** (Program Modification)
- **AS Degree Program Business Management** (Program Modification)
- **Certificate of Achievement Business Management** (Program Modification)
- **AS Degree Program Entrepreneurship and Small Business Management** (Program Modification)
- **Certificate of Achievement Marketing** (Program Modification)
- **AS Degree Program Business Assistant** (Program Modification)

Candice Nance presented on behalf of the above items. Candice noted that ASCC wanted more program offerings that could be completed online, so she worked with a variety of faculty to ensure their programs had online pathways. She therefore brought forward programs where BUS.113 was embedded more thoroughly, and where changes were made to some of the selective courses. Candice outlined the cleanup she completed for each of the above certificate and degree program modifications, including cleaning up of career opportunities, selective courses, and streamlining in order to be stackable.

Motion – to approve the program modifications to Certificate of Achievement Entrepreneurship and Small Business Management, AS Degree Program Business Administration, Certificate of Achievement Business Administration, Certificate of Achievement Business Assistant, AS Degree Program Marketing, AS Degree Program Business Management, Certificate of Achievement Business Management, AS Degree Program Entrepreneurship and Small Business Management, Certificate of Achievement Marketing, and AS Degree Program Business Assistant: M/S: Frank Nguyen Le, Gloria Darafshi

Discussion— Gloria noted that these changes are going to positively impact students, and

thanked Candice for her work.

Abstentions – none

Approval – approved unanimously

Humanities & Social Sciences

- **Stanford, Michael**

- **HIST 101 - History of Western Civilization II (3.00)** (Modified Course Proposal)
Proposed Changes: Catalog Description Revision, Honors Addition, Textbooks Revision

Michael Stanford presented on behalf of this item. He noted that there was a minor course description revision, but the main purpose was the updating of the honors addendum.

Motion – to approve the course modifications to HIST 101: M/S: Frank Nguyen Le, Elsa Torres

Discussion— none

Abstentions – none

Approval – approved unanimously

Curriculum Committee

(Changes made pursuant to AB 705 upon request from Math Faculty)

1. MODIFICATION OF MATH COMPETENCY REQUIREMENT:

CURRENT:

D. Basic Competency Requirements

Competency requirements exist for the areas of English (Reading and Writing), and Mathematics. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the A.A. or A.S. degree.

2. Mathematics/Quantitative Reasoning: Satisfy one or more of the following requirements
 - a) Satisfactory Completion of **MATH 120 (Intermediate Algebra)** or **MATH 190** (Path to Statistics) or BUS. 113 (Personal Finance) with a grade of “C” or better, or equivalent; or
 - b) Satisfactory completion of any course having **MATH 120 (Intermediate Algebra)** or **MATH 190** (Path to Statistics) as a prerequisite with a grade of “C” or better; or
 - c) Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or
 - d) Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL; or
 - e) Placement into transfer-level MATH course using SMCCCD math placement test if taken prior to fall 2019

UPDATED:

D. Basic Competency Requirements

Competency requirements exist for the areas of English (Reading and Writing), and Mathematics.

Students must demonstrate competency according to the following in each of the areas in order to be eligible for the A.A. or A.S. degree.

2. Mathematics/Quantitative Reasoning: Satisfy one or more of the following requirements

- a. Satisfactory Completion of **Intermediate Algebra** or BUS. 113 (Personal Finance) with a grade of “C” or better, or equivalent; or
- b. Satisfactory completion of any course having **Intermediate Algebra** as a prerequisite with a grade of “C” or better; or
- c. Score of 3, 4, or 5 on College Board Advanced Placement Tests (AP): Calculus AB, or Calculus BC, or Statistics; or
- d. Score of 4 or higher on International Baccalaureate Exam (IB): Mathematics HL; or
- e. Placement into transfer-level MATH course using SMCCCD math placement test if taken prior to fall 2019

David Monarres presented on behalf of the above item. He noted that in the last meeting, there were bulk changes made to the recommended prep and suggested preparation and prerequisites for all the below transfer level math courses that are no longer able to be offered due to AB 705 compliance. In order to keep some of the matriculation requirements, the language of algebra had to be changed to be represented in the course titles, for example, changing Math 110 to include Elementary Algebra in the title. This was done throughout the entirety of the schedule except for the local degree quantitative requirements where Math 120 was still mentioned in the language for local degree requirements.

