The Curriculum Committee

Subcommittee of the Academic Senate

First Meeting of the Spring 2004 Semester, Monday, February 2, 2004
at 2:15 p.m. in Temporary Building, Room TB 101, Kentfield Campus

Voting Membership
David Egert, Biology/Geology
Kristi Kuhn, Performing Arts
Jeannie Langinger, Health Sc.
Spring Academic Senate Rep.
Alexandra Magallanes, Coun.
Joyce Marks, Communications
Donna Monahan, English/Hum.
Ron Palmer, Career Ed
Matthew Priewe, Library
Irina Roderick, Mathematics
Derek Wilson, Chairperson

Nonvoting Membership
Bonnie Borenstein
Jan Dargel
Jodi Fitzgerald
Paula Kutansky-Brown
Theo Mabry
Pamela Mize
Sandy Roberts
Lorraine Wilson

Unrepresented
Behavioral Sciences
Classified Representative
Community Education
Fine Arts
Modern Languages
Physical Education and Health
Physical Sciences
Social Sciences

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of December 8, 2003 Minutes

Action Items

4. Academic Senate Report
5. Liberal Arts Degrees
6. Assessment/Repeatability

7. Kristi Kuhn
   A. Course Deletions
      1. DANC 233AB Elements of Style
      2. DANC 234AB Principals of Artistic Expression for the Dancer
      3. DANC 235 Solo/Ensemble: Dance Technique For the Advanced Dancer
      4. DANC 236 Music and the Dancer
      5. DANC 238AB The Aesthetic and Ideo-Kinetic Principles of Movement Technique
      6. DANC 239AB Applied Kinesiology for the Dancer

8. Blaze Woodlief
   A. Course Deletions
      1. ESL 32 Lab Orientation for English as a Second Language Software
      2. ESL 49 Low Intermediate Reading and Writing for ESL
      3. ESL 69L English as a Second Language Special Topics Lab
9. **Derek Wilson**
   A. **Course Revisions**
      1. ELND 110A Introduction to Environmental Landscaping
      2. ELND 110B Introduction to Environmental Landscaping
      3. ELND 157 Principles of Landscape Design
      4. ELND 158 Landscape Materials and Construction
      5. ELND 253 Landscape Irrigation Systems
      6. ELND 254A Plant Materials II
      7. ELND 254B Plant Materials II
   B. Associate Degree (AS) in Landscape Construction
   C. Associate Degree (AS) in Landscape Maintenance
   D. Skill Certificate in Landscape Design
**Subcommittee of the Academic Senate**

**Meeting, Monday, March 8, 2004 at 2:15 p.m.**
In Temporary Building, Room TB 101, Kentfield Campus

### Voting Membership
- David Egert, Biology/Geology
- Mike Fulton, PE/Health
- Kristi Kuhn, Performing Arts
- Jeannie Langinger, Health Sc.
- Spring Academic Senate Rep.
- Alexandra Magallanes, Coun.
- Joyce Marks, Communications
- Donna Monahan, English/Hum.
- Ron Palmer, Career Ed
- Matthew Priewe, Library
- Irina Roderick, Mathematics
- Derek Wilson, Chairperson

### Nonvoting Membership
- Bonnie Borenstein
- Jan Dargel
- Jodi Fitzgerald
- Paula Kutansky-Brown
- Theo Mabry
- Pamela Mize
- Sandy Roberts
- Lorraine Wilson

### Unrepresented
- Behavioral Sciences
- Classified Representative
- Community Education
- Fine Arts
- Modern Languages
- Physical Sciences
- Social Sciences

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### Agenda

#### Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of March 1, 2004 Minutes

#### Action Items

4. **Brian Wilson**
   A. Selected Topic Conversion
      1. BOS 35 Web Quest – Beginning Internet Skills

5. **Mike Ransom**
   A. Selected Topic Conversion
      1. CIS 241 Introduction to XML Programming

