Voting Membership Present
D. Egert, Biology/Geology; J. Langinger – Health Science; J. Marks – Communications; A. Magallanes – Counseling; D. Monahan -English/ Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald, Theo Mabry, Pamela Mize, Sandy Roberts

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda None.
3. Approval of April 5, 2004 Minutes D. Egert, 2nd M. Priewe

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
      All courses were approved pending changes and UDWC approval. D. Monahan, 2nd M. Priewe
      Changes: #6 = 1.333 T.U.; repeatability note for #10; check #24 & 25; use active voice for #44.

      Course Deletions
      8. PE 77 Stretching and Bodywork
      9. PE 78 Adapted Fitness for Students with Special Developmental Needs
      Both course deletions were approved. D. Monahan, 2nd M. Priewe

   B. Study Skills
      Course Revisions
      1. STSK 50 Understanding Learning Disabilities
      2. STSK 53 Basic Math Skills
      Changes: delete 4 weeks in #4.
      3. STSK 54 Writing Improvement
      4. STSK 56 How to Study in College
      Changes: delete 4 weeks in #4.
      5. STSK 70 Evaluation
      6. STSK 76 Study Techniques
      Changes: #6 = 1.5 S.H. (not 18).
      7. STSK 77 Adapted Computer Learning
      Changes: repeatability note for #10; #28; #41 fourth “Student Learning” outcome.
      8. STSK 78 Acquired Brain Injury
      All courses were approved pending changes as noted and UDWC approval. M. Priewe, 2nd J. Langinger
4. **Marie McCarthy**  
   **B. Study Skills (continued)**  
   **Course Deletions**  
   9. STSK 71 Workshop: Reading  
   10. STSK 72 Workshop: Spelling  
   11. STSK 73 Workshop: Math  
   12. STSK 74 Language Arts  
   13. STSK 75 Workshop: Vocabulary  

   *All course deletions were approved. M. Priewe, 2\textsuperscript{nd} J. Langinger*

5. **Sandy Roberts**  
   **A. New Courses Fall 2004**  
   1. Adobe InDesign  
   2. Attitudes that Work: Intro to the Attitudinal Healing Peer Support Approach to Mental Health  
   3. Awakening Your Freedom to Move – EC  
   4. Basic Buddhism – EC  
   5. CPR and First Aid  
   7. History of French Literature in English – EC  
   8. How to Forgive Difficult Situations  
   9. How to Take Your Emotional Intelligence to Work  
   10. iLife ’04 (iTunes, iPhoto, iMovie, iDvd, GarageBand) for the Mac  
   11. Joy of Winemaking  
   12. Learning to See and Understand: Developing Color Literacy - EC  
   13. The Practice of Peace: Winning Strategies And Effective Tools - EC  
   14. Raptors of California – EC  
   15. Roberta’s Rules of Order  
   16. Substance Abuse Treatment Certification  
   17. Writing your Own Ethical or Spiritual Will - EC  

   *All CES courses were reviewed and accepted by the committee.*

6. **Ed Essick**  
   **A. Business**  
   **Course Revisions**  
   1. BUS 121 New Venture Creation  
   2. BUS 127 Create a Business Plan  
   3. BUS 129 The Art of Selling  
   4. BUS 144 Business Communication  

   *All BUS course revisions were approved. J. Langinger, 2\textsuperscript{nd} M. Priewe*
Action Items-continued

6. **Ed Essick**
   
   **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

   *All degree and catalog revisions were approved for July 2005 catalog. Department may begin implementing new degree requirements effective Spring 2005. J. Langinger, 2nd A. Magallanes*

   **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

   *All preceding BOS courses were approved. J. Langinger, 2nd M. Priewe*

   14. BOS 230AB Medical Terminology
   15. BOS 231ABC Medical Transcription

   *BOS 230AB and BOS 231ABC were deferred, pending comparison with MEDA 120 and 121.*

   **Course Deletions**
   16. BOS 116 Word Processing for Professional and Office Users
   17. BOS 200W Software Certification Test Preparation - Word

   *Both BOS course deletions were approved. J. Langinger, 2nd M. Priewe*

   **C. Computer Information Systems**

   *All items under C. were deferred due to lack of time. D. Wilson to review course revisions and deletions, then report back to the committee with any concerns or questions.*

   **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
   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
## Curriculum Committee Meeting
### April 19, 2004

### Page 4

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<tr>
<td>10.</td>
<td>CIS 126</td>
<td>Introduction to Windows</td>
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<td>11.</td>
<td>CIS 127</td>
<td>Intermediate Database Design</td>
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<td><strong>Action Items-continued</strong></td>
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### 6. Ed Essick
#### C. Computer Information Systems (continued)

