



Academic Senate – Curriculum Committee

Amended Agenda for

Tuesday, September 17, 2024

12:30 pm – 1:50 pm

Rm 269 Cravens Student Services

Zoom Link:

<https://collegeofthedesert-edu.zoom.us/j/86330457342>

Academic Senate Mission Statement: As the official voice of faculty in academic and professional matters at the College of the Desert, the Academic Senate is committed to equity, student learning and student success. The Academic Senate at College of the Desert is committed to:

Lead and advocate proactively for the development of policies, processes, and practices that benefit student success and develop faculty leaders;

Include diverse faculty, perspectives, and experiences that represent our student populations in our decision making;

Empowering faculty to engage the shared governance of College of the Desert in the 10+1 areas and to take-action for continued improvement of teaching, learning, and faculty participation in the areas of:

1. Curriculum includes establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development and educational program discontinuance
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development

❖ **Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.**

Committee Members:

John Learned, Chair; Jenne Carey, Arts & Media; Eddie Vaca, Applied Sciences; Lisa Davenport, Adjunct; Gwen Earle, Business; **Victoria Curry** ~~Donna Greene~~, Library, DE, Student Support Services; Martha Torres Mendez, Communication & Humanities; Mariana Zepeda, General Counseling; Sharon Vilarino, Health Sciences & Education; Dan Kleinfelter, Math & Computer Science; Alexa Sawa, Science & Engineering; Elizabeth Walker, Social Sciences

Guests and Ex-Officio: Misty Burrue (Vice President, Instruction), K. Camacho (Student Learning Outcome Coordinator), J. Huntzinger (Articulation Officer), TBD, (Student Representative), R. Brazell and C. Etter (Curriculum & Catalog Specialists)

Recorder: Cheryl Louise Etter

Quorum 6 Majority 7:

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Public Comments

2. Action Items

2.1 Approval of Agenda

2.2 Approval of Minutes: 9/03/2024

2.3 Consent

2nd Reading: Modified Courses

2.3.1 AUTO 093B: Light/Medium Duty Diesel Systems

Effective: Fall 2024. Update textbook

2.3.2 CDE 201: Health, Safety & Nutrition

Effective Term: Spring 2025. Remove Prerequisite: CDE 104. (S)

2.3.3 CDE 203: Observation and Assessment

Effective Term: Spring 2025. Remove Prerequisite: CDE 201 and add Prerequisite: CDE 104 (S)

2.3.4 CDE 220: Infant/Toddler Growth & Development

Effective Term: Spring 2025. Remove Prerequisite: CDE 101. Update textbooks (S)

2.3.5 CH 003: Introductory General Chemistry

Effective: Fall 2025. Update textbooks

2.3.6 COMM 009: Intro to Interpersonal Communication

Effective: Fall 2025. Update catalog and schedule description, course objectives, methods of evaluation and in and out of class assignments.
(A)

2.3.7 COMM 013: Small Group Communication

Effective: Fall 2025. Update textbooks, course content and objectives, SLOs, methods of instruction and evaluation and in and out of class assignments. (A)

2.3.8 COMM 021: Introduction to Persuasion

Effective: Fall 2025. Update schedule description, textbook, course content and objectives, methods of evaluation and in and out of class assignments. (A)

2.3.9 MATH 001A: Calculus I

Effective: Fall 2025. Add online and hybrid modality. Add Prerequisites: MATH 001P and Advisory: MATH 410 or qualifying placement (S) (A)

2.3.10 PH 020A: Physics for Life Sciences Majors I

Effective Term: Fall 2025. Update textbook. Change Allow Audit from:
~~No~~ to: Yes

2.3.11 PH 020B: Physics for Life Sciences Majors II

Effective Term: Fall 2025. Changing Corequisite to Prerequisite: MATH 001B or concurrent enrollment (S) (A)

2.4 2nd Reading: New Credit Programs

2.4.1 CSU Golden 4 Transfer Certificate (Originator: S. Cooper)

Effective Term: Fall 2025. Total Units: 28-31. Rationale/goal: tailored to university degree transfer requirements for CSU.

2.4.2 Cybersecurity Specialist (Originator: fmarhuenda)
[Effective Term: Fall 2025](#). Total Units: 19-25. Rationale/goal: Certificate is intended to be started after the completion of the Network Specialist CIS certificate of Achievement.

2.4.3 Network Specialist Certificate of Achievement (Originator: fmarhuenda)
[Effective Term: Fall 2025](#). Total Units: 18. Rationale/goal: Provides CompTIA and Cisco certifications for technology-related careers.

