



**CURRICULUM COMMITTEE  
Agenda**

**February 24, 2023  
9:30 – 11:30 a.m.**

**Zoom:** <https://smccd.zoom.us/j/84664782065>

1) **Adoption of Agenda**

***Consent Agenda***

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. Given the end of the governor's declaration of emergency, we will resume meeting in person at our next meeting, March 24<sup>th</sup>.

3) **Approval of minutes – December 9, 2022**

4) **Curriculum items**

***Business, Design & Workforce***

- Weeks, Janice
  - **CBOT 415 - Beginning Computer Keyboarding** (1.50) (Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
  - **CBOT 417 - Skill Building** (1.50) (Modified Course Proposal)  
Proposed Changes: Catalog Description Revision, Distance Education Revision, Textbooks Revision
  - **CBOT 432 - Introduction to Computer Applications** (3.00) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 435 - Spreadsheets** (3.00) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 448 - Using Microsoft Windows** (1.50) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 457 - Using PowerPoint in Business** (2.00) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 470 - Advanced Spreadsheets** (1.50) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 472 - Beginning Word Processing** (1.50) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 474 - Intermediate Word Processing** (1.50) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision
  - **CBOT 475 - Using Outlook** (1.50) (Modified Course Proposal)  
Proposed Changes: Textbooks Revision

- **CBOT 476 - Adobe Acrobat (1.50) (Modified Course Proposal)**  
Proposed Changes: Textbooks Revision

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| <i>Substantive Agenda</i> |
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- 1) **Curriculum Items: None**
- 2) **Information/Discussion/Reports/Approval Items**
  - a. **Marianne Beck, Program Services Coordinator**
    - **District Military Service Credit Policy Update**
  - b. **Chair's Report**
  - c. **Articulation Officer's Report**
  - d. **Office of Instruction Report**
    - **Vice President of Instruction (VPI)**
    - **Curriculum & Instructional Systems Specialist**
      - 2022-2023 2-year and 5-year cycle updates
  - e. **Distance Education (DE) Coordinator**
- 3) **Division reports**
- 4) **Adjournment**

| <u>COMMITTEE ROLE</u>        | <u>MEMBER NAME</u>                     |
|------------------------------|--|
| Articulation Officer/Student |  |
| Services Rep.                | Gloria Darafshi                        |
| ASCC Reps.                   | Oscar Arreola Buendia<br>& Gavin Savay |
| Committee Chair              | Lisa Palmer                            |
| Curriculum Specialist        | Frank Nguyen Le                        |
| Degree Audit Coordinator     | Klaressa Ortiz                         |
| Division Rep.: ASTL          | Ron Andrade                            |
| Division Rep.: KAD           | Ana Miladinova                         |

| <u>COMMITTEE ROLE</u>              | <u>MEMBER NAME</u> |
|------------------------------------|--------------------|
| Division Rep.: BDW                 | Elsa Torres        |
| Division Rep.: BDW                 | TBD                |
| Division Rep.: HSS                 | Salumeh Eslamieh   |
| Division Rep.: HSS                 | Maureen Wiley      |
| Division Rep.: S&T                 | David Monarres     |
| Division Rep.: S&T                 | Martin Partlan     |
| Transfer Center Supervisor/Student |                    |
| Services Rep.                      | TBD                |
| Vice President of Instruction      | Chialin Hsieh      |

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**Meetings Fridays from 9:30 to 11:30 a.m. unless otherwise noted**

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3-17-23: IPC Program Review Presentations held from 8:30am-12:30pm

3-24-23 (in person)

4-14-23 (in person)

4-28-23 (in person)

5-12-23 (in person)