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<tr>
<td>12.</td>
<td>CIS 128</td>
<td>Intermediate Spreadsheet Design</td>
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<td>13.</td>
<td>CIS 137</td>
<td>Advanced Database Design</td>
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<td>14.</td>
<td>CIS 141</td>
<td>Introduction to HTML Programming</td>
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<td>15.</td>
<td>CIS 142</td>
<td>Intermediate HTML and Scripting</td>
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<td>16.</td>
<td>CIS 143</td>
<td>Designing Web Sites</td>
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<td>17.</td>
<td>CIS 150</td>
<td>Personal Computer Server and Workstation Operating System</td>
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<td>18.</td>
<td>CIS 151</td>
<td>Implementing and Administering Network Infrastructure For a Personal Computer Server Operating System</td>
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<td>19.</td>
<td>CIS 153</td>
<td>Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server O.S.</td>
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<td>20.</td>
<td>CIS 154</td>
<td>Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server</td>
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<td>21.</td>
<td>CIS 155</td>
<td>Designing Security for a Personal Computer Server O.S.</td>
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<tr>
<td>22.</td>
<td>CIS 158</td>
<td>Managing a Personal Computer Network Environment</td>
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<tr>
<td>24.</td>
<td>CIS 159</td>
<td>Computer Network Security Basics</td>
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<td>23.</td>
<td>CIS 161</td>
<td>Introduction to Computer System Hardware</td>
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<td>25.</td>
<td>CIS 162</td>
<td>Computer Operating Systems</td>
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<td>26.</td>
<td>CIS 163</td>
<td>Computer System Peripherals</td>
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<td>27.</td>
<td>CIS 164</td>
<td>Troubleshooting System Peripherals and Networking</td>
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<td>28.</td>
<td>CIS 213N</td>
<td>Internship in Networking</td>
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<td>29.</td>
<td>CIS 215</td>
<td>Visual BASIC Programming</td>
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<td>30.</td>
<td>CIS 213P</td>
<td>Internship in Print Publishing</td>
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<td>31.</td>
<td>CIS 237</td>
<td>Introduction to SQL Programming</td>
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<tr>
<td><strong>Course Deletions</strong></td>
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<tr>
<td>32.</td>
<td>CIS 119</td>
<td>Introduction to Project Management Software</td>
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<td>33.</td>
<td>CIS 140</td>
<td>Introduction to the Internet for Business</td>
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<td>34.</td>
<td>CIS 149</td>
<td>Personal Computer Workstation Operating Systems</td>
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<td>35.</td>
<td>CIS 152</td>
<td>Windows 2000 Accelerated</td>
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<td>36.</td>
<td>CIS 154</td>
<td>Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server</td>
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<td>37.</td>
<td>CIS 156</td>
<td>Designing a Network Infrastructure for a Personal Computer Server Operating System</td>
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<tr>
<td>38.</td>
<td>CIS 157</td>
<td>Designing a Directory Services Infrastructure for a Personal Computer Server Operating System</td>
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<td>39.</td>
<td>CIS 200A</td>
<td>Software Certification Test Preparation - Access</td>
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<td>40.</td>
<td>CIS 200E</td>
<td>Software Certification Test Preparation – Excel</td>
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<tr>
<td>41.</td>
<td>CIS 227</td>
<td>Database Programming</td>
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*All CIS course deletions approved.*

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

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<table>
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<tbody>
<tr>
<td>42.</td>
<td>Desktop Network Specialty</td>
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<tr>
<td>43.</td>
<td>Desktop Publishing Specialty</td>
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<td>44.</td>
<td>Microcomputer Manager Specialty</td>
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<td>45.</td>
<td>Microcomputer Programmer Specialty</td>
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### Revisions to CIS Skills Certificates

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<tr>
<td>46.</td>
<td>Microsoft Office Database Specialist Skills Certificate</td>
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</table>
47. Microsoft Office Specialist Skills certificate
48. Networking Essentials
49. Web Programming Skills Certificate

**Action Items—continued**

**D. Real Estate**
All items under D. were deferred due to lack of time. D. Wilson to review course revisions, deletions, and certificates, then report back to the committee with any concerns or questions.

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

Course Deletion
11. REAL 118 Real Estate Practice – Internship

**New Real Estate Skills Certificate**

**E. Statistics**
Items under E. was deferred due to lack of time. D. Wilson to review course revision and report back to the committee with any concerns or questions.

<table>
<thead>
<tr>
<th>Courses Revision</th>
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<tbody>
<tr>
<td>1. STAT 115</td>
<td>Introduction to Statistics</td>
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</table>

**Pending Items**

   *Deferred.*

7. Liberal Arts Degrees
   *No report.*

8. Assessment/Repeatability
   A. Department Repeatability Revisions
   *Deferred.*
Curriculum Committee: Minutes from March 29th, 2004

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge, Student Representative; D. Egert, Biology/Geology; K. Kuhn – Performing Arts; J. Marks – Communications; J. Langinger – Health Science; A. Magallanes – Counseling; D. Monahan -English/ Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Bonnie Borenstein, Paula Kutansky-Brown

Standing Items
1. Call to Order at 2:30 pm
2. Changes to the Agenda None.
3. Approval of March 22, 2004 Minutes  K. Kuhn, 2nd A. Magelanes

Motion made to omit the Academic Senate report text from the curriculum meeting minutes unless pertinent to the Curriculum Committee’s business. Committee members interested in a documented account may refer to the approved Academic Senate meeting minutes. D. Egert, 2nd J. Langinger.

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

Minor revision made to address “Information Literacy” component which is taught by library faculty. Accepted (as course was already approved).

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

Presented by Carl Cox, Matthew Priewe, and Joan Risch. Fully accepted by the committee.

Pending Items

Academic Senate minutes will no longer be included unless requested or pertinent to specific Curriculum Committee business. (see motion under item 3)

7. Liberal Arts Degrees

Report on counseling department’s department meeting on degree requirements to be presented at the April 19th curriculum meeting.

