

HARTNELL COLLEGE  
CURRICULUM COMMITTEE MEETING  
THURSDAY, MAY 20, 2004, 2 P.M., BOARD ROOM

UNOFFICIAL

MINUTES

**MEMBERS PRESENT:**

Chair – Daniel Perez  
Carbajal, Theresa  
Castillo, Maria  
Christensen, Carl  
Dominguez, Mary/Ex-Officio  
Fernandez, José Luis  
Garcia, Jeanne  
King, Carol  
Lagier, Jennifer  
Martinez, Joe  
Moss, Chris  
Reeve, Melissa  
Rose, Kathleen  
Salomone, Diane  
Stave, Melissa  
Welch, Joe

**MEMBERS ABSENT:**

Foudy, Mike (alternate)  
Frontiera, Charlene  
Krimmsley, Vic  
Schumann, Sherry (alternate)  
Wright, Ann  
Student Rep:  
Sharolyn Robinson

**GUESTS:**

Lisa Storm  
Kathy Mendelsohn  
Susan Singer  
Adriana Robledo  
Peter Calvert  
Phil Adams

**APPROVAL OF MINUTES – May 6, 2004**

MOTION: MSC (VOTE: Unanimous) to approve.

**TWO READING ITEMS - SECOND READING - ACTION**

**1. COURSE REVISIONS & PREREQUISITE REVISIONS**

BUS 1A, Accounting Principles (Financial)  
(advisory/prereq/cat & sched descr/content/initiator/grading/instr method  
method of eval obj/materials/obj/title)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

PCA: MSC (VOTE: Unanimous) to approve.

BUS 112, Advanced Office Skills (3)  
(prereq/cat & sched descr/content/initiator/instr method/method of eval  
obj/materials/obj)

MOTION: MSC (VOTE: Unanimous) to approve.

PCA: MSC (VOTE: Unanimous) to approve.

CSS 1, Programming Fundamentals (4)  
(prereq/title to Introduction to Computer Science and Programming  
Fundamentals)

MOTION: MSC (VOTE: Unanimous) to approve.

PCA: MSC (VOTE: Unanimous) to approve.

HES 110B, Practicum in Phlebotomy Techniques (1)  
(cat & sched descr/delete prereq/add coreq)  
Committee revisions: outline, Course Tech Data, PCA

MOTION: MSC (VOTE: Unanimous) to approve.

PCA: MSC (VOTE: Unanimous) to approve.

**TWO READING ITEMS – FIRST READING – NO ACTION**

**1. NEW COURSE**

IDS 39.012, Argentine Life and Culture (3)  
(This course was TABLED at the meeting of 5/6/04 the Committee  
recommended that the area use the existing Boronda Study Group.)

The Committee requested several revisions and a chart for the PCA.

**2. COURSE & PREREQUISITE REVISIONS**

BUS 111, Intermediate Office Skills (3)  
(cat & sched descr/prereq/complete update)

Typos need to be corrected.

**CURRICULUM COMMITTEE MEETING**

**MAY 20, 2004**

**PAGE 2**

**ONE READING ITEMS - ACTION**

**1. COURSE REVISIONS**

ADJ 10, Juvenile Procedures (3)  
(advisory/cat & sched descr/complete update)

MOTION: MSC (VOTE: Unanimous) to approve.  
PCA: MSC (VOTE: Unanimous) to approve.  
D.E. MSC (VOTE: Unanimous) to approve.

BUS 1B, Managerial Accounting (4)  
(advisory/cat & sched descr/~~grading~~/complete update)

MOTION: MSC (VOTE: Unanimous) to approve.  
PCA: MSC (VOTE: Unanimous) to approve.

BUS 2, Microcomputer Application: Accounting Principles(1)  
(advisory/title/cat & sched descr/complete update)

There was a motion that was rescinded.

BUS 3, Microcomputer Application: Accounting Principles 1B (1)  
(advisory/title/cat & sched descr/content/complete update)

BUS 2 and BUS 3 are not transferable. It was recommended that BUS 2 and BUS 3 be renumbered and resubmitted.  
BUS 1A & BUS 1B need to be revised since they refer to BUS 2 & 3.

BUS 86, Consumer Financial Management (3)  
(content/instr method/method of eval obj/materials/obj)

MOTION: MSC (VOTE: Unanimous) to approve.