6. **Marie McCarthy**
   A. Adaptive Physical Education Study Skills

#### Pending Items

7. Academic Senate Report
8. Liberal Arts Degrees
9. Assessment/Repeatability
   A. Department Repeatability Revisions
      1. Art (Rick Hall)
      2. Automotive Collision Repair Technology (Ron Palmer)
      3. Automotive Technology (George Hritz)
      4. Dance (Kristi Kuhn)
      5. Dental Assisting (Grace Hom)
Pending Items - Continued

9. Assessment/Repeatability – Continued
   A. Department Repeatability Revisions - Continued
      7. English Skills (Joyce Marks)
      8. Medical Assisting (Roz Hartman)
      9. Modern Languages (Kathryn Freschi)
     10. Multimedia Studies (Derek Wilson)
     11. Music (Stan Kraczek)
     12. Welding Technology (Jim Owen)
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, March 22, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Social Sciences

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of March 15, 2004 Minutes

Pending Items

4. Library Discipline Review
   (Copies available this week. Discipline presentation scheduled for March 29).
5. Academic Senate Report
6. Liberal Arts Degrees
7. Assessment/Repeatability
   A. Department Repeatability Revisions
      1. Art (Rick Hall)
      2. Automotive Collision Repair Technology (Ron Palmer)
      3. Automotive Technology (George Hritz)
      4. Dance (Kristi Kuhn)
      5. Dental Assisting (Grace Hom)
      7. English Skills (Joyce Marks)
      8. Medical Assisting (Roz Hartman)
      9. Modern Languages (Kathryn Freschi)
     10. Multimedia Studies (Derek Wilson)
     11. Music (Stan Kraczek)
     12. Welding Technology (Jim Owen)
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, March 29, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of March 22, 2004 Minutes

Action Items

4. Brian Wilson
   A. Course Revision
      1. BOS 35 Web Quest – Beginning Internet Skills

5. Carl Cox, Matthew Priewe
   1. Library Discipline Presentation

Pending Items

6. Academic Senate Report
7. Liberal Arts Degrees
8. Assessment/Repeatability
   A. Department Repeatability Revisions
      1. Art (Rick Hall)
      2. Automotive Collision Repair Technology (Ron Palmer)
      3. Automotive Technology (George Hritz)
      4. Dance (Kristi Kuhn)
      5. Dental Assisting (Grace Hom)
      7. English Skills (Joyce Marks)
      8. Medical Assisting (Roz Hartman)
      9. Modern Languages (Kathryn Freschi)
     10. Multimedia Studies (Derek Wilson)
     11. Music (Stan Kraczek)
     12. Welding Technology (Jim Owen)
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, May 3, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Voting Membership
David Egert, Biology/Geology
Kristi Kuhn, Performing Arts
Jeannie Langinger, Health Sc.
Spring Academic Senate Rep.
Alexandra Magallanes, Coun.
Joyce Marks, Communications
Donna Monahan, English/Hum.
Ron Palmer, Career Ed
Matthew Priewe, Library
Irina Roderick, Mathematics
Derek Wilson, Chairperson

Nonvoting Membership
Bonnie Borenstein
Jan Dargel
Jodi Fitzgerald
Paula Kutansky-Brown
Theo Mabry
Pamela Mize
Sandy Roberts
Lorraine Wilson

Unrepresented
Behavioral Sciences
Classified Representative
Community Education
Fine Arts
Modern Languages
Physical Education/Health
Physical Sciences
Social Sciences

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of April 26, 2004 Minutes

Action Items

4. Ed Essick
   A. Business Office Systems
      Course Revisions
      1. BOS 230AB Medical Terminology
      2. BOS 231ABC Medical Transcription
      Course Deletions
      3. BOS 116 Word Processing for Professional and Office Users
      4. BOS 200W Software Certification Test Preparation - Word
   B. Computer Information Systems
      New Course
      1. CIS 200 Software Certification Test Preparation
      Course Revisions
      2. CIS 110 Introduction to Computer Information Systems
      3. CIS 113 Presentations and Publications
      4. CIS 114 Print Design and Layout
      5. CIS 115 Print Production