2.4.4 UC 7 Course Transfer Pattern (Originator: S. Cooper)
[Effective Term: Fall 2024](#). Total Units: 21-32. Rationale/goal: tailored to university degree transfer requirements for UC.

2nd Reading: Noncredit Program

2.4.5 Business Calculus Preparation Certificate of Competency
[Effective Term: Fall 2025](#). Noncredit hours: 126. Rationale/goal: Noncredit evidence of preparation for business associates or bachelor's degree. (Originator: M. Flora)

2nd Reading: Deactivate Programs

2.4.6 Advanced First Aid & Safety, CPR/AED Certificate of Completion

2.4.7 Lifeguard Training Certificate of Completion

Water Safety Instructor Certificate of Completion

[Effective: Fall 2024](#). Final catalog: 2024-25.

2.5 Pulled Off Consent

2.6 **1st Reading:** New Common Course Numbering (CCN) Designators

2.6.1 ENGL – Department: ENGL – English

2.6.2 POLS – Department: SSCI – Social Sciences

2.6.3 PSYC – Department: SSCI – Social Sciences

2.6.4 STAT – Department: MATH – Mathematics

2.7 **1st Reading:** CCN – Phase 1 Courses

- 2.7.1 ~~COMM 001~~ C1000 ~~Introduction to~~ Public Speaking
- 2.7.2 ~~ENG-001A: English Composition~~
ENGL C1000: Academic Reading and Writing
- 2.7.3 ~~ENG-001X: English Composition with Co-Curricular Support~~
ENGL C1000E: Academic Reading and Writing
- 2.7.4 ~~ENG-003: Argumentative Writing and~~
ENGL C1001: Critical Thinking and Writing
- 2.7.5 ~~PS-001: Introduction to Government~~
POLS C1000: American Government
- 2.7.6 ~~PSY-001: General Psychology~~
PSYC C1000: Introduction to Psychology
- 2.7.7 ~~MATH-014: Statistical Methods~~
STAT C1000: Introduction to Statistics

Effective: Fall 2025. Align courses with [CCN templates](#).

Note: New CCN courses are considered non-substantial changes per [Chancellor's Office memorandum](#) dated 9/6/2024. Existing COCI and Colleague records will retain existing control numbers unless unit changes are made.

1st Reading: Modified Courses

- ~~2.7.8 CH-003 Introductory General Chemistry~~
~~Effective: Fall 2025. Textbook updates.~~ (A)
- ~~2.7.9 COMM-009: Intro to Interpersonal Communication~~
~~Effective: Fall 2025. Update catalog and schedule description, course objectives, methods of evaluation and in and out of class assignments to align with Cal-GETC standards.~~ (A)
- ~~2.7.10 COMM-013: Small Group Communication~~
~~Effective: Fall 2025. Update textbook, course content and objectives, SLOs, methods of instruction and evaluation and in and out of class assignments to align with Cal-GETC standards.~~ (A)

~~2.7.11 COMM 021: Introduction to Persuasion~~

~~Effective: Fall 2025. Update schedule description, textbook, course content and objectives, methods of evaluation and in and out of class assignments. (A)~~

~~2.7.12 MATH 001A: Calculus I~~

~~Effective: Fall 2025. Title change, add hybrid and online modality, add Prerequisite: MATH 001P or qualifying placement and Advisory Corequisite: MATH 410, update books, course content and methods of instruction and evaluation. (S) (A)~~

1st Reading: New Courses

2.7.13 AIS 071: Microsoft Office Pro

Effective: Fall 2025. Advisory: AIS 005. Not transferable

2.7.14 HS 075: Cultural Competence in Health and Social Sciences*

Effective Term: Fall 2025. Advisory: ENG 001A. Designate CSU and request UC. (A)

2.7.15 MATH 001P: Calculus Preparation

Effective: Fall 2025. Prerequisite: MATH 049 or qualifying placement Requesting COD GE C4b and CalGETC GE. Designate CSU and request UC. (A)