8. Assessment/Repeatability
   A. Department Repeatability Revisions
   Memos endorsing action taken by disciplines, to be sent to the following:
   • Art (Rick Hall)
   • Dental Assisting (Grace Hom)
   • Medical Assisting (Roz Hartman)
   • Modern Languages (Kathryn Freschi)
   • Multimedia Studies (Derek Wilson)
Pending Items (continued)

8. Assessment/Repeatability
   A. Department Repeatability Revisions (continued)

   Memos requesting more material from disciplines, to be sent to the following:
   • Automotive Collision Repair Technology (Ron Palmer)
   • Automotive Technology (George Hritz)
   • Welding Technology (Jim Owen)
   • English Skills (Joyce Marks)

   Memo requesting revision to proposal from discipline, to be sent to the following:
   • Computer Information Systems (John Hinds)

   Presented, but additional revisions to be provided for next the meeting, by the following:
   • Dance (Kristi Kuhn)
   • Drama (Carla Zibler-Smith)
   • Music (Stan Kraczek)
Curriculum Committee: Minutes from March 1st, 2004

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge – Student Representative; D. Egert, Biology/Geology; J. Marks – Communications; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Palmer – Career Ed; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Paula Kutansky-Brown

Standing Items

1. Call to Order at 2:30 pm
2. Changes to the Agenda
   Item 5 Selected Topic Conversation deferred awaiting changes.
   Item 6 b. should read “Geology.” Deferment requested for presentation in Fall 2005 when Geology faculty returns from sabbatical.
3. Approval of February 23, 2004 Minutes D. Egert, 2nd A. Magalanes
   Pending changes: 8. C. Geology deferred until Fall 2005.

Action Items

4. Brian Wilson
   a. Selected Topic Conversion
      1. BOS 35 Web Quest – Beginning Internet Skills
      Deferred for changes as noted: #10 = 1 time for credit, #41 fix hanging sentence “Be able…”

5. Mike Ransom
   a. Selected Topic Conversion
      1. CIS 241 Introduction to XML Programming
      Deferred awaiting changes as previously noted.

6. David Egert / Paul da Silva and Faculty
   a. Biology Discipline Review Presentation
      Presented by Paul da Silva, David Egert, Joe Mueller, and Ruth Nash. Commended and accepted by the committee.

   b. Geology Discipline Review Presentation
      Deferred until Fall 2005 when Geology faculty returns from sabbatical.

7. Robert Flynn / Theo Fung
   a. Counseling Discipline Review Presentation
      Presented by Robert Flynn. Accepted by the committee with follow-up discussion regarding degree qualifications and a master schedule (2 year blue prints, etc.) to continue at the next meeting.

Pending Items

16. Academic Senate Report
    Deferred until next meeting.

17. Liberal Arts Degrees
    Deferred until next meeting.

18. Assessment/Repeatability
    Deferred until next meeting.
Curriculum Committee: Minutes from Feb. 9th, 2004

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge – Student Representative; D. Egert, Biology/Geology; K. Kuhn – Performing Arts; J. Marks – Communications; J. Langinger – Health Science; A. Magallanes – Counseling; D. Monahan - English/Humanities; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald, Paula Kutansky-Brown, Theo Mabry, Pamela Mize

Standing Items
1. Call to Order at 2:25 pm
2. Changes to the Agenda Remove Item 6.
3. Approval of February 2nd Minutes  J. Langinger, 2nd M. Priewe

Action Items
4. Wendy Walsh/Barbara Bonander
   A. New Courses
      1. ESL  58A  Pronunciation for Non Native Speakers I
         1. #27 add ALL revisions; #28 fix typo.
      2. ESL  58B  Pronunciation for Non Native Speakers II
         2. #28 fix typo.
      3. ESL  88A  Introduction to Editing for ESL Students
         3. #27 add ALL revisions; #33 fix typo.
      4. ESL  88B  Advanced Editing for ESL Students
         4. #38 and #40 fix typos.
58A & 58B approved pending changes listed above. J. Marks, 2nd K. Kuhn.
88A & 88B approved pending changes listed above. M. Priewe, 2nd J. Langinger.

5. Ron Palmer
   A New Course
      1. AUTO 139E  Bureau of Automotive Repair 2005 “Update Training Course”
       R. Palmer unable to attend. Item deferred until next meeting.

6. Marie McCarthy
   A. Request to Change Repeatability on STSK 70
   Item removed. Question by J. Fitzgerald answered prior to meeting.
Pending Items

16. Academic Senate Report on February 5th meeting by D. Wilson and J. Langinger
Preliminary Presidential search completed. Interviews with finalists will begin end of February, with Academic Senate members conducting separate interviews.

Senate meetings to convene after all items on the agenda have been addressed, with the exception of days that conflict with Academic Council, in which case, the meeting will adjourn at 2 pm and items not addressed will carry over to the next meeting. The new AS schedule will go into effect in Fall 2004.

Counseling department members presented concerns regarding repeatability and sub standard grades, particularly lack of repeats after two grades of “F” for the same course. Petition process for this and other academic situations scrutinized and questioned.

Dona Boatright will be present at the AS meeting on February 12th to discuss repeatability concerns.

17. Liberal Arts Degrees presented by M. Priewe and A. Magallanes
Currently 5 of the bay area 10 community colleges had a similar Liberal Arts degree as CoM (with no concentrated 18 units in one area), while the other 5 community colleges do not have a liberal Arts degree at all. One of the college districts (Peralta) that no longer has a Liberal Arts degree as a result of its citation of non-compliance by the Chancellor’s office.

Both Matthew Priewe and Alexandra Magallanes contacted Charlie Klein in the Chancellor’s office on separate occasions. Each received responses that were non-specific regarding the Chancellor’s office legal standing on the requirement of 18 units from a concentrated area for a Liberal Arts degree. The Chancellor’s office is currently working with the state Academic Senate to reach a decision.

The committee agreed to defer any and all changes to the current Liberal Arts degree at CoM until such time that the Chancellor’s office has firm guidelines for said degree.