Action Items - Continued
B. Computer Information Systems

Course Revisions continued

6. CIS 116 Introduction to Personal Computers and Operating Systems
7. CIS 117 Introduction to Database Design and Programming
8. CIS 118 Introduction to Spreadsheet Design
9. CIS 122 Networking Essentials
10. CIS 126 Introduction to Windows
11. CIS 127 Intermediate Database Design
12. CIS 128 Intermediate Spreadsheet Design
13. CIS 137 Advanced Database Design
14. CIS 141 Introduction to HTML Programming
15. CIS 142 Intermediate HTML and Scripting
16. CIS 143 Designing Web Sites
17. CIS 150 Personal Computer Server and Workstation Operating System
18. CIS 151 Implementing and Administering Network Infrastructure For a Personal Computer Server Operating System
19. CIS 153 Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating System
20. CIS 154 Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server
21. CIS 155 Designing Security for a Personal Computer Server Operating System
22. CIS 158 Managing a Personal Computer Network Environment
24. CIS 159 Computer Network Security Basics
23. CIS 161 Introduction to Computer System Hardware
25. CIS 162 Computer Operating Systems
26. CIS 163 Computer System Peripherals
27. CIS 164 Troubleshooting System Peripherals and Networking
28. CIS 213N Internship in Networking
29. CIS 215 Visual BASIC Programming
30. CIS 213P Internship in Print Publishing
31. CIS 237 Introduction to SQL Programming

Course Deletions

32. CIS 119 Introduction to Project Management Software
33. CIS 140 Introduction to the Internet for Business
34. CIS 149 Personal Computer Workstation Operating Systems
35. CIS 152 Windows 2000 Accelerated
36. CIS 154 Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server
37. CIS 156 Designing a Network Infrastructure for a Personal Computer Server Operating System
38. CIS 157 Designing a Directory Services Infrastructure for...

Action Items - Continued

B. Computer Information Systems

Course Deletions continued

39. CIS 200A Software Certification Test Preparation - Access
40. CIS 200E Software Certification Test Preparation – Excel
41. CIS 227 Database Programming

Revisions to A.S. Degrees in CIS Core and Specialties

42. Desktop Network Specialty
43. Desktop Publishing Specialty
44. Microcomputer Manager Specialty
45. Microcomputer Programmer Specialty
Revisions to CIS Skills Certificates
46. Microsoft Office Database Specialist Skills Certificate
47. Microsoft Office Specialist Skills certificate
48. Networking Essentials
49. Web Programming Skills Certificate

C. Real Estate
Courses Revisions
1. REAL 115 Real Estate Principles
2. REAL 116 Real Estate Practice
3. REAL 117 Legal Aspects of Real Estate
4. REAL 210 Real Estate Finance
5. REAL 212 Real Estate Appraisal I
6. REAL 215 Real Estate Economics
7. REAL 217 Advanced Real Estate Appraisal II
8. REAL 218 Property Management
9. REAL 219 Escrows
10. REAL 220 California Loan Brokering

Course Deletion
11. REAL 118 Real Estate Practice - Internship

New Real Estate Skills Certificate

D. Statistics
Course Revision
1. STAT 115 Introduction to Statistics

Pending Items

5. Academic Senate Report
6. Liberal Arts Degrees
7. Assessment/Repeatability
   A. Curriculum Committee Repeatability Policy
## Agenda

### Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of March 8, 2004 Minutes

### Action Items

4. **Brian Wilson**
   - Selected Topic Conversion
     1. BOS 35 Web Quest – Beginning Internet Skills

5. **David Rollison**
   - Request to Defer English/Humanities Discipline Presentation

### Pending Items

7. Academic Senate Report
8. Liberal Arts Degrees
9. Discuss Resolution for Academic Senate to Assess AA & AS Degree Requirements
10. Assessment/Repeatability
   - Department Repeatability Revisions
     1. Art (Rick Hall)
     2. Automotive Collision Repair Technology (Ron Palmer)
     3. Automotive Technology (George Hritz)
     4. Dance (Kristi Kuhn)
     5. Dental Assisting (Grace Hom)

