

**DE ANZA COLLEGE
CURRICULUM COMMITTEE MEETING**

Tuesday, Oct 24, 2023

2:30pm – 4:00pm

Location: Staff Development Lab – MLC 243

2023-2024 Curriculum Committee Distribution List:

| VOTING MEMBERS (18) | DIVISION/DEPT | EXT | NON-VOTING MEMBERS | DIVISION/DEPT | EXT |
|--------------------------------------|-----------------------------------|--------------|----------------------------|------------------------------|------|
| Appio, Mike | AT | 8283 | Judson, Zack | Faculty Vice Chair | 8427 |
| Kalpin, Bob | BH | 8843 | Judson, Zack | Content Review Liasion | 8427 |
| Marquez, Marco Mjelde, Elizabeth | CA | 5719 8433 | Woodbury, Erik | Academic Senate President | 5722 |
| Wong, Catherina | CB | | Clark-Tillman, Mary | Curriculum Coordinator | 8379 |
| Tandiary, Jason | DASG | 8239 | Chang, Mi | Curriculum Secretary | 8544 |
| Tsang, Isaac | DASG | 8239 | VACANT | Noncredit Representative | |
| Lakshmanan, Sridevi Patel, Cathy | DS | 5816 5807 | Galoyan, Nazy | Dean, A & R | 8292 |
| Liu, Hua-Fu | IC | 5324 | | | |
| Bobadilla, Thalia Lisha, Sarah | LA | 8576 | | | |
| Bobadilla, Thalia Lisha, Sarah | LR | 8576 | | | |
| Catuiza, Rachel Damjanovic, Jason | PE | 5655 8743 | | | |
| Deming, Chris | PS | 8703 | | | |
| Tiwana, Ameeta | SS | 8964 | | | |
| Inoue, Betty | ST | 8396 | | | |
| Skager, Kristin | Division Dean Representative | 8477 | | | |
| VACANT | FA Representative | | | | |
| Inoue, Betty | Articulation Officer | 8396 | | | |
| Ray, Thomas | Administrative Co-Chair, tie vote | 8546 | | | |
| Woodbury, Erik | Faculty Co-Chair, tie-vote | 5722 | | | |

Bold = CAT (Curriculum Advisory Team)

NOTE: Weekly meeting materials are available on the Curriculum website, <http://dilbert.fhda.edu/curriculum/>

Cc: All Division Deans, Division Administrative Assistants

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AGENDA

1. **Approval of today's agenda**

2. **Approval of minutes from:**

- a. October 3, 2023, Minutes

3. **CONSENT CALENDAR (effective fall 2024 unless otherwise noted):**

- a. Date: 10/1/2023

From: Dave Capitolo

Re: Course Title Changes for AUTO 94B, AUTO 94C, AUTO 94D, AUTO 94E and AUTO 94F effective fall 2024

Please change the titles for the following courses:

AUTO 94B - Automotive Machining and Engine Service to Mechanical Engine Diagnostics

AUTO 94C - Automotive Machining and Engine Service to Introductory Automotive Machining

AUTO 94D - Automotive Machining and Engine Service to Intermediate Automotive Machining

AUTO 94E - Automotive Machining and Engine Service to Advanced Automotive Machining

AUTO 94F - Automotive Machining and Engine Service to Performance Engine Theory

- signed Dave Capitolo

- signed Manisha Karia

- b. Date: 10/4/2023

From: Jason Bram

Re: Course Title Changes for BIOL 40A, BIOL 40B and BIOL 40C effective fall 2024

Please change the titles for the following courses:

BIOL 40A - Human Anatomy and Physiology to Human Anatomy and Physiology I

BIOL 40B - Human Anatomy and Physiology to Human Anatomy and Physiology II

BIOL 40C - Human Anatomy and Physiology to Human Anatomy and Physiology III

- signed Jason Bram

- signed Anita Kandula

- c. Date: 10/4/2023

From: Brendan Mar

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Re: Course Title Changes for CHEM 1A, CHEM 1AH, CHEM 1B, CHEM 1BH, CHEM 1C, CHEM 1CH, CHEM 12A, CHEM 12B and CHEM 12C effective fall 2024

Please change the titles for the following courses:

CHEM 1A - General Chemistry to General Chemistry I

CHEM 1AH - General Chemistry - HONORS to General Chemistry I - HONORS

CHEM 1B - General Chemistry to General Chemistry II

CHEM 1BH - General Chemistry - HONORS to General Chemistry II - HONORS

CHEM 1C- General Chemistry to General Chemistry III

CHEM 1CH - General Chemistry - HONORS to General Chemistry III - HONORS

CHEM 12A - Organic Chemistry to Organic Chemistry I

CHEM 12B - Organic Chemistry to Organic Chemistry II

CHEM 12C - Organic Chemistry to Organic Chemistry III

- signed Brendan Mar
- signed Mehrdad Khosravi

d. Date: 10/6/2023

From: Fatemeh Yarahmadi

Re: Course Title Changes for MATH 1A, MATH 1AH, MATH 1B, MATH 1BH, MATH 1C, MATH 1CH, MATH 1D and MATH 1DH effective fall 2024

Please change the titles for the following courses:

MATH 1A - Calculus to Calculus I

MATH 1AH - Calculus - HONORS to Calculus I - HONORS

MATH 1B - Calculus to Calculus II

MATH 1BH - Calculus - HONORS to Calculus II - HONORS

MATH 1C - Calculus to Calculus III

MATH 1CH - Calculus - HONORS to Calculus III - HONORS

MATH 1D - Calculus to Calculus IV

MATH 1DH - Calculus - HONORS to Calculus IV - HONORS

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- signed Fatemeh Yarahmadi
- signed Mehrdad Khosravi

- e. Date: 10/4/2023
From: Eduardo Luna
Re: Course Title Changes for PHYS 2A, PHYS 2B and PHYS 2C effective fall 2024

Please change the titles for the following courses:

PHYS 2A - General Introductory Physics to General Physics I

PHYS 2B - General Introductory Physics to General Physics II

PHYS 2C - General Introductory Physics to General Physics III

- signed Eduardo Luna
- signed Mehrdad Khosravi

- f. ARTICULATION OFFICE

October 17, 2023

To: Curriculum Committee, Curriculum Initiators, Counselors, Academic Advisers, Evaluators, Erik Woodbury, Academic Senate President; Christina Espinosa-Pieb, Vice President, Instruction; Thomas Ray, Interim Associate Vice President, Instruction; Rob Mieso, Vice President, Student Services; Division Deans

From: Betty Inoue, Articulation Officer

Re: Fall 2024 (and Fall 2023 update) University of California – Transfer Course Agreement (UC-TCA)
(Approvals are for general transferability to UC. This report does not address transfer GE or major preparation articulation)

The following new courses for fall 2024 will be UC transferable:

| | | |
|--------------|---|-------|
| ADMJ 4 | Introduction to Corrections, Probation and Parole | 4 |
| ADMJ 7 | Ethics and Leadership in Criminal Justice | 4 |
| ANTH 14 | Anthropology of Globalization | 4 |
| ANTH 16 | Anthropology of Art | 4 |
| INTL 1 | Introduction to Global Studies | 4 |
| KNES 31L, LX | Pickleball Level 3 | .5, 1 |
| KNES 31M, MX | Pickleball Level 4 | .5, 1 |
| KORE 4 | Intermediate Korean (First Quarter) | 5 |

The following courses will be UC transferable, effective fall 2024:

| | | | <u>New #</u> |
|--------------------|----------------------------------|---|------------------|
| ADMJ/SOC 73* | Crime and Criminology | 4 | ADMJ/SOC 10 |
| ADMJ/PARA/POLI 95* | Overview of American Law | 4 | ADMJ/PARA/POLI 9 |
| BUS 91* | Introduction to Personal Finance | 4 | BUS 11 |

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|-----------|---|-----|----------|
| BUS 96* | Principles of Management | 4 | BUS 6 |
| CIS 73* | Unix/Linux Systems Programming | 4.5 | CIS 13 |
| F/TV 71G* | Introduction to 3D Computer Animation: Modeling | 4 | F/TV 17G |
| F/TV 71H* | Introduction to 3D Computer Animation: Character Motion | 4 | F/TV 17H |
| PSYC 51* | Psychology of Wellness | 4 | PSYC 11 |

*course will be renumbered for fall 2024

The following courses revised for fall 2024 will retain their UC transfer-status:

| | | |
|----------|----------------------------------|---|
| EWRT 1A | Composition and Reading | 5 |
| EWRT 1AH | Composition and Reading – HONORS | 5 |

The following courses revised for fall 2023 will maintain their UC transfer-status:

| | | |
|-----------|---|-----|
| CHEM 25+ | Preparation Course for General Chemistry | 5 |
| CHEM 30A+ | Introduction to General, Organic and Biochemistry I | 5 |
| MATH 10+ | Introductory Statistics | 5 |
| MATH 10H+ | Introductory Statistics – HONORS | 5 |
| MATH 11 | Finite Mathematics | 5 |
| MATH 11H | Finite Mathematics – HONORS | 5 |
| MATH 31+ | Precalculus I | 5 |
| MATH 31A+ | Precalculus I (Part 1) | 2.5 |
| MATH 31H+ | Precalculus I – HONORS | 5 |
| PHYS 10+ | Concepts of Physics | 5 |
| PSYC 15+ | Statistics and Research Methods in Social Science | 4 |
| SOC 15+ | Statistics and Research Methods in Social Science | 4 |

+see www.assist.org for UC transfer limitations

4. **ACTION CALENDAR (effective fall 2024 unless otherwise noted):**

If a course is passed by the Curriculum Committee, it is “**conditionally approved**” pending Curriculum Committee required and/or recommended changes and final submission of the course and all required forms to the curriculum office. Initiators have **ONE WEEK** from the date of the conditional approval to submit the final version.

