

**DE ANZA COLLEGE
CURRICULUM COMMITTEE MEETING**

Tuesday, November 21, 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 24, 2023, Minutes

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

- a. Date: October 30, 2023

From: Debbie Lee, Dean of Intercultural and International Studies

To: Curriculum Committee

CC: Julie Keiffer-Lewis, Mae Lee, Carol Cini, Elvin Ramos

Hua-fu Liu, IIS Division Curriculum Rep

Subject: ASAM 42A/B and HIST 19A/B, ICS 16A/B and HIST 16A/B, and ICS 38A/B and HIST 7A/B

The IIS Division would like the following curriculum changes to go into effect Fall 2025:

1. Make HIST 19A the parent course in SSH, remove cross-listing of ASAM 42A
2. Make HIST 19B the parent course in SSH, remove cross-listing of ASAM 42B
3. Make HIST 16A the parent course in SSH, remove cross-listing of ICS 16A
4. Make HIST 16B the parent course in SSH, remove cross-listing of ICS 16B
5. Make HIST 7A the parent course in SSH, remove cross-listing of ICS 38A
6. Make HIST 7B the parent course in SSH, remove cross-listing of ICS 38B

The minimum qualifications for these courses are History, not Ethnic Studies. These courses serve as elective courses for the History AD-T and hence they will do not meet the core competencies for Ethnic Studies courses.

The division voted and approved on Friday, October 27th, that these changes be made.

Thank you for your assistance with these changes.

- signed by Debbie Lee

- signed by Elvin Ramos

- b. Date: October 22, 2023

From: Mary Pape

To: Curriculum Committee

Subject: Deletion, effective, Fall 2025

Delete:

CIS 33A

-signed by Mary Pape

-signed by Manisha Karia, CB Division Dean

- c. Date: October 30, 2023

From: Alex Swanner

DE ANZA COLLEGE CURRICULUM COMMITTEE MEETING

To: Curriculum Committee
Subject: Deletion, effective, Fall 2025

Delete:
LIB 51

-signed by Alex Swanner
-signed by Gabriela Nocito

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.

a.	<p>MUSI 3A – effective Winter 2024 Initiator: Grace Lai Title: Comprehensive Musicianship (First Quarter)</p> <p>Hybrid</p>
b.	<p>C D 57 Initiator: Li Wei Sun Title: Self-Assessment for Teachers of Young Children Using Reflective Practice: Field Experience Unit(s): 5 Lec Hour(s): 2 Lab Hour(s): 10</p> <p>5-Year Review Program Applicable CSU Transferable Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
c.	<p>C D 73 Initiator: Jayanti Roy Title: Early Childhood Mental Health Unit(s): 3 Lec 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>

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d.	<p>CIS 45A Initiator: Manish Goel Title: Internet Concepts and TCP/IP Protocols Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
e.	<p>CIS 395D Quarter 1st offered: Fall 2024 Initiator: Sukhjot Singh Title: Managing Outsourcing - A Practicum Unit(s): 0 Lec Hour(s): 3 Repeat: 99</p> <p>New Course Program Applicable Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
f.	<p>E S 69 Initiator: Ronald Wheelahan Title: Introduction to Energy Management Unit(s): 2 Lec Hour(s): 2</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>E S 78 Initiator: Richard Holman Title: Introduction to Energy Management Systems and Controls Unit(s): 2 Lec Hour(s): 2</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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h.	<p>ES 79 Initiator: Massimo Maniaci Title: Introduction to Sustainable Energy Unit(s): 2 Lec Hour(s): 2</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>ES 81 Initiator: Ronald Wheelehan Title: Sustainable Building Assessments and Codes Unit(s): 3 Lec 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>
j.	<p>EWRT 30 Initiator: Alex Giardino Title: Introduction to Creative Writing Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & C-ID Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
k.	<p>EWRT 42 Initiator: Alex Giardino Title: Introduction to Creative Nonfiction and Memoir Writing Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable CSUGE Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>