### Pending Items - Continued

10. Assessment/Repeatability – Continued
   - Department Repeatability Revisions - Continued
7. English Skills (Joyce Marks)
8. Medical Assisting (Roz Hartman)
9. Modern Languages (Kathryn Freschi)
10. Multimedia Studies (Derek Wilson)
11. Music (Stan Kraczek)
12. Welding Technology (Jim Owen)
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, March 1, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Voting Membership
David Egert, Biology/Geology
Mike Fulton, PE/Health
Kristi Kuhn, Performing Arts
Jeannie Langinger, Health Sc.
Spring Academic Senate Rep.
Alexandra Magallanes, Coun.
Joyce Marks, Communications
Donna Monahan, English/Hum.
Ron Palmer, Career Ed
Matthew Priewe, Library
Irina Roderick, Mathematics
Derek Wilson, Chairperson

Nonvoting Membership
Bonnie Borenstein
Jan Dargel
Jodi Fitzgerald
Paula Kutansky-Brown
Theo Mabry
Pamela Mize
Sandy Roberts
Lorraine Wilson

Unrepresented
Behavioral Sciences
Classified Representative
Community Education
Fine Arts
Modern Languages
Physical Sciences
Social Sciences

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of February 23, 2004 Minutes

Action Items

4. Brian Wilson
a. Selected Topic Conversion
   1. BOS 35 Web Quest – Beginning Internet Skills

5. Mike Ransom
a. Selected Topic Conversion
   1. CIS 241 Introduction to XML Programming

6. David Egert / Paul da Silva and Faculty
a. Biology Discipline Review Presentation
b. Geography Discipline Review Presentation

7. Robert Flynn / Theo Fung
a. Counseling Discipline Review Presentation

Pending Items

8. Academic Senate Report
9. Liberal Arts Degrees
10. Assessment/Repeatability
    a. Art (Rick Hall)
    b. Automotive Collision Repair Technology (Ron Palmer)
    c. Automotive Technology (George Hritz)
Pending Items - Continued

10. Assessment/Repeatability - Continued
    d. Dance (Kristi Kuhn)
    e. Dental Assisting (Grace Hom)
    f. Computer Information Systems (John Hinds)
    g. English Skills (Joyce Marks)
    h. Medical Assisting (Roz Hartman)
    i. Modern Languages (Kathryn Freschi)
    j. Multimedia Studies (Derek Wilson)
    k. Music (Stan Kraczek)
    l. Welding Technology (Jim Owen)
### Agenda

**Standing Items**

1. Call to Order
2. Changes to the Agenda
3. Approval of February 9, 2004 Minutes

**Action Items**

4. **Ron Palmer**
   - New Course
     1. AUTO 139E Bureau of Automotive Repair 2005 “Update Training Course”

5. **Kathleen Smyth**
   - New Course – Distance Education Version
     1. H ED 130 Web Based Course – Contemporary Health Issues

6. **Mike Ransom**
   - Selected Topic Conversion
     1. CIS 241 Introduction to XML Programming

7. **Carl Cox**
   - Request to Reschedule Library Discipline Presentation from March 1 to March 29

8. **David Egert / Paul da Silva and Faculty**
   - Biology Discipline Presentation
   - Geography Discipline Presentation
   - Geology Discipline Presentation
Pending Items

9. Academic Senate Report
10. Liberal Arts Degrees
11. Assessment/Repeatability
   A. Dance Repeatability Policy (Kristi Kuhn)
   B. Music Course Repeatability (Stan Kraczek)
   C. Medical Assisting Course Repetition (Roz Hartman)
The Curriculum Committee

School of Marin

Subcommittee of the Academic Senate

Meeting, Monday, February 9, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Voting Membership
David Egert, Biology/Geology
Mike Fulton, PE/Health
Kristi Kuhn, Performing Arts
Jeannie Langinger, Health Sc.
Spring Academic Senate Rep.
Alexandra Magallanes, Coun.
Joyce Marks, Communications
Donna Monahan, English/Hum.
Ron Palmer, Career Ed
Matthew Priewe, Library
Irina Roderick, Mathematics
Derek Wilson, Chairperson