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| a. | <p>ASAM 30 – effective winter 2024 Initiator: Mae Lee Title: Filipinx American History and Culture</p> <p>Hybrid</p> |
| b. | <p>ICS 38A – effective winter 2024 Initiator: Carol Cini Title: Colonial Latin American History Cross-List: HIST 7A</p> <p>Online</p> |

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| c. | <p>HIST 7A – effective winter 2024 Initiator: Carol Cini Title: Colonial Latin American History Cross-List: ICS 38A</p> <p>Online</p> |
| d. | <p>ICS 38B – effective winter 2024 Initiator: Carol Cini Title: Modern Latin American History Cross-List: HIST 7B</p> <p>Online</p> |
| e. | <p>HIST 7B – effective winter 2024 Initiator: Carol Cini Title: Modern Latin American History Cross-List: ICS 38B</p> <p>Online</p> |
| f. | <p>ARTS 55B Initiator: Marco Marquez Title: Graphic Design-Visual Communication II Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| g. | <p>C D 51A Initiator: Jayanti Roy Title: Basic Student Teaching Practicum Unit(s): 5 Lec Hour(s): 2.5 Lab Hour(s): 8</p> <p>5-Year Review Program Applicable CSU Transferable C-ID Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| h. | <p>C D 51B Initiator: Jayanti Roy Title: Advanced Student Teaching Practicum Unit(s): 5 Lec Hour(s): 2.5 Lab Hour(s): 8</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| i. | <p>C D 52 Initiator: Jayanti Roy Title: Observation and Assessment of Children Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable C-ID Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| j. | <p>CIS 364C Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Introduction to PL/SQL Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| k. | <p>CIS 364E Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Fundamentals of Large Scale Cloud Computing Unit(s): 0 Lec Hour(s): 4 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| l. | <p>F/TV 44A Initiator: Milena Grozeva Title: 16mm/35mm Film Production I Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review CSU Transferable & UC Transferable Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| m. | <p>F/TV 44B Initiator: Milena Grozeva Title: 16mm/35mm Film Production II Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| n. | <p>F/TV 56A Initiator: Milena Grozeva Title: Introduction to Visual Effects and Color Grading Unit(s): 4 Lec Hour(s): 3.5 Lab Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| o. | <p>F/TV 65 Initiator: Milena Grozeva Title: Current Practices in the Film/Video Profession Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| p. | <p>F/TV 72H Initiator: Mark Hamer Title: Animated Film Production Workshop Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| q. | <p>F/TV 72J Initiator: Mark Hamer Title: Animated Film Post-Production Workshop Unit(s): 4 Lec Hour(s): 3 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| r. | <p>HTEC 60A Initiator: Maureen Miramontes Title: Basic Medical Terminology Unit(s): 3 Lec Hour(s): 3</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p> |
| s. | <p>HTEC 60G Initiator: Maureen Miramontes Title: Advanced Medical Terminology I Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| t. | <p>HTEC 60H Initiator: Maureen Miramontes Title: Advanced Medical Terminology II Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p> |
| u. | <p>HTEC 101E Initiator: Maureen Miramontes Title: Skill Building in Medical Office Sterile Technique Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Program Applicable</p> <p>See Appendix A for required and/or recommended changes.</p> |
| v. | <p>KNES 6A Initiator: Cheryl Owiesny Title: Aerobic Power Walking Unit(s): .5 Lab Hour(s): 2 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE & CSUGE Online</p> <p>See Appendix A for required and/or recommended changes.</p> |
| w. | <p>KNES 6AX Initiator: Cheryl Owiesny Title: Aerobic Power Walking Unit(s): 1 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE & CSUGE Online</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| x. | <p>NURS 91P Initiator: Rana Marinas Title: Pharmacology I Unit(s): 1.5 Lec Hour(s): 1.5</p> <p>5-Year Review Program Applicable CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p> |
| y. | <p>PARA 92A Initiator: Yvonne Mills Title: Partnerships and Corporations Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| z. | <p>PARA 93 Initiator: Yvonne Mills Title: Bankruptcy Law Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| aa. | <p>PARA 97A Initiator: Yvonne Mills Title: Civil Litigation Procedures Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| bb. | <p>PARA 97B Initiator: Yvonne Mills Title: Advanced Civil Litigation Procedures Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| cc. | <p>PHTG 57A Initiator: Tressa Pack Title: Commercial Lighting I Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| dd. | <p>PHTG 357A Initiator: Tressa Pack Title: Commercial Lighting I Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| ee. | <p>PHTG 58A Initiator: Hiroyo Kaneko Title: Photographic Photoshop I Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