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I.	<p>HTEC 101L Initiator: Maureen Miramontes Title: Intermediate Skill Building in Clinical Laboratory Procedures II Unit(s): 1 Lab Hour(s): 3</p> <p>5-Year Review Stand-Alone</p> <p>See Appendix A for required and/or recommended changes.</p>
m.	<p>HTEC 101M Initiator: Maureen Miramontes Title: Advanced Skill Building in Clinical Laboratory Procedures II Unit(s): .5 Lab Hour(s): 1.5</p> <p>5-Year Review Stand-Alone</p> <p>See Appendix A for required and/or recommended changes.</p>
n.	<p>HUMI 20 Initiator: Lori Clinchard Title: The Greek Achievement Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
o.	<p>NUTR 62 Initiator: Anna Miller Title: Nutrition and Athletic Performance Unit(s): 2 Lec Hour(s): 2</p> <p>5-Year Review Stand-Alone CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p>

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p.	<p>NUTR 62G Initiator: Anna Miller Title: Dieting (Sifting Fact from Fiction) Unit(s): 1 Lec Hour(s): 1</p> <p>5-Year Review Stand-Alone CSU Transferable Online</p> <p>See Appendix A for required and/or recommended changes.</p>
q.	<p>PARA 88 Initiator: Yvonne Mills Title: The Paralegal and Professional Responsibility Unit(s): 2 Lec Hour(s): 2</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>PHIL 20A Initiator: Rich Booher Title: History of Western Philosophy - Ancient Greece Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC & C-ID</p> <p>See Appendix A for required and/or recommended changes.</p>
s.	<p>PHIL 20B Initiator: Rich Booher Title: History of Western Philosophy - 1400-1800 Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC & C-ID</p> <p>See Appendix A for required and/or recommended changes.</p>

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t.	<p>PHIL 20C Initiator: Rich Booher Title: History of Western Philosophy - 1800-the Present Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC</p> <p>See Appendix A for required and/or recommended changes.</p>
u.	<p>PHTG 7 Initiator: Lisa Teng Title: Exploring Visual Expression Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC Online & Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
v.	<p>PHTG 57B Initiator: Tressa Pack Title: Commercial Lighting 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>
w.	<p>PHTG 357B Initiator: Tressa Pack Title: Commercial Lighting 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>

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x.	<p>POLI 1 Initiator: Robert Stockwell Title: American Government and Politics Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, DA GE ESGC, CSUGE & IGETC & C-ID Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
y.	<p>POLI 1H Initiator: Robert Stockwell Title: American Government and Politics - HONORS Unit(s): 5 Lec Hour(s): 5</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, DA GE ESGC, CSUGE & IGETC & C-ID Hybrid</p> <p>See Appendix A for required and/or recommended changes.</p>
z.	<p>WMST 1 Initiator: Cynthia Kaufman Title: Introduction to Women's Studies Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, DA GE ESGC, CSUGE & IGETC & C-ID Online</p> <p>See Appendix A for required and/or recommended changes.</p>

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aa.	<p>WMST 31 Initiator: Cynthia Kaufman Title: Women and Popular Culture Unit(s): 4 Lec Hour(s): 4</p> <p>5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE, CSUGE & IGETC Online</p> <p>See Appendix A for required and/or recommended changes.</p>
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5. OTHER BUSINESS:

- a. Credit for Prior Learning (CPL) – Nazy Galoyan
- b. Course/Program Sunset Policy – Erik Woodbury
- c. Fall 2024 Courses – Erik Woodbury
- d. SLO Curriculum Rep – Erik Woodbury
- e. Create Sample Matrices – Erik Woodbury
- f. OER – Erik Woodbury
- g. Foothill New Courses and New Programs – Erik Woodbury
- h. Public Comments

6. MEETING ADJOURNED

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APPENDIX A

<u>C DD057.</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

<u>C DD073.</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
Outline - Course Outline	Required	Sub-topic A: Begin with a Bloom's Taxonomy verb - see http://dilbert.fhda.edu/curriculum/Init_bloom.html for a list of Bloom's verbs ("Understand" is not a measurable verb)
Learning Outcomes - Course Objectives	Required	Edit the corresponding sub-topic A to match

