**TECH REVIEW COMMITTEE**  
**MINUTES**  
March 11, 2015

**Commenced:** 2:10 PM  
**In Attendance—**  
  **Committee Member:** Inthisane, Norvell, Pruitt, Rivera, Shelton, Vizcarra  
  **Presenter:** Barnes, Crispen, Savarese (also proxy for LaMuraglia)

**Adjourned:** 3:50 PM

**COURSES:**

<table>
<thead>
<tr>
<th>PROPOSAL</th>
<th>REQUESTED ACTION:</th>
<th>ORIGINATOR/REPRESENTATIVE</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| CHEM 231          | Course Revision (May include Activation)   | Nancy Crispen             | **Purpose:** Complete revision as requested for C-ID approval  
                     |                                             |                           | **Notes:** This proposal does not require to be walk-in to CIC; proposal should be listed on the April 8th CRC meeting  
                     |                                             |                           | **Follow up:** Articulation Officer will research “Economic Development” in How Does The Course Fit The College Mission – it may be that Mesa is including this course towards a program or that Miramar has included this towards their biotechnology program; Originator will consult with organic chemistry instructors regarding requisite analysis |
| **EDITS**         | Course Report:                             |                           | □ SECTION II, COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Remove text and add “None at this time”  
                     |                                             |                           | □ SECTION II, REQUISITES ANALYSIS: Originator will update after consult with organic chemistry instructors |
| CHEM 231L         | Course Revision (May include Activation)   | Nancy Crispen             | **Purpose:** Complete revision as requested for C-ID approval  
                     |                                             |                           | **Notes:** This proposal does not require to be walk-in to CIC; proposal should be listed on the April 8th CRC meeting  
                     |                                             |                           | **Follow up:** Articulation Officer will research “Economic Development” in How Does The Course Fit The College Mission |

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MISSION – It may be that Mesa is including this course towards a program or that Miramar has included this towards their biotechnology program; Originator will consult with organic chemistry instructors regarding requisite analysis.

EDITS

Course Report:
- SECTION II, COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Remove text and add “None at this time”
- SECTION II, REQUISITES ANALYSIS: Originator will update after consult with organic chemistry instructors

Course Outline:
- SECTION I, CATALOG COURSE DESCRIPTION, audience statement: Change last sentence to “This course is designed for students pursuing a degree in chemical sciences or training in chemical technology, as well as other transfer students who need organic chemistry as part of preparation for majors, such as molecular biology, premedical, predental, and pharmacy.”
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1 - #4: Originator will check on the latest edition for texts
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, SUPPLIES, #7 and #8: Remove listed items and add “Flash drive” as #7

CHEM 233
Organic Chemistry II – Lecture

Purpose: Complete revision as requested for C-ID approval
Notes: This proposal does not require to be walk-in to CIC; proposal should be listed on the April 8th CRC meeting; this proposal may come back with the addition of CHEM 201 and CHEM 201L as a prerequisite after C-ID approval
Follow up: Articulation Officer will research “Economic Development” in How Does The Course Fit The College Mission – It may be that Mesa is including this course towards a program or that Miramar has included this towards their biotechnology program; Originator will consult with organic chemistry instructors regarding requisite analysis

EDITS

Course Report:
CHEM 233L Organic Chemistry II – Laboratory

Course Revision (May include Activation)

Nancy Crispen

Purpose: Complete revision as requested for C-ID approval

Notes: This proposal does not require to be walk-in to CIC; proposal should be listed on the April 8th CRC meeting

Follow up: Articulation Officer will research “Economic Development” in How Does The Course Fit The College Mission – it may be that Mesa is including this course towards a program or that Miramar has included this towards their biotechnology program; Originator will consult with organic chemistry instructors regarding requisite analysis

EDITS

Course Report:

☐ SECTION II, COURSE ANALYSIS DATA, V. Extraordinary Cost to the College: Remove text and add “None at this time”


☐ SECTION II, REQUISITES ANALYSIS: Originator will update after consult with organic chemistry instructors

☐ SECTION I, CATALOG COURSE DESCRIPTION, audience statement: Change last sentence to “This course is designed for students pursuing a degree in chemical sciences or training in chemical technology, as well as other transfer students who need organic chemistry as part of preparation for majors, such as molecular biology, permedical, predental, and pharmacy.”