18. Assessment/Repeatability
Action awaiting responses or reports from departments, disciplines, and programs that are not due until February 15th.
Curriculum Committee: Minutes from Feb. 23rd, 2004

Subcommittee of the Academic Senate

Voting Membership Present
D. Egert, Biology/Geology; Carol – Communications; A. Magallanes – Counseling; Ron Palmer – Vocational Ed; M. Priewe – Library; D. Wilson – Chairperson

Non Voting Membership Present
Pamela Mize

Standing Items
1. Call to Order at 2:25 pm
2. Changes to the Agenda Defer items A and B under 11.
3. Approval of February 9th Minutes A. Magallanes, 2nd M. Priewe

Action Items

4. Ron Palmer
   A. New Course
      1. AUTO 139E Bureau of Automotive Repair 2005
         “Update Training Course”
      Approved pending changes: #19 = Cert. In Auto Technology; #44 ‘to’ to ‘for’; #47 U/C ‘i’ in Inspection
      M. Priewe, 2nd A. Magallanes

5. Kathleen Smyth
   A. New Course – Distance Education Version
      1. H ED 130 Web Based Course – Contemporary Health Issues
   Approved pending changes: #19 = Cert. In Auto Technology; #44 ‘to’ to ‘for’; #47 U/C ‘i’ in Inspection
   M. Priewe, 2nd A. Magallanes

6. Mike Ransom
   A. Selected Topic Conversion
      1. CIS 241 Introduction to XML Programming
   Deferred pending changes and questions to be answered by Mike Ransom (not present to respond).

7. Carl Cox
   A. Request to Reschedule Library Discipline Presentation
      from March 1 to March 29
   Reschedule of presentation unanimously approved.

8. David Egert / Paul da Silva and Faculty
   A. Biology Discipline Presentation
      Deferred until March 1st (when more curriculum members are present)

   B. Geography Discipline Presentation
      Presented by Jim Locke. An updated program review will be submitted at a later date. Mr. Locke was encouraged by curriculum members to elaborate on concerns and ideas that he presented orally, but were not in his written presentation.

   C. Geology Discipline Presentation
      Deferred until Fall 2005 when Faculty return from sabbatical.
Pending Items

9. Academic Senate Report on February 12th meeting by D. Wilson (no meeting was held 2/19)
   4A. EMP deadline is 2/27/2004, this must be the 2nd draft not the 1st draft.
   4B. The schedule for CoM president candidate interviews has been set.

5. Dona Boatright took part in a discussion responding to questions about course repetition. She
   began by formally stating she would not be making any legal statements regarding the topic. She
   proceeded with some background about apportionment from the Department of Finance, its
   decisions regarding allocation of monies, and its rather unfavorable view of community colleges
   and their past abuses of public funds. Dr. Boatright further emphasized the potential scrutiny by the
   Department of Finance by saying “This is of strong interest and concern in these budget times.”

   The value and purpose of repeated courses must be compared and contrasted on both a micro
   (course/college) level and a macro (districts/state/budget) level. Local policy should clearly
   mandate what the college/district policy is for course repetition. Prudence should be practiced to
   avoid scrutiny and misuse of public resources. Dr. Boatright said, “A public institution is not a
   public gym, an art studio, nor a dance studio. The purpose of a public institution is to meet the
   three main missions of community colleges [in California]— for transfer, basic skills, and
   vocational needs.”

   Dr. Boatright elaborated, by saying, “There IS discretion for apportionment, sequence of courses
   and course repetitions must be clear. The deliniation of difference MUST be clear, we are a public
   institution.”

   When senator Rollison asked Dr. Boatright about College of Marin’s standing on our course
   repetition policy and practices, based upon her experience with this and other institutions— “Are we
   on firm ground? Are we on bedrock?” Dr. Boatright replied “No. You [College of Marin] is on
   sandy soil.”

6. Hiring policy for management members moving into faculty positions shall require the same
   qualifications as any new faculty hire for that position. A Faculty discipline committee would
   review applicants using the same criteria. Need of a sub-committee to establish and refine said
   document. Passed with no abstainitions.

8. Proposal for AS involvement in redistribution of units for F/T hires as a result of 17 retirees.
   Process needed to assess the overall needs for the college, not just departments and programs with
   upcoming retirements. The new hires should meet the overall goals and needs of the entire college.
   Recommendation to distribute data about campus wide unit allocation to all faculty (see attached),
   then follow-up with a faculty forum. Senate would like to hold forum prior to hiring, this would
   eliminate any FT hires fro Fall 2004 due to time constraints. Need of small emergency group of
Pending Items

9. Academic Senate Report on February 12th meeting by D. Wilson (continued) 
   senators to begin process. Focus to be on campus wide curriculum. Need to be prepared to act 
   quickly after assessment to initiate hiring process. Group should include Department chairs, 
   Management and senators. 
   Note- need to consider the number of highly qualified faculty that are unemployed or PT (e.g. PhD, 
   etc.) that may not save any money if hired, because of placement in step salary schedule.

10. Liberal Arts Degrees presented by M. Priewe and A. Magallanes 
    No report given due to time constraints.

11. Assessment/Repeatability 
    A. Dance Repeatability Policy (Kristi Kuhn) 
    B. Music Course Repeatability (Stan Kraczek) 
    C. Medical Assisting Course Repetition (Roz Hartman) 
    All reports deferred due to time constraints and lack of curriculum committee members present.

Preliminary reports/letters received from the following disciplines:
Art Department
Automotive Collision Repair Technology
Auto Technology
Dance
English Skills
Medical Assisting
Modern Languages Department
Multimedia Studies program
Networking and A+ programs
Performing Arts Department
Welding Technology
Voting Membership Present
J. Derbridge, Student Representative; D. Egert, Biology/Geology; K. Kuhn – Performing Arts; J. Marks – Communications; J. Langinger – Health Science; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan -English/ Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jan Dargle, Theo Mabry, Pamela Mize

Standing Items

1. Call to Order at 2:20 pm
2. Changes to the Agenda None.
3. Approval of March 15, 2004 Minutes M. Priewe. 2nd A. Magelanes with correction of spelling of Beebe (4x) in Academic Senate report.