<u>CISD045A</u>		
NONE		

<u>CISD395D</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. Must match credit version
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 match credit version with the exception of transferability and program applicability.
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

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Specification - Examples of Primary Texts and References	Question/Response	Listed text is 8 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 - Like I said, the course content has not changed and neither have the case studies. This is a definitive study guide with case studies that teaches how to do Outsourcing experientially. I search for text online each time I revise the course outline and find nothing comparable. The current book rule (within the last five years) may not apply. The outsourcing process does not change that rapidly. Additionally, PMI (Project Management Institute) does not provide any references in this regard but is a skill needed in Project Management Realm. AI is in its emergence and next time this course is reviewed, there will new competencies added, with content updated.
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<u>E SD069.</u>		
Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Course outlines are agnostic about modality: Is there a specific reason that you want to emphasize (or limit) to virtual guest speakers? Remove all references to specific modalities.
Specification - Methods of Instruction	Required	Virtual class meetings: This would be a change of modality; remove this, since as long as it's specified in the online/hybrid form it should be fine.
Specification - Essential Student Materials	Required	"Online course" does not need to be noted on the COR, but instead the online/hybrid form
Learning Outcomes - CSLOs	Recommended	CSLO#1: "Understand" is not Bloom's language, consider changing it (e.g. "identify"; "recognize")
Entire COR as applicable	Required	Require: In order to increase the units, the expansion of current objectives and update in rigor must be shown in the course outline. Please update the COR to reflect this or direct us to the changes already made to evaluate. If you would like to discuss this, please contact Erik Woodbury, Faculty Co-Chair, at woodburyerik@fhd.edu

<u>E SD078.</u>		
Area	Edit Type	Edit
Outline - Course Outline	Required	Objectives A and C do not use Bloom's language. "Identify" or "Describe" might be more appropriate?

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Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A and C from the course outline to match
Summary of Revisions	Required	Complete the Summary of Revisions tab
Specification - Methods of Evaluation	Question/Response	Is there a particular reason the final exam is 1 hour? Is this time allotted similar to a certification in the field? RESPONSE - Bill Roeder answered on behalf of Richard Holman, "I'm not sure why Richard specifically stated a "1-hour final exam" for ES 78. As a practice, the EMBS team holds final exams for the entire time they are scheduled. If we remove the "1 hour" length for the final exam, will that answer the curriculum committee's question? If so, let's remove it."

<u>E SD079.</u>		
Area	Edit Type	Edit
Specification - Essential Student Materials	Required	Internet access and internet devices are standard materials and should not be listed. Please remove.
Specification - Essential Student Materials	Required	please add more specifics about "advanced functions" for calculator.
Learning Outcomes - CSLOs	Recommended	CSLO #3 does not use Bloom's language. Recommended to find another verb outside of "Understand".
Entire COR as applicable	Required	Require: In order to increase the units, the expansion of current objectives related to increased material and increase in taxonomy must be shown in the course outline. Please update the COR to reflect this or direct us to the changes already made to evaluate. If you would like to discuss this, please contact Erik Woodbury, Faculty Co-Chair, at woodburyerik@fhd.edu
Summary of Revisions	Required	Complete the Summary of Revisions tab

<u>E SD081.</u>		
Area	Edit Type	Edit
Specification - Methods of Instruction	Required	Course outlines are agnostic about modality: Is there a specific reason that you want to emphasize (or limit) to virtual guest speakers? Remove all references to specific modalities.
Specification - Methods of Instruction	Required	Virtual class meetings: This would be a change of modality; remove this, since as long as it's specified in the online/hybrid form it should be fine.

