

Approved 12/3/98

SAN DIEGO MESA COLLEGE
CURRICULUM COMMITTEE

Minutes

Thursday, November 19, 1998

Present: Y. Bergland, N. Bray, C. Buck, C. DuPraw, J. Ellis, P. Hjorth-Gustin, P. Meckstroth, S. Newell, A. Taccone

Absent: P. Chapman, S. Flor, G. Perri, L. Underwood

Guests: D. Evans, R. Edmundson, S. Orsinelli

M/S/C Bergland/Newell to approve the minutes of November 5, 1998 as corrected.

1.0 Mesa College Curriculum Proposals

M/S/C (Newell/Bergland) The proposal to approve, as submitted, with no changes the curriculum for the A. S. Degree and following Certificates of Completion as proposed for the Computer Business Technology Program: **Legal Secretary, Medical Office Assistant, Office Records Management, Typist/Word Processor, Website Designer, Administrative Assistant, and Insurance Adjuster.**

M/S/C (Newell/Bergland) To approve deactivation of the following **Office Information Systems Courses: 100,101,102,103,114, 140, 141A,142,143, 151,151A,152A,152B,153A,157,162,163,164,165,165A,165B,168,170,171,172, 174,178,179,181,189,192,205,210,211,212,270,290,105,146,161,141** as submitted.

M/S/C (Bergland/Bray) Not to approve the new course **CBTE (Computer Business Technology) 104, Keyboarding/Typing Speed Development**, for the following reasons: a) the advisory statements are not appropriate – should be the courses CBTE 101, 102, or 103; the program page should indicate CBTE 104, not 105; writing assignments are too generic; prerequisite, corequisite, advisory scrutiny forms were not done; specific examples are needed for appropriate readings, writing assignments, appropriate outside assignments, and appropriate assignments that demonstrate critical thinking. Section IV needs information concerning the advisory.

M/S/C (Bergland/Bray) Not to approve the new course **CBTE 211, Automated Office Procedures**, for the following reasons: the opening statement of the catalog description is not a sentence; the field trip designation should be added; wording in the outline of topics should be modified; the prerequisite, corequisite, advisory scrutiny forms were not completed, and the program pages do not reflect the changes to course number or title change.

M/S/C (DuPraw/Bergland) To approve the new course **CBTE 110A, Intro to Disk Operating Systems**, with the following minor corrections: Under appropriate readings, section #2, concerning the chess article, check the WEB address.

M/S/C (Meckstroth/Bergland) To approve the new course **CBTE 210, Computers in Business**, with the following changes: Add "or OFCE 169" to the catalog course description. In the outline of topics, some topics need to be added to reflect objectives. In course objective #1, after "distribution;" add "security, privacy, ethics". At the end of course objective #3, add at the end, "present and future."

M/S/C (Taccone/Bray) to approve the remaining new **CBTE** courses as follows: **101,102,103,110,112,113,120,120A,120B,122,126,130,130A,130B,132,140,140A,151,161,162,170,180,190,198A,198B,200,205,221,222,230,231,237and 238.**

2.0 City College Curriculum Proposals for Review and Comment

Co-Chair Ellis pulled the following items from the agenda since they had already gone through CIC: **DSPS 65, Manufacturing Tech 115, and Radio/TV 116.**

The proposal for the new course **Business 90D, Workplace Competencies**, was reviewed and the committee made the following recommendations: There is a need to examine the advisory for reading and writing skills. Some concern was expressed about including SCANS skills in the course description.

The proposal for **Biology 265, BioProduction Technology**, for the Certificate for Achievement Option was reviewed. The committee expressed the following concerns: a) The request came as "FYI" when it was an elective for the degree and b) There was no communication between the Mesa Biology Chairs and City College.

3.0 City College Curriculum Proposals for Approval

M/S/C (Bergland/Bray) To approve **Biology 101, Issues in Environmental Biology**, for the IGETC list with notation that the course outline be integrated.

M/S/C (Taccone/Bergland) To approve deactivation of the following courses at City: **Court Reporting 044, Latin 044, Music 240A, Music 240B, Psychology 125, and Russian 044.**

M/S/C (Bray/Taccone) To approve deactivation of **Physical Education 183, Adapted Special Activities**, at City College.

M/S/C (Bergland/Bray) To return the request to rename the Physical Education Department at City with the recommendation that there be districtwide discussion.

4.0 Catalog Reform

Co-Chair Ellis reported that the issue of catalog reform would be discussed at the Mesa Academic Affairs Committee on November 23, 1998.

5.0 Mission Statement

CRS members were asked to read the latest draft of the mission statement and bring back input to the December 3, 1998 meeting.

6.0 Adjournment

The meeting was adjourned at 4:30 p.m.

Minutes approved by

Jan Ellis, Chair

NEXT MEETING: December 3, 1998, Room A102, 2:00 p.m.