Pending Items

4. Library Discipline Review
   (Copies available this week. Discipline presentation scheduled for March 29).

5. Academic Senate Report by D. Wilson for March 18th
   Pres. Report
   Motion to suspend rules(?) about appropriate procedures. To be drafted by all senators.

   State Academic Senate in Sacramento seeks representatives to address CC budget(s).

   The senate had agreed to a meeting with management as a mediated “conflict resolution” session to overcome communication problems. Dr. Callahan proposed 3 different mediators. The senate rejected the idea of a state mediator, but some senators felt a neutral facilitator would be necessary to chair and record the session. The discussion lasted 30+ minutes– some senators felt any “additional parties” would create an imbalance. The senate agreed to a chaired meeting only after an agenda is drafted.

   Site visit to Skyline by J. Sutherland– Sutherland contacted the Skyline Academic Senate, union and faculty members to obtain an “unscripted” view of the presidential candidate. With the exception of one faculty member, she is unanimously well liked. However, she had not spearheaded anything either. Her role in the school’s budget cuts were unclear and unknown.* *Note- she is one of three presidents in a district of three colleges, and therefore may have very little control when it comes to budgetary concerns.

   V.P. Report
   Governance review– College Council becomes the conduit for all decisions and therefore to include Budget Committee, etc. Before going through to the president and the board. Sheri Rollison and Theo Fung will be additional faculty members on the budget committee.

   Academic Standards Report
   Since the Chancellor’s office only responds with legal quotations from Title 5, the Academic Standards committee created Academic Standards Policies at CoM that was submitted to Ralph Black of CCCCCO for approval on Thursday, March 18th. The policies include: ‘W’ policies, petitions, lapses of time for repetition, and sub-standard grade policies.
6. Liberal Arts Degrees
   The Curriculum Committee will take on the task as endorsed by the Academic Senate to research and
discuss the reassessment of the current AA and AS degree and graduation requirements. The task will be
lead by key members of the committee: Alexandra Magalanes, Donna Monahan, Irina Roderick, and
Matthew Prieve. With additional research support provided by Paula Kantansky-Brown. Findings will be
brought forward to the curriculum committee each week on the agenda under pending items.

7. Assessment/Repeatability
   A. Department Repeatability Revisions
      1. Art (Rick Hall) [Final version of memo attached]
      2. Automotive Collision Repair Technology (Ron Palmer) [Draft version of memo attached]
      3. Automotive Technology (George Hritz) [Draft version of memo attached]
      4. Dance (Kristi Kuhn) *
      5. Dental Assisting (Grace Hom) [Draft version of memo attached]
      6. Computer Information Systems (John Hinds) [Draft version of memo attached]
      7. English Skills (Joyce Marks) [Draft version of memo attached]
      8. Medical Assisting (Roz Hartman) [Draft version of memo attached]
      9. Modern Languages (Kathryn Freschi) [Final version of memo attached]
     10. Multimedia Studies (Derek Wilson) [Draft version of memo attached]
     11. Music (Stan Kraczek) *
     12. Welding Technology (Jim Owen) *
   *Deferred– revisions to be provided for next curriculum meeting.
Voting Membership Present
J. Derbridge – Student Representative; D. Egert, Biology/Geology; M. Fulton – Physical Education and Health; J. Langinger – Health Science; A. Magallanes – Counseling; D. Monahan - English/Humanities; R. Palmer – Career Ed; M. Priewe – Library; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald, Paula Kutansky-Brown, Theo Mabry

Standing Items

1. Call to Order
2. Changes to the Agenda
   The addition of the December 1, 2003 minutes that are in need of approval, and move items 4 – 6 to the end of the agenda for all future meetings.
3. Approval of December 1, 2003 and December 8, 2003 Minutes
   December 1, 2003 minutes approved. December 8, 2003 Minutes approved with changes to #4: remove quotation marks (see attached). A. Magallanes, 2nd D. Monahan.

Action Items

4. Academic Senate Report by D. Wilson and J. Langinger
   H. Fernly reported that the preliminary search for a new President of CoM had been completed. The finalists will be interviewed in the later part of February and the Senate will also conduct open interviews with each finalist.
   
   The Senate agreed to extend the meeting times of their meeting as required in order to complete all of the items on the agenda. Approximately every other meeting will be open as not to conflict with college council meetings.

   The Technology Committee presented a proposal to the Senate for approval to hire a consultant to prepare a technology plan for the college. The Senate approved of the proposal unanimously with the condition that the technology committee and the Senate maintain final editorial rights of the final report/plan.

5. Liberal Arts Degrees
   To be deferred until next meeting.

6. Assessment/Repeatability
   The Dance program in Performing Arts submitted their report to the curriculum committee in the form of a letter. Currently waiting reports from other programs and departments.
### Action Items - Continued

#### 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

*All course deletions approved. J. Langinger, 2nd D. Monahan.*

#### 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

*All course deletions approved. D. Egert, 2nd J. Langinger.*

#### 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**

All degree and certificate revisions approved. All course revisions tentatively approved *M. Priewe, A. Magallanes* pending the following changes are made:

1. ELND 110A  #19, #35, #10, 30 & 31.
2. ELND 110B  #10, #14, #19, #30, #31, #35, & #44.
3. ELND 157  #6, #10, #14, #19, #27, #30, #31, & #35.
4. ELND 158  #6, #10, #14, #19, #27, & #35.
5. ELND 253  #6, #10, #14, #19, #27, #30, #35 & #44.
6. ELND 254A  #6, #10, #14, #19, #30, #31, #35, #41, & #46.
7. ELND 254B  #6, #10, #14, #19, #30, #31, #35, & #41.
Voting Membership Present
J. Derbridge, Student Representative; D. Egert, Biology/Geology; J. Langinger – Health Science; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan -English/ Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Jodi Fitzgerald

Standing Items

1. Call to Order at 2:25 pm
2. Changes to the Agenda None.
3. Approval of April 26, 2004 Minutes Deferred

Action Items

4. Ed Essick
   A. Business Office Systems
      Course Revisions
      1. BOS 230AB Medical Terminology
      2. BOS 231ABC Medical Transcription
      
      BOS 230AB and BOS 231ABC were deferred, pending comparison with MEDA 112, 120 and 121.

      Course Deletions
      3. BOS 116 Word Processing for Professional and Office Users

      4. BOS 200W Software Certification Test Preparation - Word
      Both BOS course deletions were approved 4/19/2004. J. Langinger, 2nd M. Priewe

   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
      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 Administarting Network Infrastructure
## Action Items-continued

### 4. Ed Essick

#### C. Computer Information Systems (continued)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. CIS 153</td>
<td>Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server O.S.</td>
</tr>
<tr>
<td>20. CIS 154</td>
<td>Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server</td>
</tr>
<tr>
<td>21. CIS 155</td>
<td>Designing Security for a Personal Computer Server O.S.</td>
</tr>
<tr>
<td>22. CIS 158</td>
<td>Managing a Personal Computer Network Environment</td>
</tr>
<tr>
<td>24. CIS 159</td>
<td>Computer Network Security Basics</td>
</tr>
<tr>
<td>23. CIS 161</td>
<td>Introduction to Computer System Hardware</td>
</tr>
<tr>
<td>25. CIS 162</td>
<td>Computer Operating Systems</td>
</tr>
<tr>
<td>26. CIS 163</td>
<td>Computer System Peripherals</td>
</tr>
<tr>
<td>27. CIS 164</td>
<td>Troubleshooting System Peripherals and Networking</td>
</tr>
<tr>
<td>28. CIS 213N</td>
<td>Internship in Networking</td>
</tr>
<tr>
<td>29. CIS 215</td>
<td>Visual BASIC Programming</td>
</tr>
<tr>
<td>30. CIS 213P</td>
<td>Internship in Print Publishing</td>
</tr>
<tr>
<td>31. CIS 237</td>
<td>Introduction to SQL Programming</td>
</tr>
</tbody>
</table>

The CIS course addition and all CIS course revisions were approved. J. Langinger, 2nd M. Priewe

#### Course Deletions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>32. CIS 119</td>
<td>Introduction to Project Management Software</td>
</tr>
<tr>
<td>33. CIS 140</td>
<td>Introduction to the Internet for Business</td>
</tr>
<tr>
<td>34. CIS 149</td>
<td>Personal Computer Workstation Operating Systems</td>
</tr>
<tr>
<td>35. CIS 152</td>
<td>Windows 2000 Accelerated</td>
</tr>
<tr>
<td>36. CIS 154</td>
<td>Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server</td>
</tr>
<tr>
<td>37. CIS 156</td>
<td>Designing a Network Infrastructure for a Personal Computer Server Operating System</td>
</tr>
<tr>
<td>38. CIS 157</td>
<td>Designing a Directory Services Infrastructure for a Personal Computer Server Operating System</td>
</tr>
<tr>
<td>39. CIS 200A</td>
<td>Software Certification Test Preparation - Access</td>
</tr>
<tr>
<td>40. CIS 200E</td>
<td>Software Certification Test Preparation – Excel</td>
</tr>
<tr>
<td>41. CIS 227</td>
<td>Database Programming</td>
</tr>
</tbody>
</table>

All CIS course deletions approved. J. Langinger, 2nd M. Priewe

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

<table>
<thead>
<tr>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Network Specialty</td>
</tr>
<tr>
<td>Desktop Publishing Specialty</td>
</tr>
<tr>
<td>Microcomputer Manager Specialty</td>
</tr>
<tr>
<td>Microcomputer Programmer Specialty</td>
</tr>
</tbody>
</table>

All CIS revisions to the catalog, degree and specialties were approved. J. Langinger, 2nd M. Priewe

#### Revisions to CIS Skills Certificates

<table>
<thead>
<tr>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office Database Specialist Skills Certificate</td>
</tr>
<tr>
<td>Microsoft Office Specialist Skills certificate</td>
</tr>
<tr>
<td>Networking Essentials</td>
</tr>
<tr>
<td>Web Programming Skills Certificate</td>
</tr>
</tbody>
</table>

All CIS revisions to the skill certificates were approved. J. Langinger, 2nd M. Priewe
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

All REAL course revisions were approved. J. Langinger, 2nd M. Priewe

Course Deletion
11. REAL 118 Real Estate Practice – Internship

The REAL course deletion was approved. J. Langinger, 2nd M. Priewe

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

The STAT course revision was approved. J. Langinger, 2nd M. Priewe

Pending Items

The Academic Senate questioned the behavior and professionalism of the Curriculum Committee, specifically in regards to a written and verbal complaint from the Performing Arts chair.

7. Liberal Arts Degrees
Magalanes presented the recommendation of the counseling department that College of Marin adopt a similar Liberal Arts degree structure to that of San Mateo College. Whereby an additional 18 units is required from Natural Science, Social Science, and Humanities with at least 3 units from each in addition to the GE requirements. This would satisfy the state requirement of a concentration of 18 units for the Liberal Arts degree.

