**AGENDA**

**1. Call to order**

**2. Roll**

**3. Approval of the minutes of November 5, 2009**

**4. Introduction of visitors**

**5. Old Business**

**6. Consent Agenda**

**A. BUSINESS DEPARTMENT**

**1. New Office Technology Topics effective spring 2010 (T. Ensz)**

**a. Office Technology 260D Excel 2007, .5 unit, 9 lecture hours, pass/no pass option.**

This course is designed for the anyone who wishes to develop an understanding of the basic operations of Microsoft Excel 2007 spreadsheets, and how to apply that understanding to real-world projects. Topics will include discovering the difference between Excel 2003 and Excel 2007, and may also include creating and formatting worksheets, using formulas and functions, and creating graphs. The class will meet with instructor two (2) hours per week for a total of (9) weeks to receive lecture material regarding upgrading their Excel skills to Excel 2007. Students then will work on projects as assigned outside of the two hours on their own.

**b. Office Technology 260E Internet Use, .5 unit, 9 lecture hours, pass/no pass option.**

This course is designed for the anyone who wishes to develop an understanding of the Internet and how to surf the Internet effectively. Topics will include using a web browser, ?????????????????????The class will meet with instructor two (2) hours per week for a total of (9) weeks to receive lecture material regarding upgrading their Excel skills to Excel 2007. Students then will work on projects as assigned outside of the two hours on their own.

**c. Office Technology 260F PowerPoint 2007, .5 unit, 9 lecture hours, pass/no pass option.**

This course is designed for the anyone who wishes to develop an understanding of the basic operations of Microsoft PowerPoint 2007 and how to apply that understanding to real-world projects. Topics will include discovering the difference between PowerPoint 2003 and PowerPoint 2007, creating slides, formatting slides, using design templates, inserting clip art and pictures, and inserting sound clips. The class will meet with instructor two (2) hours per week for a total of (9) weeks to receive lecture material regarding upgrading their PowerPoint skills to PowerPoint 2007. Students then will work on projects as assigned outside of the two hours on their own.

**7. New Business**

**A. BUSINESS DEPARTMENT**

**Course Modification effective spring 2010 (T. Ensz)**

**Office Technology 260C Upgrade your Skills to Word 2007, 1 unit, 18 lecture hours, pass/no pass option.**

Revised title to ***Word 2007,***  units to ***.5,*** lecture hours to ***9,*** and catalog description

**B. HEALTH SCIENCES DEPARTMENT**

**1. Course Deletions effective fall 2010**

**a. Child Development 206 Family Child Care Health and Safety, 2 units, 2 lecture hours**

This course was designed as part of a grant with Verizon which we never received, so it is no longer needed, nor was it ever offered.

**b. Child Development 207 Starting a Family Child Care, 2 units, 2 lecture hours**

This course was designed as part of a grant with Verizon which we never received, so it is no longer needed, nor was it ever offered.

**2. Program Deletions effective fall 2010**

**a. Certificate in Child Care for School-Age Children Associate Teacher, 15 units**

This certificate is no longer needed and will not be offered as part of our revised CD degrees and certificates scheduled to begin in Fall 2010.

**b. Certificate in Infant/Toddler, 17 units**

This certificate is no longer needed and will not be offered as part of our revised CD degrees and certificates scheduled to begin in Fall 2010.

**C. SCIENCE & TECHNOLOGY DEPARTMENT**

**1. Course Deletions effective spring 2010**

**a. Biology 4 Principles of Zoology, 5 units, 3 lecture hours, 6 lab hours**

This course has been replaced with the Biol 11A / Biol 11B series. We will no longer offer this course.

**b. Biology 6 Principles of Botany, 5 units, 3 lecture hours, 6 lab hours**

This course has been replaced with the Biol 11A / Biol 11B series. We will no longer offer this course.

**D. COMPOSITION, LITERATURE, AND SPEECH DEPARTMENT**

**Course Deletion effective spring 2010**

**English 372 Assistance in College Writing, 0 units**

Did not receive state approval.

**8. Curriculum Committee Meeting Timeline**

**9. Outdated Course Outlines**

**10. CurricUNET Data Entry**

**11. Handbook**

**12. Other**

**13. Adjournment**