Soraya Sohrabi asked if this will be reflected at all three campuses. If so, this will need to be updated in Degree Works based on catalog rights. Madeline asked if there was a decision made regarding if classes outside of the math department would be counted across the campus. David added that at the last meeting, there was not any further progress. Frank noted that he did speak to his counterparts at CSM and Skyline and they did not foresee any objections from their campuses. Frank added that ultimately, we are updating the basic competency requirement because MATH 190 was banked and MATH 120 was removed to make things less confusing for students.

Gloria noted that the other two campuses do not have a BUS. 113 course or equivalent, so that will appear different. Madeline added that if the committee approves this today, they can go ahead and update the next catalog to include this. It is her hope that the math competency area on each individual course in the catalog will be added. She asked that this possibly be added to the District Curriculum Committee agenda to consult regarding the development of one language that could exist amongst the three colleges.

Motion – to approve the modification of the Math competency requirement language, pursuant to AB705, upon request of Math faculty: M/S: Soraya Sohrabi, Frank Nguyen Le

Discussion— none

Abstentions – none

Approval – approved unanimously

Information/Discussion/Reports/Approval Items

a. Chair’s Report

Lisa Palmer shared the following report:

To: Cañada Curriculum Committee

From: Lisa Palmer

Re: Curriculum Chair's Report

December 9, 2022

1. District Alignment Summit
Flex Day, January 2022

[Biology Alignment Chart](#)

[CIS/Computer Science Alignment Chart](#)

[Political Science Alignment Chart](#)

[Spanish Alignment Chart](#)

2. Course Inactivation Process: In January I will be sending out a list of courses that have not been offered since 2018. Faculty will need to review the list to decide if we should continue having the courses in the catalog and on Banner, in which case they will need to write a justification, or if the courses should be banked.
3. Elections for new curriculum chair?

b. Articulation Officer's Report

Gloria Darafshi shared the following report:

Articulation Report December 9, 2022

Submissions for IGETC and CSUGE in December 2022 (Revised)

MATH 145 Liberal Arts Mathematics

- IGETC Area 2: Mathematical Concepts & Quantitative Reasoning
- CSUGE B4: Math Concept

BUS. 101 Human Relations in the Workplace

- CSUGE Area D: Social Sciences (submission to retain approval)

AQUA 127.3 & 127.4 Swim Stroke Development III & IV

- CSUGE Area E2: Lifelong Learning & Self Development

AQUA 133.1 Individual Swim Conditioning I

- CSUGE Area E2: Lifelong Learning & Self Development

VARS 160 Women's Varsity Swimming

- CSUGE Area E2: Lifelong Learning & Self Development

ENGL 100 Reading and Composition

- IGETC Area 1A: English Composition (re-submitted due to word count change)

ENGL 105 Intensive Composition & Reading

- IGETC Area 1A: English Composition (re-submitted due to word count change)

ENGL 110 Composition, Literature & Critical Thinking

- IGETC Area 1B: Critical Thinking- English Composition (re-submitted due to word count change)

ENGL 165 Advanced Composition

- IGETC Area 1B: Critical Thinking- English Composition (re-submitted due to word count change)


c. Office of Instruction Report

- **Vice President of Instruction (VPI)**

Chialin shared that the Office of Instruction and Instructional Deans have been working on the inventory of our degree program completability, and significant progress has been made.

Create Campus Culture that Supports Completion Within 2 Years or at most 3 Years

- 127 Degrees/Certificates
 - 26 Associate Degree for Transfer (ADT)
 - 53 Associate in Arts Degree (AA) and Associate in Science Degree (AS)
 - 48 Certificates



The image shows the cover of the Cañada College 2022-2023 Catalog. It features a collage of photos: a modern building with a glass facade, a group of students, and a close-up of a student's face. The text on the cover includes 'Cañada College 2022-2023 CATALOG' and the slogan 'FROM HERE, YOU CAN GO ANYWHERE.' Below the slogan, it says 'CANADACOLLEGE.EDU' and 'LEADING IN REMOTE EDUCATION'.