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Specification - Essential Student Materials	Required	"Online course" does not need to be noted on the COR, but instead the online/hybrid form
Entire COR as applicable	Required	Require: In order to increase the units, the increase in depth of current objectives and addition of new course assignments/activities must be shown in the course outline. Please update the COR to reflect this or direct us to the changes already made to evaluate. If you would like to discuss this, please contact Erik Woodbury, Faculty Co-Chair, at woodburyerik@fhd.edu

<u>EWRTD030.</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
De Anza GE Form	Required	GE Form must list where to find supporting items in the COR. Example: for Criterion 2: Writing: Specifications, Methods of evaluation, 4: "Imaginative and creative nonfiction writing evaluated according to criteria such as technical proficiency, development/depth, originality/creativity, and personal/social insight."
De Anza GE Form	Required	You cannot cite items for methods of instruction

De Anza GE Form

Criteria 1 - Present core concepts and scope that define the discipline.		
Area	Edit Type	Edit
Criteria 1	Required	Cannot cite from "Methods of Instruction." This criterion most often satisfied by citing a portion of the outline.

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Criteria 2	Required	Please cite specific areas of COR. Text should match what is listed in COR. Please organize for clarity

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Criteria 3 - Stimulate critical thinking.		
Area	Edit Type	Edit
Criteria 3	Required	Please cite specific areas of COR. Text should match what is listed in COR. Please organize for clarity

Criteria 4 - Include diverse perspectives and contributions in the discipline such as: gender, culture, values, and/or societal perspectives.		
Area	Edit Type	Edit
Criteria 4	Required	Please cite specific areas of COR. Text should match what is listed in COR. Please organize for clarity
Criteria 4	Required	Example given does not fully support required criterion. Consider citing Course Outline C. and E.

Criteria 5 - Provide global and historical context.		
Area	Edit Type	Edit
Criteria 5	Required	Please cite specific areas of COR. Text should match what is listed in COR and cannot cite Methods of Instruction. Please organize for clarity
Criteria 5	Required	Example given does not fully support required criterion. Consider updating the Course Outline to more clearly identify where global and historical context is given.

Criteria 6 - Use real-world or hands-on applications that will provide a context for the concepts being discussed.		
Area	Edit Type	Edit
Criteria 6	Required	Please cite specific areas of COR. Text should match what is listed in COR and cannot cite Methods of Instruction. Please organize for clarity

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Criteria 6	Required	Example given does not fully support required criterion. Consider citing Assignments. 5: At least one work prepared for publication
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<u>EWRTD042.</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
Specification - Examples of Primary Texts and References	Required	First 2 references need to be separated out into the individual fields
Outline - Course Outline	Gram/Spell/Punc Error	Sub-Topic A - listed items need to be capitalized.

<u>HTECD101L</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 - Stand-Alone Statement	Required	please complete stand-alone statement for this course
Specification - Assignments	Required	only reading and witing assignments are listed. Are there practical/ hands-on assignments that are done in lab as well? Methods of evaluation suggests there is
Specification - Methods of Evaluation	Required	How is writing evaluated?
Outline - Course Outline	Required	Objective A: Please begin with a Bloom's Taxonomy verb - "Demonstrate professional behavior throughout the blood collection process numerous times/repeatedly"
Learning Outcomes - Course Objectives	Required	Edit the corresponding Objective A from the course outline to match
Summary of Revisions	Required	Complete the Summary of Revisions tab

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Outline - Course Outline	Question/Response	<p>The outlines for 101L and 101M look identical. Please identify what makes one intermediate and one advanced. RESPONSE - Years ago, you helped us set up these two stand-alone labs based on the needs of each student and because repeatability was going away. This is why they were set up this way.</p> <p>The two labs are almost identical except the unit value is different and the type of the student that enrolls in each class will be different.</p> <p>Students must pass 101A and then be eligible to enroll in 101L or 101M, which are optional. Objective A-D from the course online is signed off by a competency check performed by the instructor in all 3 labs. Depending on how they perform they are then invited to enroll in L or M.</p> <p>What makes them different is the content knowledge retention, performance, and situation of each student, as mentioned in my previous email. These students are waiting to go out and perform 160 hours of an externship drawing blood at a lab. We have 5 labs and 15-20 students waiting to be scheduled. They cannot go out all at the same time. They need to keep practicing maintaining their skills current before drawing on a patient. In addition to waiting to be placed in a lab, the students are coming back from vacation, maternity leave, recency, feeling they need more confidence, etc. Therefore, depending on the situation they are placed in either L or M.</p> <p>Students who need more phlebotomy experience will enroll in 101L. Those that are just waiting to be scheduled enroll in 101M.</p>
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HTECD101M		
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 - Stand-Alone Statement	Required	please complete stand-alone statement for this course
Specification - Assignments	Required	only reading and writing assignments are listed. Are there practical/ hands-on assignments that are done in lab as well? Methods of evaluation suggests there is