2.7.16 MATH 009S: Business Calculus Support – Credit

Effective: Fall 2025. No requisites. Not transferable

1st Reading: New Noncredit Courses

~~2.7.17 CIS 311: PreCybersecurity~~

2.7.18 CIS 312: Cybersecurity Beginner

2.7.19 CIS 313: Junior Penetration Tester

Effective: Fall 2025. No requisites

2.7.20 CIS 314: Red Team Operator

Effective: Fall 2025. Prerequisite: CIS 312

2.7.21 CIS 315: Blue Team Operator

Effective: Fall 2025. Prerequisite: CIS 311

2.7.22 DSPS 305: Career Development for Students with Disabilities

2.7.23 DSPS 306: Career Development for Students with Disabilities

2.7.24 DSPS 307: Career Development for Students with Disabilities

2.7.25 DSPS 308: Career Development for Students with Disabilities

Effective: Fall 2025. No Requisites

1st Reading: Deactivated Courses

2.7.26 CIS 086: Visual Basic Programming

Effective Term: Fall 2025

1st Reading: New Program

2.8 Pre-Allied Health Certificate of Achievement

Effective: Fall 2025. Total units: 20-22. Rationale/goal: Rapid growth increases demand in the health care sector. This program will provide foundational knowledge in the allied health sciences.

1st Reading: Deactivate Program

2.9 Mathematics AS Degree

Effective: Fall 2025. Deactivation Rationale: The existing Mathematics AS-T serves student needs. Final catalog: 2024-25.

2 Information/Discussion Items

2.1 Program Student Enrollment and 5-Year Graduation Data – O. Aghaei

2.2 Course - Program Applicable Status

"Program Applicable" status means that a course will be included in an existing or new degree or certificate program. If there isn't a current program or certificate, do not mark the course as "Program Applicable." New courses

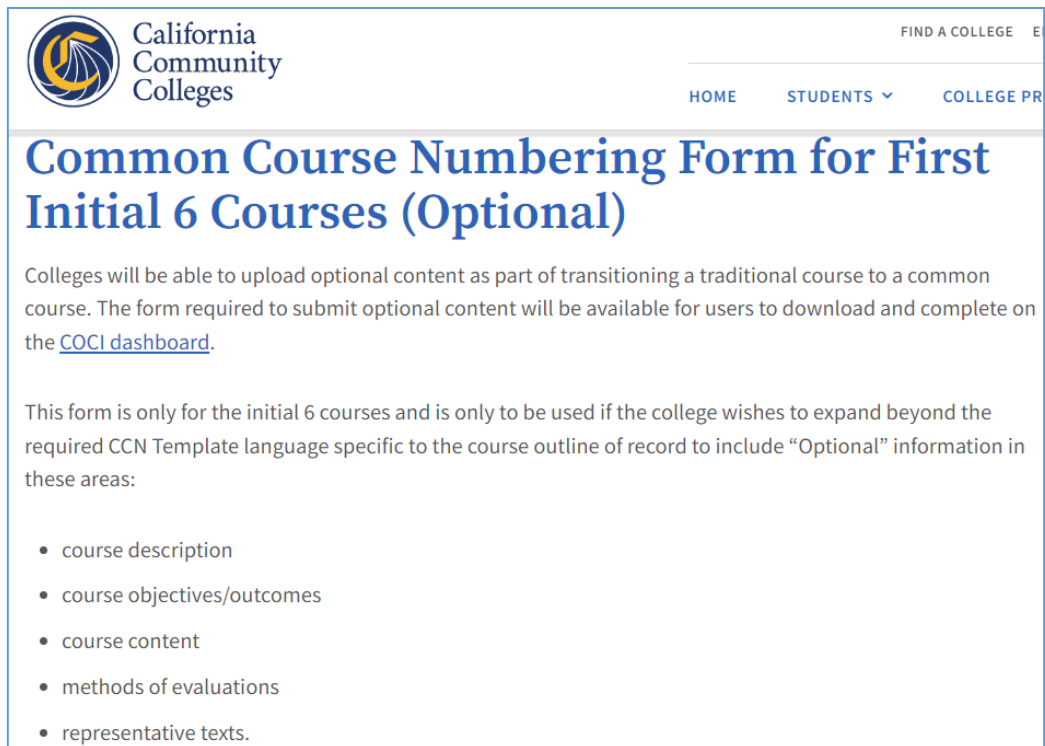
must be submitted to the curriculum workflow alongside any modifications to existing programs or new program proposals. Note: Faculty must include new courses as placeholders in their programs before submitting them to the workflow with the new course(s).