☐ SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1 - #5: Originator will check on the latest edition for texts; #4: Misspelling of publisher’s name – should be “Freeman”

☐ SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, SUPPLIES, #3: Remove listed items and add “Flash drive”
### TECH REVIEW COMMITTEE MINUTES March 11, 2015

#### Course Outline:
- **SECTION I, CATALOG COURSE DESCRIPTION,** audience statement: Change last sentence to “This course is designed for students pursuing a degree in chemical sciences or training in chemical technology, as well as other transfer students who need organic chemistry as part of preparation for majors, such as molecular biology, permedical, predental, and pharmacy.”
- **SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS,** #1 - #4: Originator will check on the latest edition for texts
- **SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, SUPPLIES,** #7 and #8: Remove listed items and add “Flash drive” as #7

#### EDITS

**Course Report:**
- **SECTION II, COURSE ANALYSIS DATA, V.** Extraordinary Cost to the College: Remove “If students want to complete assignments on their own personal computers, they need to acquire programming language software as sp”

**Course Outline:**
- **SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, SUPPLIES:** Add a “#2. Students need to acquire programming language software as specified by the instructor”

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Purpose:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 187</td>
<td>Data Structures in C++</td>
<td>Rose LaMuraglia</td>
<td>Remove CISC 190 prerequisite; update texts</td>
<td>The prerequisite of CISC 190 was not successful as instructors find students are not prepared to enter the course resulting in incorporating revision of topics needed to continue curriculum. CISC 192 is the true prerequisite for this course and will be maintained.</td>
</tr>
</tbody>
</table>

**JOUR 044**
Supervised Tutoring in Journalism
- **Course Deactivation**
- **Roman Koenig**
- **Purpose:** City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR)
- **Notes:** There are no program impacts for this course deactivation

**JOUR 205**
Editing for Print Journalism
- **Course Deactivation**
- **Roman Koenig**
- **Purpose:** City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR)
- **Notes:** There are program impacts with this course deactivation
- **Follow up:** Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:
  - Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)
  - News Editing and Production, CP (Prelaunched in CurricUNET; currently at level 2.0 – program

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<th>Follow up</th>
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</table>
| JOUR 206    | Journalism Mass Communication Deactivation | Roman Koenig | City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR) | There are program impacts with this course deactivation | Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:  
- Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)  
- Online Journalism, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated) |
| JOUR 210A   | Newspaper Production 1 Deactivation | Roman Koenig | City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR) | There are program impacts with this course deactivation | Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:  
- Communication Studies for Transfer, AA  
- English, AA  
- Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)  
- News Editing and Production, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)  
- Newswriting, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)  
- Online Journalism, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated) |
| JOUR 210B   | Newspaper Production 2 Deactivation | Roman Koenig | City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR) | There are program impacts with this course deactivation | Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:  
- English, AA  
- Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)  
- News Editing and Production, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)  
- Newswriting, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated) |
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<tbody>
<tr>
<td>JOUR 210C</td>
<td>Newspaper Production 3</td>
<td>Purpose: City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR)</td>
<td>Notes: There are program impacts with this course deactivation</td>
<td>Follow up: Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:</td>
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<td>English, AA</td>
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<td></td>
<td>Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)</td>
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<td>News Editing and Production, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)</td>
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<td>Newswriting, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)</td>
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<td>Online Journalism, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)</td>
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<tr>
<td>JOUR 210D</td>
<td>Newspaper Production 4</td>
<td>Purpose: City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR)</td>
<td>Notes: There are program impacts with this course deactivation</td>
<td>Follow up: Originator must be in contact with the Articulation Officer to begin the program revisions to the following degrees to remove this course from the program requirements:</td>
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<td>English, AA</td>
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<td>Liberal Arts and Sciences with an Emphasis in Language Arts and Humanities, AA (Launched in CurricUNET; currently at level 10 for walk-in)</td>
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<td></td>
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<td>Online Journalism, CP (Prelaunched in CurricUNET; currently at level 2.0 – program being deactivated)</td>
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<tr>
<td>JOUR 290</td>
<td>Independent Study</td>
<td>Purpose: City College no longer plans to offer this course; emphasis of the department will now be in Digital Journal (DMPR)</td>
<td>Notes: There are no program impacts for this course deactivation</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Purpose</td>
<td>Author</td>
<td></td>
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<tr>
<td>PSYC 123</td>
<td>Adolescent Psychology</td>
<td>Activate at City College as general education course option and for inclusion in Youth Work Certificate; update texts, proposed for CSU GE D9 Area D; District GE Area D; IGETC Area 4; UCTCA</td>
<td>Veronica Ortega</td>
<td></td>
</tr>
<tr>
<td>SHEE 301A</td>
<td>Level 1 Sheet Metal/HVAC Apprenticeship</td>
<td>To include Distance Education as an option for Fall 2015; 2 year review</td>
<td>Randy Barnes</td>
<td></td>
</tr>
</tbody>
</table>

