**Minutes**

**Present**

Marilyn Behringer, Linda Carvalho Cooley, Veronica Cornel, Jim Chin, Nicholas Deftereos, Lore Dobusch, Toni Ensz, Nancy Frampton, Nancy Marsh, Jon McPhee, David Nippoldt, Conrad Perez, Samara Trimble, Tom West, Sheryl Young-Manning

**Absent**

Pam Gilmore, Cynthia MacDonald

**Visitors**

Debbie Ikeda

**1. Call to order**

Meeting called to order at 3:10 p.m. by Linda Carvalho Cooley, Chair.

**2. Roll**

Roll sheet was circulated.

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

Minutes approved with this change The Chair asked for two volunteers to work on revising the Course Outline of Record. ***Nancy Marsh and Lore Dobusch agreed to work with the Chair on the revision.***

**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.

PulledOffice Technology 260E from the agenda. It was suggested that discussion take place between the Office Technology department and the Information Systems department to write the course as an interdisciplinary course.

Suggestions for Office Technology 260D and 260F: change title to not include the specific year, remove the schedule information from the catalog description, and any reference to specific year for programs.

**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

Suggestions for Office Technology 260C: change title to not include the specific year, remove the schedule information from the catalog description, and any reference to specific year for programs.

**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.

Approved course deletions for Child Development 206 and 207 effective fall 2010.

**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.

Approved program deletions for Certificate in Child Care for School-Age Children Associate Teacher and Certificate in Infant/Toddler effective 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.

Approved course deletions for Biology 4 and 6 effective spring 2010.

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

**Course Deletion effective spring 2010**

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

Did not receive state approval.

Approved course deletion for English 372effective spring 2010. Courses that may fulfill the same purpose are Interdisciplinary Studies 300 Academic Learning Center and Interdisciplinary Studies 301 Basic Skills Development.

**8. Curriculum Committee Meeting Timeline**

The Chair went over the timeline for the committee members.

Only four instructors in a discipline are to be part of this semester’s pilot of CurricUNET.

**9. Outdated Course Outlines**

Committee members were asked to take the grid to their areas and explain that the only thing expected for this is what is to happen to the course and who will take care of the course listed. This curriculum is not expected to come through this semester.

**10. CurricUNET Data Entry**

The Chair explained that courses not in Cycle V will be submitted via paper copies. She said she will be asking the committee members to do the data entry into CurricUNET.

**11. Handbook**

The Chair is working on revisions to the duties for the committee members.

**12. Other**

**13. Adjournment**

Meeting adjourned at 4:10 p.m.