2.3 Financial Aid – New Gainful Employment Program Length Restrictions and SOC Codes (needs action)

- Programs require the following criteria for financial aid submission and eligibility approval:
 - Standard Occupational Codes (SOC) – Faculty response needed by September 23, 2025.
 - SOC codes classify work roles into occupational categories based on job duties.
 - [Active Credit Certificate Report](#) – Faculty to add SOC codes by September 23, 2024.
(distributed via emailed 9/5/24)
 - [SOC/CIP Crosswalk](#)
Use the crosswalk above to identify an appropriate SOC code that aligns with the CIP and TOP codes for each certificate and add to above Active Credit Certificate report.
 - Add the appropriate SOC code to the shared Credit Certificate Report above.
 - Due by September 23rd to continue financial aid eligibility of certificates. **Note: If the SOC code is not received financial aid eligibility will be interrupted for students.**
 - Program Length Restrictions (court injunction at this time)
 - Delivery Method (Lead Curriculum Specialist will work with CourseLeaf and/or IT to develop a format and formula via Excel)
 - Programs must list the % of distance education offered

2.4 Common Course Numbering – September Webinars | Noon-1pm

- Dates: 9/18 [Webinar 3](#) | 9/25 [Webinar 4](#)
- 9/04 Overview of CCN and confirmation of course code and subject
- 9/11 Template and COCI submissions
- 9/18 Funding and Reporting
- 9/25 Student-Facing Communications
- CCN adding Optional content will be available on the COCI site on September 23rd. This information will be distributed to all faculty when it is available.



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Common Course Numbering Form for First Initial 6 Courses (Optional)

Colleges will be able to upload optional content as part of transitioning a traditional course to a common course. The form required to submit optional content will be available for users to download and complete on the [COCI dashboard](#).

This form is only for the initial 6 courses and is only to be used if the college wishes to expand beyond the required CCN Template language specific to the course outline of record to include “Optional” information in these areas:

- course description
- course objectives/outcomes
- course content
- methods of evaluations
- representative texts.

- These CCN courses will go to Board of Trustees for review on November 17th
- Courses must be locally and state approved by December 1st
- At the end of the CCN catalog and schedule description the former title of the course will be listed as a reference (i.e. formerly ENG 001A)

New CCN for 6 courses

Subject	Number	Title	Department	Formerly
COMM	C1000	Public Speaking	COMM – Communication Studies	COMM 001
ENGL	C1000	Academic Reading and Writing	ENGL – English	ENG 001A
ENGL	C1000E	Academic Reading and Writing	ENGL – English	ENG 001X
ENGL	C1001	Critical Thinking and Writing	ENGL - English	ENG 003
POLS	C1000	American Government and Politics	PS – Political Science	PS 001
PSYC	C1000	Introduction to Psychology	PSY - Psychology	PSY 001
STAT	C1000	Introduction to Statistics	MATH - Mathematics	MATH 014

- Self Service – subjects cannot be combined. For example, ENG and ENGL will appear together. To distinguish the CCN courses for example ENGL will be listed as “ENGL – CCN” in self-service as listed below:

Course Code
ENG
ENGL-CCN

- A Student facing Common Course Numbering announcement will appear in Self-Service with a course crosswalk for the 6 course.
- [CCN Report](#) impacts course requisites and programs listed below. Review for further details about related courses and programs.

CCN 6 Courses – Impact on Course Requisites and Programs

SCHOOL	COD Courses	C-ID	Title	Course Requisites	Programs
COMM	COMM 001	COMM 110	Introduction to Public Speaking	1	7
COMM	ENG 001A	ENGL 100	English Composition	112	14

COMM	ENG 001X*	ENGL 100	English Composition with Co-Curricular Support	112	14
COMM	ENG 003	ENGL 105	Argumentative Writing and Critical Thinking	0	0
MATH	MATH 014	MATH 110	Statistical Methods	1	30
SSAR	PS 001	POLS 110	Introduction to Government	8	10
SSAR	PSY 001	PSY 110	General Psychology	4	24
SSAR	SOC 003	MATH 110	Fundamentals of Statistics	1	10
SSAR	SOC 004	ENGL 105	Sociological Analysis & Critical Thinking	0	7
	Total			239 (127)	116

* ENG 001X has been equated to ENG 001A, it will need to be added to the requisites noted for ENG 001A.

2.5 CCN Phase 2

[Chancellor's Office memorandum](#) dated 9/6/2024 lists this announcement and courses:

The CCN Council and Developmental Workgroup have selected the Phase II courses. While all the process specifics have not been finalized, the ASCCC and the CCN Workgroup are evaluating what worked well during Phase I to inform the Phase II process. Here is the list of proposed Phase II courses.