Nonvoting Membership
Bonnie Borenstein
Jan Dargel
Jodi Fitzgerald
Paula Kutansky-Brown
Theo Mabry
Pamela Mize
Sandy Roberts
Lorraine Wilson

Unrepresented
Behavioral Sciences
Classified Representative
Community Education
Fine Arts
Modern Languages
Physical Sciences
Social Sciences

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of February 2, 2004 Minutes

Action Items

4. Wendy Walsh/Barbara Bonander
   A. New Courses
      1. ESL 58A   Pronunciation for Non Native Speakers I
      2. ESL 58B   Pronunciation for Non Native Speakers II
      3. ESL 88A   Introduction to Editing for ESL Students
      4. ESL 88B   Advanced Editing for ESL Students

5. Ron Palmer
   A. New Course
      1. AUTO 139E Bureau of Automotive Repair 2005 “Update Training Course”

6. Marie McCarthy
   A. Request to Change Repeatability on STSK 70

Pending Items

7. Academic Senate Report
8. Liberal Arts Degrees
9. Assessment/Repeatability
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, April 5, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of March 29, 2004 Minutes

Action Items

4. Ed Essick
   A. Business Course Revisions
      1. BUS 97 Business English
      2. BUS 101 Introduction to Business
      3. BUS 104 Introduction to Marketing
      4. BUS 107 Business Law
      5. BUS 108 Introduction to International Business
      6. BUS 109 Business and Economics Problem Solving
      7. BUS 112A Financial Accounting 1A
      8. BUS 112B Financial Accounting 1B
      9. BUS 113 Managerial Accounting
     10. BUS 114 Beginning Computerized Accounting
     11. BUS 121 New Venture Creation
     12. BUS 131 Supervision and Management
     13. BUS 132 Human Resource Management
     14. BUS 134 Human Relations
     15. BUS 135 Managing Change and Innovation
     16. BUS 137 Managing Groups and Teams
     17. BUS 141 Intermediate Business English
     18. BUS 144 Business Communication

Action Items - Continued
4. **Ed Essick**

A. **Business Course Revisions - Continued**

19. BUS 145 Internet Research and Presentation Skills for Business
20. BUS 146 Business Presentation Tools

B. **Business Office Systems Course Revisions**

1. BOS 44 Skillbuilding for Keyboarders
2. BOS 60ABC Beginning Computer Keyboarding (ESL)
3. BOS 70A Spelling Skills
4. BOS 70B Vocabulary Building
5. BOS 70C Programmed Writing Skills
6. BOS 76 Electronic 10-Key Calculating Machines
7. BOS 114 Beginning Word Processing
8. BOS 115 Intermediate Word Processing
9. BOS 120 Computer Keyboarding
10. BOS 122ABC Machine Transcription
11. BOS 163A Professional Office Procedures
12. BOS 163B Records Management
13. BOS 163C Travel and Conference Arrangements
14. BOS 230AB Medical Terminology
15. BOS 231ABC Medical Transcription

C. **Computer Information Systems Course Revisions**

1. CIS 110 Introduction to Computer Information Systems
2. CIS 114 Print Design and Layout
3. CIS 115 Print Production
4. CIS 116 Introduction to Personal Computers and Operating Systems
5. CIS 117 Introduction to Database Design and Programming
6. CIS 118 Introduction to Spreadsheet Design
7. CIS 122 Networking Essentials
8. CIS 126 Introduction to Windows
9. CIS 127 Intermediate Database Design
10. CIS 128 Intermediate Spreadsheet Design
11. CIS 137 Advanced Database Design
12. CIS 141 Introduction to HTML Programming
13. CIS 142 Intermediate HTML and Scripting
14. CIS 143 Designing Web Sites
15. CIS 161 Introduction to Computer System Hardware
16. CIS 162 Computer Operating Systems
17. CIS 164 Troubleshooting System Peripherals and Networking
18. CIS 200 Software Certification Test Preparation
19. CIS 215 Visual BASIC Programming
20. CIS 237 Introduction to SQL Programming

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**Action Items - Continued**