This was unanimously approved by the curriculum committee and recommended for approval and endorsement by the Academic Senate.

8. Assessment/Repeatability
   A. Department Repeatability Revisions
A discussion on the letter of complaint sent to the Academic Senate by the chair of Performing Arts. The committee unanimously agreed that a response was not necessary.
Voting Membership Present
D. Egert, Biology/Geology; K. Kuhn – Performing Arts; J. Marks – Communications; J. Langinger – Health Science; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan -English/ Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Theo Mabry

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda None.
3. Approval of March 8, 2004 Minutes M. Priewe. 2nd D. Egert with correction of typo in Item 9: 58#### changed to full section number of 58161(d).

Action Items
4. Brian Wilson
   A. Selected Topic Conversion
      1. BOS 35 Web Quest – Beginning Internet Skills
      Approved. D. Monahan, 2nd D. Egert

5. David Rollison
   A. Request to Defer English/Humanities Discipline Presentation
   Approved to defer until Spring 2005. M. Priewe, 2nd R. Palmer

Pending Items
6. Academic Senate Report by D. Wilson for March 11th
   March 16th site visit to Skyline college for 1st choice COM president candidate.

   Management evaluations to be distributed to faculty on Monday, March 15th.

   ESL report for EMP accepted by senate with no objections.

   The first two of four public hearings about the COM Facilities Mater Plan* to solicit community input will be held on March 29 and April 6. The public hearings will be held at IVC (north county), KTD (middle county), Pt. Reyes (west county), and Mill Valley (south county). The objective is to solicit input from the community and to “try and imbue the public with the serious of COM facilities’ problems.”

   The board will render a decision on July 20th about whether or not to move forward with the bond.
   The deadline to get the bond on the ballot is Early August (maybe August 10th).

   * 3DI and Goodby will not present at any of the meetings. However, material supplied by both will be used by Lois Callahan and Michael Beebe in their presentations to the community.

   COM 2004/2005 Budget presented by Michael Beebe (see attached):
   Pg 1 Governor’s Budget Proposal moves items that are categorical funds into the general budget. Since COM is on Basic Aid, we lose all categorical funds (such as TTIP and PT faculty financial assistance).
7. Academic Senate Report by D. Wilson for March 11th
COM 2004/2005 Budget presented by Michael Beebe (continued):

Fee increases from $18 to $26 (and $52 for baccalaureates), discounted at 15% for possible enrollment declines. Currently leaning towards the “Intermediate” budget loss of $1 M.

Pg 2 Currently the budget is at 51.8% instructional. This was achieved by cutting $500 K from instructional and $1.5 M from operational in last budget cycle to correct for the 50/50 rule. As a result of the last budget cycle, COM now has 5% reserves and will be removed from the watch list.

Pg 3 Updates of recent news affecting COM budget.

Pg 4 Strategies for budget process

Pg 5 Budget Committee will be very crucial in the coming months in providing recommendations to the president and the board. The committee needs two additional faculty members to compose a committee of 4 faculty members, 3 classified members, and 1 management member. Committee to evaluate and integrate suggestions during March and April, and submit recommendations by April 15th.

Pg 6 No savings in non-salary (contracted personnel, such as referees, ASL, etc.). Dr. Beebe stated: “Program choices* must be made. We need to reduce instructional by $500 K and operational by $500 K to maintain 50/50 rule.” Retirees will not generate savings as they will be offset by new hires and savings passed along to current faculty as salary increases.

* He gave examples of Football and the Nursing home as possible reductions— competitive football has an annual cost of $40 – 50 K.

It was also noted by a senator that if we increased our enrollment by 1,000 students we would no longer qualify for Basic Aid status.

8. Liberal Arts Degrees
No updates for discussion at this time.

9. Discuss Resolution for Academic Senate to Assess AA & AS Degree Requirements
The committee discussed the resolution and revised for presentation to the Academic Senate on Thursday, March 18th (see attached memo).

10. Assessment/Repeatability
A. Department Repeatability Revisions
Repeatability proposals have been discussed for the following programs— responses to be sent as memos. (Draft versions of memos attached)

1. Art (Rick Hall)
2. Automotive Collision Repair (Ron Palmer)
3. Automotive Technology (George Hritz)
4. Dance (Kristi Kuhn)
5. Modern Languages (Kathryn Freschi)
6. Music (Stan Kraczek)
Curriculum Committee: Minutes from April 5th, 2004

Subcommittee of the Academic Senate

Voting Membership Present
J. Derbridge, Student Representative; D. Egert, Biology/Geology; J. Langinger – Health Science; D. Monahan -English/ Humanities; R. Palmer – Career Ed; D. Wilson – Chairperson

Non Voting Membership Present
Paula Kutansky-Brown

Standing Items

1. Call to Order at 2:25 pm

2. Changes to the Agenda Additional courses added under N. These courses require conceptual approval for state and area deans presentation.

3. Approval of March 29, 2004 Minutes  J. Langinger, 2nd R. Palmer

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

     BUS 121 and 144 will deferred until next meeting to allow time to review content changes. Courses with schedule and/or catalog changes will not be updated until Spring 2005. All other course revisions approved.  J. Langinger, 2nd R. Palmer

   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
4. **Ed Essick**  

B. **Business Office Systems Course Revisions - continued**  
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  

*All BOS course revisions deferred until next meeting.*

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  

*All CIS course revisions deferred until next meeting.*

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  

*All REAL course revisions deferred until next meeting.*

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

*Course revision deferred until next meeting.*
Action Items-continued

4. Ed Essick
   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

All BUS course deletions approved.

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

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

Course deletion deferred until next meeting.