1. Introduction to Sociology
2. United States History to 1877
3. United States History from 1865
4. Introduction to Literature
5. Principles of Macroeconomics
6. Introduction to Biological Anthropology (with lab)
7. Principles of Microeconomics
8. Interpersonal Communication
9. Human Anatomy with Lab
10. Child Growth and Development
11. Introduction to Chemistry
12. Chemistry sequence:
 - a. General Chemistry for Science Majors Sequence A (one-year sequence and includes two courses), OR
 - b. General Chemistry for Science Majors I, with Lab (first semester course of the one-year sequence)
13. Argumentative Writing and Critical Thinking Through Literature

- 14. Art History
 - a. Survey of Western Art for Prehistory through the Middle Ages, OR
 - b. Survey of Western Art from Renaissance to Contemporary

- 15. Calculus sequences:
 - a. Single Variable Calculus I Early Transcendentals
 - b. Single Variable Calculus I Late Transcendentals
 - c. Single Variable Calculus II Early Transcendentals
 - d. Single Variable Calculus II Late Transcendentals

16. General survey Biology course with lab (no C-ID)

17. Astronomy with lab (no-C-ID)

2.6 Cal-GETC Implementation

Courses (reminder)

- Communication Studies courses (COMM 001, COM 005, COMM 013, COMM 021 and COMM 025) will be submitted for GE approval in December.
- December is the standard time frame for submission with approval expected in mid to late May each year.

Programs

- [CalGETC Implementation Guidelines](#) (updated 9/16/2024)
- Programs Impacted by Cal-GETC

AD-Ts

Schools	Total Programs
ASBU	4
COMM	3
COUN	0
HSED	6
MASC	7
SSAR	14
Total	34

AA and AS - Transfer Prep

Schools	Total Programs
ASBU	7
COUN	4

HSED	2
MASC	2
SSAR	6
Total	21

Total: 55 programs. Does not include CTE programs.

- [AD-T and AA-AS degree list](#)
- CIM Cal-GETC GE fields will be added by late November. GE requests for the COMM courses will be tracked in a shared spreadsheet until they are approved.
- Programs with Cal-GETC language change only that do not need other updates:
 - List “Changing CalGETC language only” in the Program Rationale
 - In the CIM program and Narrative Word document change the IGETC language to Cal-GETC
- Programs that require the Cal-GETC language and other updates:
 - List “Changing CalGETC language only” in the Program Rationale
 - In the CIM program and Narrative Word document change the IGETC language to Cal-GETC
 - Add Phase 1 CCN courses to Program Requirements where applicable
 - Check [Course Impact Report](#) to see if any courses and programs need to be updated. Reviewing this report regularly and making course requisite and program updates helps ensure accuracy in the Catalog.
 - Make any other changes if needed, then submit to workflow
- **All program changes are due by March 1st**
Curriculum Team needs time to review and submit complete and accurate documentation to the Chancellor’s Office

- Cal-GETC Program Implementation Certification form is due May 30, 2025 to Chancellor's Office (link memo and form here)

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2.1 2024-25 Semester Curriculum Office Hours – Open Sessions

Timeline: September 4, 2024 to April 24, 2025

Curriculum support will be provided to faculty via office hours to aid them in updating courses and programs for new CalGETC standard, Common Course Numbering (CCN), the local COD GE changes, new Gainful Employment regulations and regular curriculum submissions. Attend this workshop in-person or online via Zoom for assistance.

Check the [Curriculum Portal Calendar](#) for dates, times and meeting locations. Zoom links are also listed.

3 Standing Items

3.1 [2024-25 Curriculum Timeline & Priority Submission dates](#)

3.2 The Chancellor's Office – COCI Database Week Long Closure Maintenance Periods impact the curriculum approval and implementation timeline:

Closure Weeks:

- October 28th – November 3rd
- January 8th – 14th
- March 25th – 31st

3.3 Chancellor's Office Approval Time Frame:

- Two staff members are reviewing programs for the 115 Community Colleges.
- The Chancellor's Office approval timeline has increased from 60 days to 90 to 100 or more days due to limited staff.
- For programs that are submitted and returned for revisions the approval window of 90 to 100 or more days starts over.
- As a result of the COCI maintenance closure and approval time frame, programs may not be approved by a desired effective term. Faculty need

to monitor their email from the Curriculum Team (Chair, Articulation Officer and Curriculum Specialists) and prepare to make program revisions on a short timeline as needed.

4 Good of the Order

5 Future Agenda Topics

6 Adjournment

Next Meeting

Tuesday, September 17, 2024 | Time: 12:30 pm – 1:50 pm