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| ff. | <p>PHTG 358A Initiator: Hiroyo Kaneko Title: Photographic Photoshop I Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| gg. | <p>PHTG 58B Initiator: Hiroyo Kaneko Title: Photographic Photoshop II Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family</p> <p>5-Year Review Program Applicable CSU Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |
| hh. | <p>PHTG 358B Initiator: Hiroyo Kaneko Title: Photographic Photoshop II Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99</p> <p>5-Year Review Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p> |

5. OTHER BUSINESS:

- a. 2025-2026 Catalog Year – Courses Due, Deadline Dates, Training and Updated Manual
- b. eLumen Course Workflow Updates
- c. eLumen Program Training
- d. Duplicate Course Titles
- e. SLO Curriculum Rep

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f. Suggested Reading List

6. MEETING ADJOURNED

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APPENDIX A

ARTSD055B

| Area | Edit Type | Edit |
|--|-------------------|---|
| Basic Course Information - General Information | Required | Course Type - indicate lower division |
| Specification - Methods of Evaluation | Required | Please check if the assignments should be 4-6 or 3-6 and make that agree with the assignments section. |
| Specification - Methods of Evaluation | Recommended | Sub-topic C of the methods of evaluation is more like an assignment. Please add that to the assignment section and add a criteria for how that assignment will be evaluated in the methods of evaluation section. |
| Specification - Methods of Evaluation | Required | Sub-topic B of the Methods of evaluations seems to be more criteria for the projects whose evaluation is in sub-topic A of the methods of evaluation. We suggest combining those two since they are criteria for the same assignment |
| Specification - Methods of Evaluation | Required | Edit or add a sub-topic indicating the final exam/project/paper |
| Learning Outcomes - CSLOs | Recommended | Begin with a Bloom's Taxonomy verb |
| Outline - Course Outline | Required | Expand sub-topic D with at least two sections (1 and 2) |
| Specification - Examples of Primary Texts and References | Question/Response | Listed text is 5+ years old. Are there newer example texts that are comparable that can be listed? Are there OER options available? Alternatively, is this a classic/definitive text? RESPONSE - The books on the list I consider the best resurces for the course. I will double check for more recent releases. In the event all are older than five years I will find some alternatives. I was in the meeting and understand what to do. |

C DD051A

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| Area | Edit Type | Edit |
|--|-------------------|---|
| Basic Course Information - Course Justification | Required | Add a sentence stating the course is "CSU transferable" |
| Specification - Assignments | Required | Sub-topic A - seems to be a few rolled into one: Field observations, readings, and seminar discussions. Separate these out to be more clear. |
| Specification - Assignments | Required | There are a number of assignments that have methods of evaluation mixed in with them: (Sub-topics C, E and F). Separate these out more clearly. |
| Specification - Assignments | Recommended | Is there a specific reason a narrow range (4-5) is given? It may make more sense to simply say "Develop curriculum activity plan" unless certification guidelines give a specific number, in which case go with that. |
| Specification - Methods of Evaluation | Required | Sub-topics C, D and E provide a lot of detail on what will be done, but is not as explicit on how it's evaluated. Is sub-topic C evaluated based on completion or application? Is sub-topic D based on accuracy or some specific rubric? Sub-topic E seems to be a continuation of sub-topic D. Please make the evaluation criteria more clear. |
| Specification - Methods of Evaluation | Required | Sub-topic E is inconsistent: the preceding item, as well as the area in assignments specifies 4-5 activity plans, but this specifies 4-6. Please edit for consistency. |
| Specification - Examples of Primary Texts and References | Question/Response | A few of the texts are from 2013 and 2014; are these foundational texts in the field, or are there somewhat more recent texts (publisher or OER) that get at the key concepts of the course? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments. |
| Outline - Course Outline | Question/Response | Are the indicated changes in textbooks the only ones made in this course since it was last revised? No other changes in content, assignments, or evaluation have occurred or are needed in the near future? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments. |