**Follow**:
- Committee will require for originator to be present to represent and address concerns regarding this proposal; Questions: 1) Which certificate will this course be included in (Proposed College/District Purpose)?; 2) Which AA/AS degree includes this course?; Concerns: Originator must be aware of the UC Transfer Course List Limitation as the sequence of courses students will take can result in no credit for PSYC 121 and PSYC 123.

**TABLED**

**EDITS for Distance Education Only**

<table>
<thead>
<tr>
<th>Course Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION II, COURSE DISTANCE Ed. INFORMATION, CITY:</strong></td>
</tr>
<tr>
<td>o I. Distance Education Methods of Instruction: Remove current information and add “1. On-line course 2. On-line/Web Based”</td>
</tr>
<tr>
<td>o III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”</td>
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<tr>
<td>o IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend “Live Chats” with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”</td>
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<td>o V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”</td>
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</table>
| o VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD
and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

**EDITS for Course Revisions for SHEE 301A and SHEE 060A**

**Course Report:**
- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

**Course Outline:**
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

<table>
<thead>
<tr>
<th>SHEE 301B</th>
<th>Course Revision (May include Activation)</th>
<th>Purpose: To include Distance Education as an option for Fall 2015; 2 year review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Sheet</td>
<td>Randy Barnes</td>
<td>Follow up: It was suggested that the Distance Education Only option for a course proposal would allow for this proposal to be walk-in to the next CIC meeting – 2 year review will follow after the approval of the Distance Education proposal; After confirmation from the Articulation Officer, Barnes is to create a proposal parallel to that of the revision with edits made to the Distance Education field for City College – In this ase is to provide the text needed to complete the Distance Education field; The course revisions for the apprenticeship SHEE courses must be followed by the non-apprenticeship courses for 2 year review (SHEE 060B)</td>
</tr>
<tr>
<td>Metal/HVAC</td>
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<tr>
<td>Apprenticeship</td>
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</tr>
</tbody>
</table>

**EDITS for Distance Education Only**

**Course Report:**
- SECTION II, COURSE DISTANCE Ed. INFORMATION, CITY:
  - I. Distance Education Methods of Instruction: Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”
  - IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend "Live Chats" with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”
  - V. How To Evaluate Students for Achieved Outcomes: Remove current information and add
“Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”