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

Items G through M deferred until next meeting due to lack of time.
Action Items-continued

4. **Ed Essick**
   N. Computer Information Systems Course Revisions (Networking)
      1. CIS 150
      2. CIS 151
      3. CIS 153
      4. CIS 154
      5. CIS 155
      6. CIS 158
      7. CIS 159
      8. CIS 163
      9. CIS 213N Internship- Networking
      10. CIS 213P Internship- Print Publishing

*Revisions to courses to update texts, and change Times For Credit from 4 to 1 after 2 years of enrollment.*
*All courses have concept approval. Full approval pending UDWC approval.*

Pending Items

   The Academic Standards Committee had recently drafted policies reviewed by the district’s attorney for legal compliance with Title 5. The attorney’s assistant had the opinion that College of Marin was out of compliance. The Academic Senate will query the State Academic Senate for their interpretation of Title 5. Further discussion to occur at the next Academic Senate meeting on April 8th.

7. Liberal Arts Degrees
   No report.

8. Assessment/Repeatability
   A. Department Repeatability Revisions
   *Deferred.*
Curriculum Committee: Minutes from March 8th, 2004

Subcommittee of the Academic Senate

Voting Membership Present
D. Egert, Biology/Geology; K. Kuhn – Performing Arts; J. Marks – Communications; J. Langinger – Health Science; A. Magallanes – Counseling; J. Marks – Communications; D. Monahan - English/Humanities; R. Palmer – Career Ed; M. Priewe – Library; I. Roderick – Mathematics; D. Wilson – Chairperson

Non Voting Membership Present
Paula Kutansky-Brown, Theo Mabry

Standing Items
1. Call to Order at 2:20 pm
2. Changes to the Agenda Item 4 deferred.
3. Approval of March 1, 2004 Minutes M. Priewe. 2nd D. Egert

Action Items
4. Brian Wilson
   A. Selected Topic Conversion
      1. BOS 35 Web Quest – Beginning Internet Skills
        Deferred awaiting changes.

5. Mike Ransom
   A. Selected Topic Conversion
      1. CIS 241 Introduction to XML Programming
        Approved. J. Langinger, 2nd M. Priewe

6. Marie McCarthy
   A. Adaptive Physical Education Study Skills
      Adaptive P.E. presented by Jessica Naythons and Marie McCarthy. Study Skills presented by Harriet Eskildsen, Marie McCarthy, Frances Rouda, and Ellen Tollen. Both reviews accepted by the committee.

Pending Items
7. Academic Senate Report by D. Wilson for February 26th
   Board to choose finalist(s) in a closed session on March 1st. Subcommittee of senate to meet after last candidate interview to rate strengths and weaknesses of candidates in order to make recommendations to board.

   Retreat rights document presented and approved.

   Commencement committee members, especially faculty members, sought by Stacey Cook.

   Discussion about redistribution of college teaching units to be deferred until data regarding current allocation of FT and PT teaching units by discipline and department is provided by administration.

March 4th
Data from regarding PT and FT teaching units allocation provided by administration (see attached) for senate discussion about future redistribution of units. Senate agreed that a discussion involving movement of units will polarize faculty and erode collegiality. An action subcommittee will be formed to address the problem with representation from all program areas. The subcommittee will be comprised of department chairs or representatives, senators, curriculum representative, and managers.
7. Academic Senate Report by D. Wilson for March 4th (continued)
Management evaluations to be sent out in the coming weeks, with cover letter to be included.

Academic Standards determined that a course that results in a grade of NC, may be repeated one more time. Any additional repeats will require a petition even for a grade of NC.

Emeritus Program improvements approved as well as highly encouraged and endorsed by the interim President. The program will be much stronger with the following:
- A certificate that honors and acknowledges the faculty member
- An event to honor the Emeritus (last event 1997) sometime in May (possibly an afternoon tea at Marin Art & Gardens)
- An ID card that may be used for:
  1. As a parking pass
  2. Library card
  3. Reduced or free tuition
  4. Discounts for college events (performances, etc.)

ESL report for EMP provided by Blaze Woodlief. Some of the content has been included in the EMP draft. Responses look satisfactory, to be reviewed by senators and respond by next senate meeting.

8. Liberal Arts Degrees
The counseling department discussed degree requirement in its last meeting. The department was leaning towards a policy to not let students “double count” courses for both the G.E. and the major/focus of the degree. Another meeting is scheduled for April 1st at which time the department will make a decision. Their recommendation(s) will be presented to the curriculum committee on April 5th.

Committee members from Math, English, and Basic Skills are concerned about the requirements of their respective areas for the AA and AS degrees. Specifically that the degree requirements, unlike the transfer requirements are equal to or less than local high school requirements for the same subjects. As a result of this discussion, the curriculum committee drafted the following resolution to present to the Academic Senate:

As a subcommittee of the Academic Senate, the members of the Curriculum Committee request that an action subcommittee be formed by the Academic Senate to reassess the GE and graduation requirements for the AA and AS degrees at College of Marin. Department chairs or department representatives would submit their recommendations for GE and graduation requirements to the subcommittee for the following academic year (2004/2005).

9. Assessment/Repeatability
A. Department Repeatability Revisions
Dance and Performing Arts presented by Kristi Kuhn and Stan Kraczek.

Dance and performing arts have reduced their repeatable courses and removed all on-going 139 courses. Under the provision of Title 5, section 58161(d), Dance and Performing Arts courses will not submit a repeat matrix for each course, and instead limit the number of units for a sequence of courses to 8 units. The policy for repetition of Dance and Performing Arts courses* will be outlined in the catalog description.

* The description will be modeled after the Dance repetition policy for San Francisco City College.