BUS 128, Professionalism in the Work Place (2)  
(method of eval obj/materials)

MOTION: MSC (VOTE: Unanimous) to approve.

BUS 129, Practical Customer Service Skills (2)  
(method of eval obj/materials)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

BUS 131, Business English (3)  
(cat & sched descr/content/initiator/complete update)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

BUS 153, Computerized Accounting (4)  
(cat & sched desc/grading/content/complete update)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.  
PCA: MSC (VOTE: Unanimous) to approve.

**ONE READING ITEMS – ACTION (continued)**

**1. COURSE REVISIONS (continued)**

BUS 177, Proofreading and Editing Skills (3)  
(cat & sched descr/complete update)

MOTION: MSC (VOTE: Unanimous) to approve.

CSS 31, Database Management (4)  
(add on-line/instr method/method of eval obj)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.  
D.E.: MSC (VOTE: Unanimous) to approve.

CSS 32, SQL and PL/SQL Programming (4)  
(add on-line/instr method/method of eval obj)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.  
D.E.: MSC (VOTE: Unanimous) to approve.

LBT/CSS 90, Internet Literacy (3) TABLED on 5/6/04 pending clarification of the WEB portion.  
(from LEC/LAB/or WEB to LEC or WEB/advisory/cat & sched descr/content/method of eval obj/obj)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions. The CSS outline needs to be submitted. The Advisory needs to be revised with the new statement. The Tech Data Sheet needs to be submitted.  
PCA: MSC (VOTE: Unanimous) to approve  
D.E.: MSC (VOTE: Unanimous) to approve.

LBT 55, Database Searching (3)  
(Title to: On-line Database Searching/advisory/cat & sched descr/content/initiator/instr method/method of eval obj/materials/obj) TABLED on 5/6/04 pending clarification of on-line version.

MOTION: MSC (VOTE: Unanimous) to approve.  
PCA: MSC (VOTE: Unanimous) to approve.  
D.E.: MSC (VOTE: Unanimous) to approve.

PE 1.206, Stress Reduction (1.5) (FROM INACTIVE STATUS)  
(contact hrs/complete update)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions.

**ADDED TO AGENDA**

PE 1.131, Weight Training (1.5)  
(content/method of eval obj/materials)

MOTION: MSC (VOTE: Unanimous) to approve, pending revisions and submission of Tech Data Sheet.

**2. MOVE TO INACTIVE STATUS**

BUS 80, Principles of Banking  
BUS 160, Sales Techniques  
BUS 240, Typing Speed and Accuracy Development

MOTION: MSC (VOTE: Unanimous) to move to Inactive Status.

**CURRICULUM COMMITTEE MEETING**  
**MAY 20, 2004**  
**PAGE 4**

**ADDED TO AGENDA**

MULTIMEDIA TECHNOLOGY CERTIFICATE PROGRAM  
(Title change to Digital Arts Certificate Program)  
Has this certificate revision been to Tech II?

**COURSES APPROVED PENDING REVISIONS, REVISIONS ARE COMPLETE:**

BUS 34, Small Business Management (3)  
BUS 71, Office Procedures (4)  
BUS 130, Fundamentals of Management (3)  
BUS 152, Introduction to Accounting (4)  
BUS 161, Marketing (3)  
BUS 168, Community Leadership Skills (3)  
BUS 173, Filing Procedures and Records Management (3)  
BUS 173A, Introduction to Filing (1)  
BUS 175, Business Communications (3)  
BUS 194, Human Relations in Business (3)  
GEG 10, Geography and World Affairs: A Regional Approach (3)  
HES 110A, Theory of Phlebotomy Techniques (1.5)

The following items were not discussed at the meeting of May 6, 2004, due to a lack of time.

**INFORMATION/DISCUSSION (added at the meeting by Daniel)**

1. Distance Ed MOI and apportionment (Gary Hughes). DISCUSSED ABOVE.
2. Distance Ed Review – results of meeting with DE committee. Pam or Jose.
3. Curriculum Website update.
4. Academic Senate approval of current New & Revised Program & Certificate
5. Review of Instructions for curriculum forms.
6. Digital Arts Program & Certificate Revisions – received & sent for Tech II review.
7. Reminder – pending revisions submitted after May 20 will be required on new forms.

**ADJOURNED:** 3:58 p.m.