Commenced: 01/30/15  
In Attendance –  
Committee Member: Inthisane, Norvell, Shelton  
Presenter: Not applicable  
Adjourned: 02/02/15  

COURSES:

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| ACCT 130 Internal Revenue Service Tax Training | New Course        | Shana Carr                  | **Purpose:** To create a new course for VITA program training  
**Notes:** This proposal will need to be voted on to walk-in to CIC at City's 2/4/2015 CRC meeting  
**Follow up:** Will there be a need for Distance Education for this course?  
Feedback or summary from 1/30/15 Industry Advisory Council Meeting on this proposal  
**EDITS**  
Course Report:  
- COURSE ANALYSIS DATA, I. Reason for Proposed Action: Instead of “program award” write “certificate of performance”  
- COURSE ANALYSIS DATA, II. How Does The Course Fit the College Mission?: Remove “Economic Development” (this category is for specially funded courses and programs)  
- COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Recommend remove ‘No Extra Cost…” (Double check if there may be any need, potentially in the future. If not sure on costs, then could state “None at this time”)  
Course Outline:  
- Objective #2 mentions Form 1040, so please mention it in the outline of topics.  
- SECTION II, 1. COURSE OUTLINE AND SCOPE, C. Writing Assignments, #I and #II: “form” in “form 1040” is found to be capitalized in SLOs, should “form” be “Form”?  
- SECTION II, 3. METHODS OF INSTRUCTION, “Distance Education (Partially online only): The Course Report does not identify this course as online; if choosing to have this course online, please make sure the Course Report is updated in the Reason for Proposed Action as well as the Distance Education information page  
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: The edition is “2016”—is this correct? |
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| BUSE 122 Sports Management | New Course       | Shana Carr                  | **Purpose:** To create a new course focusing on the sports profession  
**Notes:** If course is needed for Fall 2015, then the proposal will need to be walked-in to CIC at City’s 2/4/2015 CRC meeting  
**Follow up:** Is this course needed for Fall 2015? Is this course considered “stand-alone”? Will there be a need for Distance Education for this course?  
*Feedback or summary from 1/30/15 Industry Advisory Council Meeting on this proposal*  
**EDITS**  
Course Report:  
* SECTION I, XII. Proposed Start Semester: “154” – I thought we agreed on Spring 2016, for which there would be no need to rush this and “walk it in to CIC.” I don’t think there is sufficient urgency to offer this one in the Fall such that it warrants walking it in to CIC. (E. Norvell)  
*As mentioned by reviewer above, I would like additional information to confirm the start date desired by faculty. (D. Shelton)*  
* SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Add a little more to *Reason for Proposed Action* to indicate the need to the department. As this is not going into a program award, we need to show a good reason for offering it to give the State Chancellor’s Office reviewer (and your colleagues and administrators at the colleges) an idea of where this is headed. Think about putting this one together with another course or two to create a certificate of performance; that would help to get the course passed at the State Chancellor’s Office. I know we’ve been back and forth on whether or not to create this first as an Experimental Course (265) and I apologize for not being consistent in my advice on this one. I’m trying to second guess the potential reviewer at the State Chancellor’s Office, and with the 265 the stand alone status is not such a big deal (if you all do decide to go with a 265, I’ll do the switch in C’net since I’ve been changing my perspective on this every five minutes and I’ve already had Shana change it once). I think it might be worth a consult with district Instructional Services to see if they think this will have trouble passing state review and ask their opinion on the ‘experimental’ idea.’ ** RE walking this in to CIC: How this one stand-alone course supports the college mission and is urgent for Fall 2015 is a tough sell in my opinion. (E. Norvell)  
*I agree with need for more information and rationale for the course within this section. I also recommend the inclusion of any support from the 1/30/15 Industry Advisory Council meeting. Also, if the originator prefers to change to an experimental course 265, then I recommend reviewing the District Administrative Procedures on Experimental Courses 5300.2 Section 8 that was forwarded to the originator last week to make sure all criteria are met. There would also be the need for consultation with the department and related parties to decide what might be the best approach. (D. Shelton)*  
* SECTION II, COURSE ANALYSIS DATA, II. How Does The
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<td>ENGL 101 Reading and Composition</td>
<td>Switch the placement of objectives #1 and #2.</td>
<td>To add ESOL 045 as a prerequisite</td>
<td>This proposal will need to be voted on to walk-in to CIC at City’s 2/4/2015 CRC meeting</td>
<td>Share curriculum committee any updates on status of talks with campus and district parties regarding course/program proposal goals.</td>
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<td>Add “Transfer” to College Mission</td>
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<td>ENGL 105 Composition and Literature</td>
<td>MISSPUBLISHING</td>
<td>To add ESOL 045 as a prerequisite</td>
<td>This proposal will need to be voted on to walk-in to CIC at City’s 2/4/2015 CRC meeting</td>
<td>Share with curriculum committee any updates on status of talks with campus and district parties regarding course/program proposal goals.</td>
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**Course Report:**

- **SECTION III, COURSE DISTANCE ED INFORMATION, IV. List of Techniques:** Recommend including same wording as in the ENGL 101 proposals which includes information on 6000 word written assignments (both ENGL 101 & ENGL 105 include the number in the course description. However, only ENGL 101 includes the word count in the distance ed information for City).