Associate Degree for Transfer (ADT) Completion Remotely* in 2-3 Years
13 ADTs can be completed Remotely

1. Anthropology	7. Math
2. Business Administration	8. Nutrition & Dietetics
3. Child and Adolescent Development	9. Physics
4. Communication Studies	10. Political Science
5. Economics	11. Psychology
6. History	12. Sociology
	13. Spanish

Associate Degree in Arts and Science Completion Remotely* in 2-3 Years

29 AA/AS can be completed Remotely

- | | | |
|-----------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------|
| 1. Accounting | 12. Engineering | 24. Interdisciplinary Studies:
Arts and Humanities |
| 2. Anthropology | 13. Entrepreneurship & Small
Business Management | 25. Interdisciplinary Studies:
Natural Science and
Mathematics |
| 3. Allied Health | 14. Marketing | 26. Interdisciplinary Studies:
Social and Behavioral
Sciences |
| 4. Business Administration | 15. History | 27. Interdisciplinary Studies,
Transfer: Arts and
Humanities |
| 5. Business Assistant | 16. Medical Billing Specialist | 28. Interdisciplinary Studies,
Transfer: Natural Science
and Mathematics |
| 6. Business Management | 17. Paralegal | 29. Interdisciplinary Studies,
Transfer: Social and
Behavioral Sciences |
| 7. Communication Studies | 18. Physics ^I | |
| 8. Computer Business Office Technology–
Administrative Assistant | 19. Political Science | |
| 9. Computer Business Office Technology–
Administrative Support Assistant | 20. Psychology | |
| 10. Digital Art & Animation | 21. International Studies | |
| 11. Economics | 22. Sociology | |
| | 23. Spanish | |

Certificate of Achievement Completion Remotely* in 2-3 Years

26 Certificate of Achievement can be completed Remotely

- | | | |
|-----------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------|
| 1. Accounting | 11. Entry Level Bookkeeper | 21. Pathway to Student Success |
| 2. Bilingualism and Biliteracy in English/Spanish | 12. General Office | 22. Payroll Specialist |
| 3. Business Administration | 13. Home Staging | 23. Preparation for Academic
Scholarship and Success |
| 4. Business Assistant | 14. Human Relations in the Workplace | 24. CSU General Education |
| 5. Business Information Worker | 15. Inclusion Support | 25. Intersegmental General Education
Transfer—CSU |
| 6. Business Management | 16. Marketing | 26. Intersegmental General Education
Transfer –UC |
| 7. Computer Business Office Technology–
Administrative Assistant | 17. Medical Administrative Assistant | |
| 8. Computer Business Office Technology–
Administrative Support Assistant | 18. Medical Billing Specialist | |
| 9. Engineering | 19. Medical Coding Specialist ^I | |
| 10. Entrepreneurship & Small Business
Management | 20. Paralegal | |

- **Curriculum & Instructional Systems Specialist**
 - 2022-2023 2-year and 5-year cycle updates



2022-2023 CURRICULUM REVIEW MATRIX ••• BY SUBJECT

Updated: 11/15/2022

*All 695 courses to be submitted by the Office of Instruction on behalf of the Curriculum Committee.

CTE / NON CTE	Discipline	To Be Reviewed	Completed	In The Queue	UNSUBMITTED
CTE	ACTG	5	1		4
	ARCH	1	1	1	0
	BIOL	1			1
	BUS.	10	10		0
	CBOT	11		2	9
	CIS	13			13
	FSE.	13			13
	INTD	20	20	20	0
	MEDA	16	15	14	1
	MGMT	1	1		0
	RADT	20	20	16	0
	CTE Total		111	68	53
NON-CTE	ANY*	34			34
NON-CTE	FITN	34		2	32
	HIST	11	9	1	1
	MUS.	23			23
	SPAN	13			13
NON-CTE Total		115	9	3	103
Grand Total		226	77	56	144

d. **Distance Education (DE) Coordinator--none**

2) **Division reports**

-Ana Miladinova invited the committee to attend the dance show at 7:30pm at the main theatre, stating that faculty, staff, and students worked really hard to make this event a reality.

-Soraya noted that she attended a meeting for transfer directors last month and there is a new program called Dual Admission which students will need to opt into which will guarantee admission and financial aid opportunities. Students cannot change their major once they opt into the program. More information can be found here: <https://www.universityofcalifornia.edu/news/new-dual-admission-pilot-program-will-help-more-students-transfer-uc>

-Soraya also shared that she will be retired at the end of the semester, and thanked the committee for the opportunity to work together. The committee thanked Soraya for her years of service.

3) **Adjournment**

Motion – to adjourn the meeting M/S: Gloria Darfshi, Frank Nguyen Le

Discussion— none

Abstentions – none

Approval – approved unanimously

Meeting adjourned at 10:41 am.