VI. Additional Resources/Materials/Information:
Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

**EDITs for Course Revisions for SHEE 301B and SHEE 060B**

**Course Report:**
- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

**Course Outline:**
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

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<thead>
<tr>
<th>SHEE 302A</th>
<th>Course Revision (May include Activation)</th>
<th>Randy Barnes</th>
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<tbody>
<tr>
<td>Level 2 Sheet Metal/HVAC Apprenticeship</td>
<td>Purpose: To include Distance Education as an option for Fall 2015; 2 year review</td>
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**Follow up:** It was suggested that the Distance Education Only option for a course proposal would allow for this proposal to be walk-in to the next CIC meeting – 2 year review will follow after the approval of the Distance Education proposal; After confirmation from the Articulation Officer, Barnes is to create a proposal parallel to that of the revision with edits made to the Distance Education field for City College – In this case, Barnes is to provide the text needed to complete the Distance Education field; The course revisions for the apprenticeship SHEE courses must be followed by the non-apprenticeship courses for 2 year review (SHEE 065A)

**EDITs for Distance Education Only**

**Course Report:**
- SECTION II, COURSE DISTANCE Ed. INFORMATION, CITY:
  - I. Distance Education Methods of Instruction:
    Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”
  - IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend "Live Chats" with their
instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.

- V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”

- VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

**EDITS for Course Revisions for SHEE 302A and SHEE 065A**

**Course Report:**
- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

**Course Outline:**
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

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**EDITS for Distance Education Only**

**Course Report:**
- SECTION II, COURSE DISTANCE Ed. INFORMATION, CITY:
  - I. Distance Education Methods of Instruction: Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”
IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend “Live Chats” with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”

V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”

VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

EDITS for Course Revisions for SHEE 302B and SHEE 065B

Course Report:
- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

Course Outline:
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

SHEE 304A
Level 3 Sheet Metal/HVAC Apprenticeship

Course Revision
(May include Activation)

Randy Barnes

Purpose: To include Distance Education as an option for Fall 2015; 2 year review

Follow up: It was suggested that the Distance Education Only option for a course proposal would allow for this proposal to be walk-in to the next CIC meeting – 2 year review will follow after the approval of the Distance Education proposal; After confirmation from the Articulation Officer, Barnes is to create a proposal parallel to that of the revision with edits made to the Distance Education field for City College – in this case is to provide the text needed to complete the Distance Education field; The course revisions for the apprenticeship SHEE courses must be followed by the non-apprenticeship courses for 2 year review (SHEE 070A)

EDITS for Distance Education Only

Course Report:
- SECTION II, COURSE DISTANCE Ed. INFORMATION, CITY:
  - I. Distance Education Methods of Instruction: Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information
and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”

- IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend "Live Chats" with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”
- V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”
- VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

**EDITS for Course Revisions for SHEE 304A and SHEE 070A**

**Course Report:**
- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

**Course Outline:**
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

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<th>SHEE 304B</th>
<th>Course Revision (May include Activation)</th>
<th>Purpose: To include Distance Education as an option for Fall 2015; 2 year review</th>
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<th>SHEE 305A</th>
<th>Course Revision</th>
<th>Purpose: To include Distance Education as an option for Fall 2015; 2 year review</th>
<th>Follow up: It was suggested that the Distance Education Only option for a course proposal would allow for this proposal to be walk-in to the next CIC meeting – 2 year review will follow after the approval of the Distance Education proposal; After confirmation from the Articulation Officer, Barnes is to create a proposal parallel to that of the revision with edits made to the Distance Education field for City College – Inthisane is to provide the text needed to complete the Distance Education field; The course revisions for the apprenticeship SHEE courses must be followed by the non-apprenticeship</th>
<th>Randy Barnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4 Sheet Metal/HVAC Apprenticeship</td>
<td>(May include Activation)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EDITS for Distance Education Only

Course Report:

- SECTION II, COURSE DISTANCE Ed.
  INFORMATION, CITY:
  - I. Distance Education Methods of Instruction: Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”
  - IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend “Live Chats” with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”
  - V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”
  - VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

EDITS for Course Revisions for SHEE 305A and SHEE 075A

Course Report:

- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”

Course Outline:

- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

<table>
<thead>
<tr>
<th>SHEE 305C</th>
<th>Course Revision (May include Activation)</th>
<th>Randy Barnes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 4 Sheet Metal/HVAC Apprenticeship</td>
<td>Purpose: To include Distance Education as an option for Fall 2015; 2 year review</td>
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EDITS for Distance Education Only

Course Report:

- SECTION II, COURSE DISTANCE Ed.
  INFORMATION, CITY:
  - I. Distance Education Methods of Instruction:
    Remove current information and add “1. On-line course 2. On-line/Web Based”
  - III. Type and frequency Of contact may include, but is not limited to: Remove current information and add “1. Voice Mail As needed 2. Chat Rooms Once every two weeks 3. E-mail As needed 4. Individual Meetings On campus or online as needed 5. Orientation Sessions Once per semester”
  - IV. List Of Techniques: Remove current information and add “Online learning on the Internet students electronically submit their reports, assignments and tests. Students are required to attend “Live Chats” with their instructors and other students. Distance learning students submit reports of their progress electronically and receive electronic feedback.”
  - V. How To Evaluate Students for Achieved Outcomes: Remove current information and add “Performance on hands-on projects, task-based assessments, quizzes/tests and assignments and class participation.”
  - VI. Additional Resources/Materials/Information: Remove current information and add “SDCCD and DSPS personnel will provide all needed accommodations. DSPS will provide a student in an online classroom with the same level of support as an on-campus student.”

EDITS for Course Revisions for SHEE 305C and SHEE 075B

Course Report:

- SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- SECTION II, COURSE ANALYSIS DATA, I. Reason for Proposed Action: Remove “add Distance Education” and add “Two year review; Update textbooks”
- FOR SHEE 075B: SECTION I, XII. Proposed Start Semester: Change “154” to “164”
- FOR SHEE 075B: SECTION II, COURSE ENROLLMENT INFORMATION, I. Requisite, Limitation on Enrollment: Change “SHEE 305B” to “SHEE 305C”
- FOR SHEE 075B: SECTION II, COURSE ANALYSIS
DATA, V. Course Equivalency: Change “SHEE 305B” to “SHEE 305C”

**FOR SHEE 075B:** SECTION II, COURSE ANALYSIS
DATA, I. Reason for Proposed Action: Add “Two year review; Update textbooks; change Limitation on Enrollment from SHEE 305B to SHEE 305C”

**Course Outline:**
- SECTION II, 4. REQUIRED TEXTS AND SUPPLIES, TEXTBOOKS, #1: Check for latest edition and correct ISBN – must be in the 13-digit without dash format

### PROGRAMS:

<table>
<thead>
<tr>
<th>PROPOSAL</th>
<th>REQUESTED ACTION:</th>
<th>ORIGINATOR/ REPRESENTATIVE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications: News Editing and Production, Certificate of Performance</td>
<td>Program Deactivation</td>
<td>Roman Koenig</td>
<td><strong>Purpose:</strong> To deactivate program in order to clean the department’s listing of degrees and certificates.</td>
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<td>Communications: Newswriting, Certificate of Performance</td>
<td>Program Deactivation</td>
<td>Roman Koenig</td>
<td><strong>Purpose:</strong> To deactivate program in order to clean the department’s listing of degrees and certificates.</td>
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<tr>
<td>Communications: Online Journalism, Certificate of Performance</td>
<td>Program Deactivation</td>
<td>Roman Koenig</td>
<td><strong>Purpose:</strong> To deactivate program in order to clean the department’s listing of degrees and certificates.</td>
</tr>
<tr>
<td>Computer Business Technology: Records Management Basics, Certificate of Performance</td>
<td>Program Deactivation</td>
<td>Theresa Savarese</td>
<td><strong>Purpose:</strong> To deactivate program in order to clean the department’s listing of degrees and certificates. <strong>Notes:</strong> This proposal was approved at the 3/4/15 Curriculum Review Committee meeting.</td>
</tr>
</tbody>
</table>