D. **Real Estate Courses Revisions**

1. REAL 115 Real Estate Principles
2. REAL 116 Real Estate Practice
3. REAL 117 Legal Aspects of Real Estate
Curriculum Committee Meeting
April 5, 2004

Page 3

4. REAL 210  Real Estate Finance
5. REAL 212  Real Estate Appraisal I
6. REAL 215  Real Estate Economics
7. REAL 217  Advanced Real Estate Appraisal II
8. REAL 218  Property Management
9. REAL 219  Escrows
10. REAL 220  California Loan Brokering

E. Statistics Course Revision
   1. STAT 115  Introduction to Statistics

F. Business Course Deletions
   1. BUS 102  Business and Economics Simulation
   2. BUS 124  Create a Marketing Plan
   3. BUS 120  Entrepreneurship
   4. BUS 125  Legal Planning for the Small Firm
   5. BUS 126  Create a Finance Plan
   6. BUS 128  Personal Finance

G. Business Office Systems Course Deletions
   1. BOS 116  Word Processing for Professional and Office Users
   2. BOS 200W  Software Certification Test Preparation - Word

H. Computer Information Systems Course Deletions
   1. CIS 119  Introduction to Project Management Software
   2. CIS 140  Introduction to the Internet for Business
   3. CIS 149  Personal Computer Workstation Operating Systems
   4. CIS 152  Windows 2000 Accelerated
   5. CIS 154  Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server
   6. CIS 156  Designing a Network Infrastructure for a Personal Computer Server Operating System
   7. CIS 157  Designing a Directory Services Infrastructure for a Personal Computer Server Operating System
   8. CIS 200A  Software Certification Test Preparation - Access
   9. CIS 200E  Software Certification Test Preparation – Excel
   10. CIS 227  Database Programming

Action Items - Continued

I. Real Estate Course Deletion
   1. REAL 118  Real Estate Practice - Internship

J. New Real Estate Skills Certificates

K. Revisions to A.S. Degrees in Business.
   1. A.S. in Applied Accounting Occupational
   2. A.S. in Business General
3. A.S. in Business Management

L. Revisions to A.S. Degrees in CIS Core and Specialties
   1. Desktop Network Specialty
   2. Desktop Publishing Specialty
   3. Microcomputer Manager Specialty
   4. Microcomputer Programmer Specialty

M. Revision in CIS Skills Certification
   1. Microsoft Office Database Specialist Skills Certificate
   2. Microsoft Office Specialist Skills certificate
   3. Networking Essentials

#### Pending Items

5. Academic Senate Report
6. Liberal Arts Degrees
7. Assessment/Repeatability
   A. Department Repeatability Revisions
      1. Art (Rick Hall)
      2. Automotive Collision Repair Technology (Ron Palmer)
      3. Automotive Technology (George Hritz)
      4. Dance (Kristi Kuhn)
      5. Dental Assisting (Grace Hom)
      7. English Skills (Joyce Marks)
      8. Medical Assisting (Roz Hartman)
      9. Modern Languages (Kathryn Freschi)
    10. Multimedia Studies (Derek Wilson)
    11. Music (Stan Kraczek)
    12. Welding Technology (Jim Owen)
The Curriculum Committee

Subcommittee of the Academic Senate

Meeting, Monday, April 19, 2004 at 2:15 p.m.
In Temporary Building, Room TB 101, Kentfield Campus

Agenda

Standing Items

1. Call to Order
2. Changes to the Agenda
3. Approval of April 5, 2004 Minutes

Action Items

4. Marie McCarthy
   A. Adaptive Physical Education
      Course Revisions
      1. PE 70  Adapted Aquatics
      2. PE 71  Adapted Aerobics
      3. PE 72  Adapted General Conditioning
      4. PE 74  Adapted Yoga
      5. PE 75  Adapted Tai Chi
      6. PE 79  Adapted Awareness through Movement
      7. PE 80  Feldenkrais Functional Integration
      Course Deletions
      8. PE 77  Stretching and Bodywork
      9. PE 78  Adapted Fitness for Students with Special Developmental Needs