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Specification - Methods of Evaluation	Required	How is writing evaluated?
Outline - Course Outline	Required	Objective A: Please begin with a Bloom's Taxonomy verb - "Demonstrate professional behavior throughout the blood collection process numerous times/repeatedly"
Summary of Revisions	Required	Complete the Summary of Revisions tab
Outline - Course Outline	Question/Response	<p>The outlines for 101L and 101M look identical. Please identify what makes one intermediate and one advanced. RESPONSE - Years ago, you helped us set up these two stand-alone labs based on the needs of each student and because repeatability was going away. This is why they were set up this way.</p> <p>The two labs are almost identical except the unit value is different and the type of the student that enrolls in each class will be different.</p> <p>Students must pass 101A and then be eligible to enroll in 101L or 101M, which are optional. Objective A-D from the course online is signed off by a competency check performed by the instructor in all 3 labs. Depending on how they perform they are then invited to enroll in L or M.</p> <p>What makes them different is the content knowledge retention, performance, and situation of each student, as mentioned in my previous email. These students are waiting to go out and perform 160 hours of an externship drawing blood at a lab. We have 5 labs and 15-20 students waiting to be scheduled. They cannot go out all at the same time. They need to keep practicing maintaining their skills current before drawing on a patient. In addition to waiting to be placed in a lab, the students are coming back from vacation, maternity leave, recency, feeling they need more confidence, etc. Therefore, depending on the situation they are placed in either L or M.</p> <p>Students who need more phlebotomy experience will enroll in 101L. Those that are just waiting to be scheduled enroll in 101M.</p>

HUMID020.		
Area	Edit Type	Edit

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Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
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<u>NUTRD062.</u>		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Required	It is unclear if there is a final exam or culminating project. If the nutritional assessment is the final project, then make it more explicit. If there is not one, please include one.
Specification - Examples of Primary Texts and References	Recommended	"Eating for Endurance" is from 2003, which seems to be fairly old for a primary text. We recommend utilizing a more recent text unless this is a foundational text. Alternatively it could be moved to suggested readings.
Summary of Revisions	Required	Complete the Summary of Revisions tab
		<p>There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - As you know, NUTR62G is a 1 unit course on the topic of weight loss. It is intended to help students who want to lose weight or those who want/need to understand the process of losing weight for personal reasons or as it applies to their current or future career. It focuses on the mechanics of the weight loss process, from a behavioral perspective.</p> <p>The topics have not grown or shrunk. Whereas the science of nutrition absolutely changes over time, and it IS appropriate to update the course content to reflect new research and practices, that is not the case for weight loss, as it is taught in this little 1 unit course.</p> <p>That WOULD be the case if the course was a bigger course with a much broader scope than NUTR 62G.</p> <p>Let me be clear: The course content does not focus on the specifics of currently trendy diets. Rather, it focuses on how to identify helpful and harmful diets. This is because whatever diets are popular today, those will be replaced with new ones in the future. I believe my role as a teacher is more effective if I give students the tools to evaluate weight loss diets that will come down the pike long after this course is over.</p>
Outline - Course Outline	Question/Response	Currently popular, trendy diets do come up in discussions, but they don't get included on the quizzes.