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| <u>C DD051B</u> | | |
|---|-------------------|--|
| Area | Edit Type | Edit |
| Basic Course Information - Course Justification | Required | Add a sentence stating the course is "CSU transferable" |
| Specification - Methods of Evaluation | Required | Inconsistency between sub-topic E and G: one states 4-5 activity plans while the others states 4-6. Please edit for consistency between the two. |
| Outline - Course Outline | Question/Response | Are the indicated changes in textbooks the only ones made in this course since it was last revised? No other changes in content, assignments, or evaluation have occurred or are needed in the near future? RESPONSE - We do not anticipate any changes in the field that would require changes in pedagogy, content or assignments. |

| <u>C DD052.</u> | | |
|---|------------------|--|
| Area | Edit Type | Edit |
| Basic Course Information - General Information | Required | Course Type - indicate lower division |
| Basic Course Information - Course Justification | Required | Please only list one program/certificate in the CJ. |
| Basic Course Information - CTE Course | Required | Change to yes |
| Specifications - Methods of Evaluation | Required | Add a sub-topic E of "ECERS and DRDP assignment will be graded by a rubric to assess accuracy, understanding of rating scales and of completion." (This is from the response provided asking if this was an assignment.) |
| Specifications - Examples of Primary Texts and References | Recommended | Add edition of book to first two listed. |
| Summary of Revisions | Required | Complete summary of revisions |

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| <u>CISD364C</u> | | |
|---|-------------------|--|
| Area | Edit Type | Edit |
| Basic Course Information - Proposal Details | Required | Upload the program requirements file that indicates where this course will belong |
| Basic Course Information - Course Justification | Required | must be the same as the credit version with the exception transferability and program applicability |
| Specification - Essential Student Materials or Essential College Facilities | Required | Move the item under the appropriate header |
| Blue Form | Required | Even though this is a new course. Noncredit courses have no load. Change answer to no and delete the information in the "New" field |
| Req/Adv | Required | Add "or CIS 364B" to the advisory |
| Specification - Examples of Primary Texts and References | Question/Response | Both listed texts are 10 years old. Are there newer example texts that are comparable that can be listed? Are there OER options available? Alternatively, is this a classic/definitive text? RESPONSE - Oracle PL/SQL is a very old programming language and not a lot has changed in it in the last 15 years. Therefore newer versions cannot be added. Yet the language is popular and in use. |

| <u>CISD364E</u> | | |
|---|------------------|---|
| Area | Edit Type | Edit |
| Basic Course Information - Proposal Details | Required | Upload the program requirements file that indicates where this course will belong |
| Basic Course Information - Course Justification | Required | must be the same as the credit version with the exception transferability and program applicability |

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| Specification - Examples of Primary Texts and References | Required | Add, Alex Xu (Author), Sahn Lam (Author) System Design Interview – An Insider's Guide: Volume 2 Byte Code LLC (March 11, 2022) - 2nd Edition 978-1736049112 (This is from the response provided regarding older texts.) |
|--|----------|--|

F/TVD044A

| Area | Edit Type | Edit |
|--|-------------------|--|
| Specification - Essential Student Materials | Required | "For the hybrid delivery mode" does not need to be specified on the course outline form, since completing the hybrid delivery form makes this unnecessary. Please remove. |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions. |

F/TVD044B

| Area | Edit Type | Edit |
|--|-----------|---|
| Specification - Essential Student Materials | Required | "For the hybrid delivery mode" does not need to be specified on the course outline form, since completing the hybrid delivery form makes this unnecessary. Please remove. |
| Specification - Essential Student Materials | Required | "For face-to-face" does not need to be specified on the course outline form. Please remove. |

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|--------------------------|-------------------|--|
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions. |
|--------------------------|-------------------|--|

F/TVD056A

| Area | Edit Type | Edit |
|--------------------------|-----------|--|
| Outline - Course Outline | Question | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions. |

F/TVD065.

| Area | Edit Type | Edit |
|--|-------------------|---|
| Specification - Essential Student Materials | Required | "For the hybrid and online delivery" does not need to be specified on the course outline form, since completing the hybrid and online delivery form makes this unnecessary. Please remove. |
| Specification - Examples of Primary Texts and References | Question/Response | "Career Opportunities in the Film industry" is from 2009. Is the content of this text still relevant 14 years later? Is it some type of foundational text? RESPONSE - The content of this text is still relevant, which is the reason why it remains listed. While a lot has changed in the film industry, many of the basic film set positions and career ladders and pathways remain the same and are essential for students to be familiar with. |

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|--------------------------|-------------------|--|
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - There is no particular reason other than the fact that faculty did not find it necessary to make any changes to this area. Please let me know if you have further questions. |
|--------------------------|-------------------|--|