**Course Outline:**

- **SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1:** Misspelling – “Introduciton” should be “Introduction” in textbook title.

- **SECTION II, COURSE ANALYSIS DATA, IV. Proposed College/District Purpose (information is missing on proposal):** If in the case you plan to pursue a Certificate of Performance with this course included, please indicate “Major Requirement – Certificate of Performance” or other variations dependent on where this course will be placed in your department’s degrees.

- COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Recommend remove “No Extra Cost…” (Double check if there may be any need, potentially in the future. Some indication that professional speakers and/or industry tours may be important which may be requested through department funds, etc…If not sure on costs, then could state “None at this time”)

**Course outlines:**

- **SECTION I, STUDENT LEARNING OBJECTIVES, #1 and #2:**
  - Switch the placement of objectives #1 and #2.

- **SECTION II, 3. METHODS OF INSTRUCTION, “Distance Education”:** 'Distance Education (partially online)' is checked, but there is no Distance Education proposal/information on the CR – Shana can see me for help with DE proposal if she wants to offer it that way. (E. Norvell)

**Course Purpose:**

- To add ESOL 045 as a prerequisite

**Course Notes:**

- This proposal will need to be voted on to walk-in to CIC at City’s 2/4/2015 CRC meeting

**Follow up:**

- Share curriculum committee any updates on status of talks with campus and district parties regarding course/program proposal goals.
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<tr>
<td>ESOL 040</td>
<td>Course Revision</td>
<td>Jennifer Boots</td>
<td><strong>Purpose:</strong> To add equivalency and limitation on enrollment of ESOL 045&lt;br&gt;<strong>Notes:</strong> This proposal will need to be voted on to walk-in to CIC at City’s 2/4/2015 CRC meeting&lt;br&gt;<strong>Follow up:</strong> Share with curriculum committee any updates on status of talks with campus and district parties regarding course/program proposal goals.&lt;br&gt;Some additional clarification to CRC members on 2/4/15 may be needed regarding equivalency/limitation on enrollment for ESOL 040 and ESOL 045.&lt;br&gt;&lt;<strong>EDITs</strong>&lt;br&gt;Course Outline:&lt;br&gt;□ SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #4: Change ISBN to 13-digit number</td>
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| Business Studies (Accounting) – VITA Tax Preparation Training, Certificate of Performance | New Program | Salley Deaton/Shana Carr | **Purpose:** To provide a new Certificate of Performance for IRS tax training and volunteer experience  
**Follow up:** Originator will need to generate a narrative and Labor Market Information to submit to District’s Office when this proposal is ready to be placed on the Board agenda. Please contact Desiree Payne at 619-388-6963 or dpayne@sdccd.edu for more details.  
Feedback or summary from 1/30/15 Industry Advisory Council Meeting on this proposal |
| English – English for Speakers of Other Languages, Certificate of Performance | New Program | Jennifer Boots | **Purpose:** To create a Certificate of Performance for students who completed the ESOL track  
**Notes:** This proposal will need to be voted on to walk-in to CIC at City’s 2/4/2015 CRC meeting  
**Follow up:** Originator will need to generate a narrative and (possible) Labor Market Information to submit to District’s Office when this proposal is ready to be placed on the Board agenda. Please contact Desiree Payne at 619-388-6963 or dpayne@sdccd.edu for more details.  
Share with curriculum committee any updates on status of talks with campus and district parties regarding course/program proposal goals |

**EDITS**

Program Report:
- PROGRAM & AWARD INFORMATION, Program Description, sentence #2: Change “Students will be trained” to “Students are trained”
- PROGRAM & AWARD INFORMATION, Program Goals, sentence #1: E. Norvell suggests rewriting the sentence as “The goal of this program is to provide accelerated training and on the job experience in tax preparation for students exploring a career in accounting.” Sentence#2: Recommend removing comma after the word “community” – could revise to say “Students also complete volunteer experience working with the community and preparing taxes.” or simply remove comma.
- PROGRAM & AWARD INFORMATION, Program Emphasis: I think you could leave this area blank if you change the Program Goals as suggested above. (E. Norvell)

- PROGRAM & AWARDS, Career Options: You may need to include a list of possible career options rather than indicating “Varies”
- PROGRAM REQUIREMENT, SELECT 6 UNITS FROM THE FOLLOWING: Students will be completing 6 units from this section. Should the courses be listed in COURSES REQUIRED FOR THE MAJOR after ESOL 045 and remove this section header altogether?

Revised 02/02/2015