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<u>NUTRD062G</u>		
Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Recommended	"Thin for Life" is from 2004, which seems to be fairly old for a primary text. We recommend utilizing a more recent text unless this is a foundational text. Alternatively it could be moved to suggested readings.
Summary of Revisions	Required	Complete the Summary of Revisions tab
		<p>There appear to be no changes to the lecture component of the course under the objectives. Is there a particular reason for this? RESPONSE - As you know, NUTR62G is a 1 unit course on the topic of weight loss. It is intended to help students who want to lose weight or those who want/need to understand the process of losing weight for personal reasons or as it applies to their current or future career. It focuses on the mechanics of the weight loss process, from a behavioral perspective.</p> <p>The topics have not grown or shrunk. Whereas the science of nutrition absolutely changes over time, and it IS appropriate to update the course content to reflect new research and practices, that is not the case for weight loss, as it is taught in this little 1 unit course.</p> <p>That WOULD be the case if the course was a bigger course with a much broader scope than NUTR 62G.</p> <p>Let me be clear: The course content does not focus on the specifics of currently trendy diets. Rather, it focuses on how to identify helpful and harmful diets. This is because whatever diets are popular today, those will be replaced with new ones in the future. I believe my role as a teacher is more effective if I give students the tools to evaluate weight loss diets that will come down the pike long after this course is over.</p>
Outline - Course Outline	Question/Response	Currently popular, trendy diets do come up in discussions, but they don't get included on the quizzes.

<u>PARAD088.</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	State only one program

DE ANZA COLLEGE CURRICULUM COMMITTEE MEETING

Outline - Course Outline	Question/Response	<p>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 lecture / materials / topics that must be taught have not changed. Our curriculum focuses on preparing students for a career in the legal field. While some laws and processes are updated, the material is essentially the same.</p> <p>While there is now an asynchronous portion of almost all of the courses in the program, the instructor is responsible for ensuring that the material covered is substantially the same as when all courses were fully synchronous. Some instructors will accomplish this through a recorded lecture with in-person opportunities for clarification. This is why there was no change listed to the lecture portion.</p>
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PHILD020A		
Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Justification - use complete sentences; Incomplete sentences will be edited during catalog production process
Summary of Revisions	Required	Complete the Summary of Revisions tab; i.e. be sure to include 'textbook updates' under the Specifications field
Outline - Course Outline	Recommended	There are multiple verbs in objectives. 4 and 5 have four verbs. Is there a way to make this more concise or simplify?

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Specification - Assignments	Recommended	More clearly define the collaborative exercise and how it is evaluated in the COR

PHILD020B		
Area	Edit Type	Edit

DE ANZA COLLEGE CURRICULUM COMMITTEE MEETING

Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Outline - Course Outline	Recommended	There are multiple verbs in objectives. 4 and 5 have four verbs. Is there a way to make this more concise or simplify?

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Specification - Assignments	Recommended	More clearly define the collaborative exercise and how it is evaluated in the COR

PHILD020C

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Outline - Course Outline	Recommended	There are multiple verbs in objectives. 4 and 5 have four verbs. Is there a way to make this more concise or simplify?

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Specification - Assignments	Recommended	More clearly define the collaborative exercise and how it is evaluated in the COR

PHTGD007.

Area	Edit Type	Edit
Learning Outcomes - Course Objectives	Gram/Spell/Punc Error	Objective 1 needs uniform capitalization
Outline - Course Outline AND Learning	Required	Learning Outcomes - Course objectives must be the same as the the sub-topics (A, B...) from the Outline - Course Outline. There is a mismatch as there is an

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Outcomes - Course Objectives		extra objective, "Discuss current..." on the Learning Outcomes - Course Objectives. If this is an objective; 1) Add it to the Outline - Course Outline and expand with at least 2 sections OTHERWISE delete the objective
Specification - Essential Student Materials	Required	Remove Internet accessibility and Computer access. These are assumed for all students based on campus resources.
Specification - Essential College Facilities	Required	Remove all except reference to Kanopy (or similar service)

De Anza GE Form

Criteria 1 - Present core concepts and scope that define the discipline.		
Area	Edit Type	Edit
Specification - Methods of Evaluation	Recommended	You only need to cite 1-2 supporting examples