F/TVD072H

| Area | Edit Type | Edit |
|---|-------------------|--|
| Specification - Methods of Evaluation | Recommended | The evaluation criteria for the final project seems somewhat broad (e.g. steady and substantial progress). Perhaps consider indicating some more specific markers? |
| Specification - Essential Student Materials | Required | "For online instruction"/"online modality" and "face-to-face modality" does not need to be specified on the course outline form, since completing the online delivery form makes this unnecessary. Please remove. |
| Learning Outcomes - CSLOs | Recommended | We recommend to utilize verb-first language utilizing Bloom's taxonomy for your SLO. |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - No, there's no particular reason. The lecture component of this class is working successfully as-is and there is no discernable need for changes at this time. Please let me know if you have any questions. |

F/TVD072J

| Area | Edit Type | Edit |
|---------------------------------------|-------------|--|
| Specification - Methods of Evaluation | Recommended | The evaluation criteria for the final project seems somewhat broad (e.g. steady and substantial progress). Perhaps consider indicating some more specific markers? |

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|---|-------------------|---|
| Specification - Essential Student Materials | Required | "For online instruction"/"online modality" and "face-to-face modality" does not need to be specified on the course outline form, since completing the online delivery form makes this unnecessary. Please remove. |
| Learning Outcomes - CSLOs | Recommended | We recommend to utilize verb-first language utilizing Bloom's taxonomy for your SLO. |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - No, there's no particular reason for this. The lecture component of this class is working successfully as-is and there is no discernable need for changes at this time. Please let me know if you have any questions. |

HTECD060A

| Area | Edit Type | Edit |
|---|-------------------|--|
| Basic Course Information - Course Justification | Required | State only one program |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives. |

HTECD060G

| Area | Edit Type | Edit |
|--------------------------|-------------------|--|
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives. |

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| <u>HTECD060H</u> | | |
|-----------------------------|-------------------|--|
| Area | Edit Type | Edit |
| Specification - Assignments | Required | Combine B and B.1 or Add a B.2 |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - These medical subjects have not changed to make changes to the objectives. |

| <u>HTECD101E</u> | | |
|--|-----------------------|--|
| Area | Edit Type | Edit |
| Basic Course Information - General Information | Required | Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process |
| Basic Course Information - Course Justification | Required | Course Justification - add the student need to be specific to this course*what is the unique aspect of this course? |
| Basic Course Information - Course Justification | Required | Edit to state only one program |
| Specification - Assignments | Gram/Spell/Punc Error | Formatting of assignments needs updating. Reading subsections need to be fixed. Writing assignments are listed under lab |
| Specification - Examples of Primary Texts and References | Required | I believe the primary text (Bonewit-West) has a newer edition. Please update in COR. |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Learning Outcomes - CSLOs | Question/Response | Can this SLO be easily evaluated as is, or would it be better to split it into two separate SLOs, one for wrapping instruments and one for sterile tray set up? RESPONSE - No, it can be evaluated just as is. The word "and" should be removed. |

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KNESD006A

| Area | Edit Type | Edit |
|--|-----------|--|
| Specification - Examples of Primary Texts and References | Required | Add, https://library.achievingthedream.org/herkimer/wellness/ and https://courses.lumenlearning.com/suny-fitness/ (This is from the response provided regarding texts.) |
| Summary of Revisions | Required | Complete the Summary of Revisions tab - ensure same changes are made on both KNES 6A and KNES 6AX |
| DAGE Form | Required | unlike other matrices, each criteria must be satisfied to qualify as de anza GE. Please cite support for this criteria from the Outline, Assignments, or MoE section |
| DAGE Form | Required | For each criteria - Supporting citations must indicate area and location of COR that it comes from. Citations should be from specific portions of the COR and not summaries of course materials. |
| DAGE Form | Required | Forms for KNES 6A and KNES 6AX must match. |

De Anza GE Form

| Criteria 1 - Present core concepts and scope that define the discipline. | | |
|---|-------------|---|
| Area | Edit Type | Edit |
| Criteria 1 - Present core concepts and scope that define the discipline. | Recommended | stated support is very general. SOMething related more specifically to the course content would be good. Perhaps cite Outline A dn B as well? |