   B. Study Skills
      Course Revisions
      1. STSK 50  Understanding Learning Disabilities
      2. STSK 53  Basic Math Skills
      3. STSK 54  Writing Improvement
      4. STSK 56  How to Study in College
      5. STSK 70  Evaluation
      6. STSK 76  Study Techniques
      7. STSK 77  Adapted Computer Learning
      8. STSK 78  Acquired Brain Injury

Action Items - Continued
4. Marie McCarthy

Course Deletions

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5. Sandy Roberts

A. New Courses Fall 2004

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<td>1</td>
<td>Adobe InDesign</td>
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<td>Attitudes that Work: Intro to the Attitudinal Healing Peer Support Approach to Mental Health</td>
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<td>Awakening Your Freedom to Move – EC</td>
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<td>Basic Buddhism – EC</td>
<td>Bellisimo, Soc Sc Rollison, Eng/Hum</td>
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<td>5</td>
<td>CPR and First Aid</td>
<td>Hartman, Health Sc Brovelli, Phys Ed</td>
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<td>History of French Literature in English – EC</td>
<td>Rollison, Eng/Hum</td>
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<td>8</td>
<td>How to Forgive Difficult Situations</td>
<td>Christensen, Beh Sc Flynn, Coun</td>
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<tr>
<td>9</td>
<td>How to Take Your Emotional Intelligence to Work</td>
<td>Christensen, Beh Sc Flynn, Coun</td>
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<td>iLife ’04 (iTunes, iPhoto, iMovie, iDvd, GarageBand) for the Mac</td>
<td>Essick, Bus/Info</td>
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<td>Joy of Winemaking</td>
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<td>12</td>
<td>Learning to See and Understand: Developing Color Literacy - EC</td>
<td>Hall, Fine/Visual Art</td>
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<td>The Practice of Peace: Winning Strategies And Effective Tools - EC</td>
<td>Bellisimo, Soc Sc</td>
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<td>Raptors of California – EC</td>
<td>DaSilva &amp; Egert, Life Sc</td>
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<td>Roberta’s Rules of Order</td>
<td>Essick, Bus/Info Sys</td>
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<td>Substance Abuse Treatment Certification</td>
<td>Christensen, Beh Sc</td>
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<td>17</td>
<td>Writing your Own Ethical or Spiritual Will - EC</td>
<td>Rollison, Eng/Hum</td>
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6. Ed Essick

A. Business

Course Revisions

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Action Items - Continued

A. Business continued

Revisions to A.S. Degrees in Business.

5. A.S. in Applied Accounting Occupational
6. A.S. in Business General
7. A.S. in Business Management
### B. Business Office Systems

#### Course Revisions

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### C. Computer Information Systems

#### New Course

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#### Course Revisions

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### Action Items - Continued

#### C. Computer Information Systems

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<td>CIS 150</td>
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<td>Managing a Personal Computer Network Environment</td>
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Revisions to A.S. Degrees in CIS Core and Specialties

- Desktop Network Specialty
- Desktop Publishing Specialty
- Microcomputer Manager Specialty
- Microcomputer Programmer Specialty

Revisions to CIS Skills Certificates

- Microsoft Office Database Specialist Skills Certificate
- Microsoft Office Specialist Skills certificate
- Networking Essentials
- Web Programming Skills Certificate

Action Items - Continued

D. Real Estate Courses Revisions

1. REAL 115 Real Estate Principles
2. REAL 116 Real Estate Practice
3. REAL 117 Legal Aspects of Real Estate
4. REAL 210 Real Estate Finance
5. REAL 212 Real Estate Appraisal I
6. REAL 215 Real Estate Economics
7. REAL 217 Advanced Real Estate Appraisal II
8. REAL 218 Property Management
9. REAL 219 Escrows
10. REAL 220 California Loan Brokering

Course Deletion
11. **REAL 118** Real Estate Practice - Internship  
   New Real Estate Skills Certificate

E. **Statistics**  
   Course Revision  
   1. **STAT 115** Introduction to Statistics

### Pending Items

7. Academic Senate Report  
8. Liberal Arts Degrees  
9. Assessment/Repeatability