Criteria 6 - Use real-world or hands-on applications that will provide a context for the concepts being discussed.		
Area	Edit Type	Edit
Criteria 6	Required	All criteria must be satisfied in order to be DA GE. You can cite the same here as in criteria 5, or you can cite weekly photographic exercises from the assignments. You satisfy this requirement, you just didn't list it on the form. Please update for future reference. Thanks

<u>PHTGD057B</u>		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - edit to remove course ID and/or course title
Specification - Methods of Evaluation	Required	Indicate the final exam/project. Is the presentation portfolio book a final project? If so, please add that that this is the final project otherwise add a sub-topic for the final exam/project

DE ANZA COLLEGE CURRICULUM COMMITTEE MEETING

Outline - Course Outline	Required	Sub-topic A: Begin with a Bloom's Taxonomy verb - see http://dilbert.fhda.edu/curriculum/Init_bloom.html for a list of Bloom's verbs ("Understand" is not a measurable verb)
Learning Outcomes - Course Objectives	Required	Edit the corresponding sub-topic A to match

PHTGD357B		
Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - edit to remove course ID and/or course title
Specification - Methods of Evaluation	Required	Indicate the final exam/project. Is the presentation portfolio book a final project? If so, please add that that this is the final project otherwise add a sub-topic for the final exam/project
Learning Outcomes - CSLOs	Required	CSLO's between the credit and noncredit version must match
Outline - Course Outline	Required	Sub-topic A: Begin with a Bloom's Taxonomy verb - see http://dilbert.fhda.edu/curriculum/Init_bloom.html for a list of Bloom's verbs ("Understand" is not a measurable verb)
Learning Outcomes - Course Objectives	Required	Edit the corresponding sub-topic A to match

<u>POLID001.</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
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see http://dilbert.fhda.edu/curriculum/Init_bloom.html for a list of Bloom's verbs
Outline - Course Outline	Gram/Spell/Punc Error	C.2.a-i needs to be capitalized
De Anza GE Form	Required	Please copy/paste a sentence or two for each supporting portion of the course outline.
De Anza GE Form	Required	Only cite 1-2 supporting details from the COR for each criterion (Do not list "Outline, B-H")

De Anza GE Form

Criteria 1 - Present core concepts and		
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DE ANZA COLLEGE CURRICULUM COMMITTEE MEETING

scope that define the discipline.		
Area	Edit Type	Edit
Criteria 1	Recommended	remove reference to methods of evaluation section. Not needed.

<u>POLID001H</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 - Foothill Equivalency	Required	Enter the same data as POLI 1
Learning Outcomes - CSLOs	Recommended	Begin with a Bloom's Taxonomy verb - see http://dilbert.fhda.edu/curriculum/lnit_bloom.html for a list of Bloom's verbs
Outline - Course Outline	Gram/Spell/Punc Error	C.2.a-i needs to be capitalized
De Anza GE Form	Required	Please copy/paste a sentence or two for each supporting portion of the course outline.
De Anza GE Form	Required	Only cite 1-2 supporting details from the COR for each criterion (Do not list "Outline, B-H")

De Anza GE Form

Criteria 1 - Present core concepts and scope that define the discipline.		
Area	Edit Type	Edit
Criteria 1	Recommended	remove reference to methods of evaluation section. Not needed.

<u>WMSTD001.</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	Please be more specific as to which liberal arts degree this course belongs.

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Basic Course Information - Course Justification	Required	Please classify transferability
Summary of Revisions	Required	Complete the Summary of Revisions tab

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Criteria 2	Required	Please cite examples for both oral communication and Collaborative exercises found in the outline.

WMSTD031.

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	Please be more specific as to which liberal arts degree this course belongs.
Summary of Revisions	Required	Complete the Summary of Revisions tab

De Anza GE Form

Criteria 2 - Foster oral and written communication and collaborative exercises.		
Area	Edit Type	Edit
Criteria 2	Required	Please cite examples for both oral communication and Collaborative exercises found in the outline.