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|---|------------------|---|
| Criteria 2 - Foster oral and written communication and collaborative exercises. | | |
| Area | Edit Type | Edit |
| Assignments/MoE | Required | cited support only includes written communication. Please identify or add both oral communication and collaborative exercises in/to the outline, assignment, or MoE section |

| <u>KNESD06AX</u> | | |
|--|------------------|--|
| Area | Edit Type | Edit |
| Specification - Examples of Primary Texts and References | Question | Add, https://library.achievingthedream.org/herkimer/wellness/ and https://courses.lumenlearning.com/suny-fitness/ (This is from the response provided regarding texts.) |
| Summary of Revisions | Required | Complete the Summary of Revisions tab - ensure same changes are made on both KNES 6A and KNES 6AX |
| DAGE Form | Required | unlike other matrices, each criteria must be satisfied to qualify as de anza GE. Please cite support for this criteria from the Outline, Assignments, or MoE section |
| DAGE Form | Required | For each criteria - Supporting citations must indicate area and location of COR that it comes from. Citations should be from specific portions of the COR and not summaries of course materials. |
| DAGE Form | Required | Forms for KNES 6A and KNES 6AX must match. |

De Anza GE Form

**DE ANZA COLLEGE
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|---|------------------|---|
| Criteria 2 - Foster oral and written communication and collaborative exercises. | | |
| Area | Edit Type | Edit |
| Criteria 2 - Foster oral and written communication and collaborative exercises. | Required | It is unclear how the cited portion of the outline satisfies written and oral communication as well as collaborative exercises. Please provide additional support indicating how this course satisfies this criteria. If needed, edit the outline, assignments, or MoE sections to add clarity or additional content. |

| | | |
|---|------------------|-------------|
| Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives. | | |
| Area | Edit Type | Edit |

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|---|----------|--|
| Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives. | Required | the cited section seems to focus on historical and global contexts and does not have evidence that is obvious to me of diverse perspectives. Outline portion D does mention gender differences, especially E. 6. Is there any discussion of how different cultures view walking or incorporate it into their daily lives and/or competition? |
|---|----------|--|

| | | |
|---|------------------|---|
| Criteria 5 - Provide global and historical context. | | |
| Area | Edit Type | Edit |
| Criteria 5 - Provide global and historical context. | Required | Outline section A is better to cite here. Perhaps you switched these two on the form by accident? Please correct. |

| <u>NURSD091P</u> | | |
|--|-------------------|--|
| Area | Edit Type | Edit |
| Specification - Examples of Primary Texts and References | Required | Key information is missing from both primary texts; the date/year of publication is not present. Please update this information. |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Outline - Course Outline | Question/Response | There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - The foundational principles of basic pharmacology have not changed. There have been no changes to objectives in regard to the lecture component. |

| <u>PARAD092A</u> | | |
|-------------------------|------------------|-------------|
| Area | Edit Type | Edit |

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|---------------------------------------|-------------------|--|
| Specification - Methods of Evaluation | Recommended | Evaluation criteria for sub-topic B and D seem a little vague. Does "ability to create" mean completion, rather than a certain level of proficiency? In addition, "demonstrating understanding" -- in what ways? Accuracy? Depth? It is advised to clarify this more. |
| Outline - Course Outline | Question/Response | While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment |

PARAD093.

| Area | Edit Type | Edit |
|---------------------------------------|-------------------|--|
| Specification - Methods of Evaluation | Recommended | "Demonstrate an understanding of" seems somewhat vague. Is this based on accuracy or simply completion? It may help to clarify. |
| Outline - Course Outline | Question/Response | While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment |

PARAD097A

**DE ANZA COLLEGE
CURRICULUM COMMITTEE MEETING**

| Area | Edit Type | Edit |
|---------------------------------------|-------------------|--|
| Specification - Methods of Evaluation | Recommended | "demonstrate an understanding" feels somewhat vague. Is this understandin based on accuracy or something else? A previous method in this section mentions application, which is a bit more specific. |
| Outline - Course Outline | Question/Response | While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment |

PARAD097B

| Area | Edit Type | Edit |
|---------------------------------------|-------------------|--|
| Specification - Methods of Evaluation | Recommended | "demonstrate an understanding" feels somewhat vague. Is this understandin based on accuracy or something else? A previous method in this section mentions application, which is a bit more specific. |
| Outline - Course Outline | Question/Response | While there is a fairly substantial change with the methods of instruction, there do not appear to be any significant change between the previous course outline and the current one in terms of course content. Is there a specific reason behind this? RESSPONSE - The course content and what must be taught for this to be considered a legal specialty course designed for paralegal students does not change. It is only the method of instruction. Please let me know if I am misunderstanding this comment |

**DE ANZA COLLEGE
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PHTGD057A

| Area | Edit Type | Edit |
|--|-------------------|---|
| Basic Course Information - Course Description | Required | Ensure it is the same in both PHTG 57A and PHTG 357A |
| Outline - Course Outline | Required | "Understand" in Objective A and C is not Bloom's language: Please change. |
| Learning Outcomes - Course Objectives | Required | Edit the corresponding Objective A and C from the course outline to match |
| Learning Outcomes - CSLOs | Recommended | Verb-first language utilizing Bloom's language is recommended for the CSLO. |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Specification - Examples of Primary Texts and References | Question/Response | Studio Photography: Essential Skills is from 2008. There is no recent edition of this book, but is there a more up to date text that references the same concepts, or is this recognized as a foundational text in the field? RESPONSE - This is the most approachable and comprehensive textbook I have found for lighting still photography. Also, there have not been any real changes in the foundations of the subject (lighting for still photography, in camera). |
| Outline - Course Outline | Question/Response | There appear to be little to no changes to the lecture course content of the course under the objectives. Is there a particular reason for this? RESPONSE - There have not been any significant changes in the field of lighting for still photography in camera. The course objectives are still relevant and none need to be added. |

PHTGD357A

| Area | Edit Type | Edit |
|---|-----------|--|
| Basic Course Information - Course Description | Required | Ensure it is the same in both PHTG 57A and PHTG 357A |

**DE ANZA COLLEGE
CURRICULUM COMMITTEE MEETING**

| | | |
|--|-------------------|---|
| Outline - Course Outline | Required | "Understand" in Objective A and C is not Bloom's language: Please change. |
| Learning Outcomes - Course Objectives | Required | Edit the corresponding Objective A and C from the course outline to match |
| Learning Outcomes - CSLOs | Recommended | Verb-first language utilizing Bloom's language is recommended for the CSLO. |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |
| Req/Adv | Required | List 'or PHTG D301. or PHTG D304.' to the list of prerequisites |
| Specification - Examples of Primary Texts and References | Question/Response | Studio Photography: Essential Skills is from 2008. There is no recent edition of this book, but is there a more up to date text that references the same concepts, or is this recognized as a foundational text in the field? RESPONSE - This is the most approachable and comprehensive textbook I have found for lighting still photography. Also, there have not been any real changes in the foundations of the subject (lighting for still photography, in camera). |
| Outline - Course Outline | Question/Response | There appear to be little to no changes to the lecture course content of the course under the objectives. Is there a particular reason for this? RESPONSE - There have not been any significant changes in the field of lighting for still photography in camera. The course objectives are still relevant and none need to be added. |

PHTGD058A

| Area | Edit Type | Edit |
|---|-----------|--|
| Basic Course Information - Course Description | Required | Ensure it is the same in both PHTG 58A and PHTG 358A |
| Specification - Assignments | Required | Please be more specific with respect to "print images." perhaps develop photographic prints? |
| Outline - Course Outline | Required | Objective B - "Understand" is not Bloom's language. Please change. |

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| | | |
|---------------------------------------|-------------------|--|
| Learning Outcomes - Course Objectives | Required | Edit the corresponding Objective B from the course outline to match |
| Outline - Course Outline | Question/Response | There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop. |

PHTGD358A

| Area | Edit Type | Edit |
|---|-------------------|--|
| Basic Course Information - Course Description | Required | Ensure it is the same in both PHTG 58A and PHTG 358A |
| Specification - Assignments | Required | Please be more specific with respect to "print images." perhaps develop photographic prints? |
| Outline - Course Outline | Required | Objective B - "Understand" is not Bloom's language. Please change. |
| Learning Outcomes - Course Objectives | Required | Edit the corresponding Objective B from the course outline to match |
| Outline - Course Outline | Question/Response | There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show a n update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop. |

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PHTGD058B

| Area | Edit Type | Edit |
|---------------------------------------|-------------------|---|
| Specification - Methods of Evaluation | Required | The written artists statement is listed as a separate assignment, but lumped together with the final portfolio in the methods of evaluation. If it's done as an individual or scaffolding assignment, please include an evaluation criteria for it. |
| Outline - Course Outline | Question/Response | There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show an update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop. |

PHTGD358B

| Area | Edit Type | Edit |
|---------------------------------------|-----------|---|
| Specification - Methods of Evaluation | Required | The written artists statement is listed as a separate assignment, but lumped together with the final portfolio in the methods of evaluation. If it's done as an individual or scaffolding assignment, please include an evaluation criteria for it. |
| Summary of Revisions | Required | Complete the Summary of Revisions tab |

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| | | |
|--------------------------|-------------------|--|
| Outline - Course Outline | Question/Response | <p>There appear to be little to no changes to the lecture course content of the course under the objectives, even though the textbooks show an update. Is there a particular reason for this? Have there been no significant changes to Photoshop between now and the last revision of this course? RESPONSE - Even though Photoshop enhances the functionality of each feature, the foundations remain unchanged. The previous course objective is still applicable and should stay the same to reflect the foundations of Photoshop.</p> |
|--------------------------|-------------------|--|