DRAFT

DE ANZA COLLEGE
CURRICULUM COMMITTEE MINUTES

Tuesday, December 3, 2024
2:30pm - 4:00pm
Location: Staff Development Lab – MLC 243

PRESENT:

Mike Appio *(AT)*
Bob Kalpin *(BH)*
Marco Marquez *(CA)*
Michele Fritz *(CB)*
Sandra Li *(CB)*
Ryan Chu *(DASG)*
Sridevi Lakshmanan *(DS)*
Hua-Fu Liu *(IC)*

Katelyn Endow *(LA, LR)*
Joe D'Agostino *(PE)*
Vinh Kha Nguyen *(PS)*
Ramona Gabriel *(SS)*
Betty Inoue *(ST)*
Christa Steiner *(Articulation Officer)*
Sam Bliss
    (Administrative Co-Chair, tie vote)

Sukhjit Singh *(Faculty Co-Chair, tie-vote)*
Zack Judson
    (Faculty Vice Chair – nv, Content Review Liaison)
Mi Chang *(Curriculum Secretary - nv)*
Ashley Egbert
    (Curriculum Secretary - nv)

ABSENT:

Thomas Ray *(Division Dean Rep.)*, Mary Clark-Tillman *(Curriculum Coordinator - nv)*, Erik Woodbury *(Academic Senate President - nv)*

GUESTS:

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1. **Approval of today's agenda** – **APPROVED** – (M/S/C— Lakshmanan/Inoue) – as presented.

2. **APPROVAL OF MINUTES:**

   a. November 12, 2024, Minutes – **APPROVED** – (M/S/C—Kalpin/Fritz) – as presented.

3. **CONSENT CALENDAR:**

   a. **APPROVED, effective Fall 2025:**
   November 25, 2024

   To: Curriculum Committee

   Fr: Mary K. Clark-Tillman, Curriculum Coordinator

   Re: Intermediary number changes for CCN number changes, effective fall 2025:

   The following courses will have this format setup in Banner to identify the new departments for the CCN.

   - EWRT 1A -> ENGL 1A -> ENGL C1000
   - EWRT 1AH -> ENGL 1AH -> ENGL C1000H
   - EWRT 2 -> ENGL 2 -> ENGL C1001
   - EWRT 2H -> ENGL 2H -> ENGL C1001H
   - MATH 10 -> STAT 10 -> STAT C1000
   - MATH 10 -> STAT 10H -> STAT C1000H

- POLI 1 -> POLS 1 -> POLS C1000
- POLI 1H -> POLS 1H -> POLS C1000H

Regards,
Mary K. Clark-Tillman

b. **APPROVED, effective Fall 2026:**
To: Curriculum Committee
Date: Nov 12, 2024
Re: Update the Math 201A: Calculus 1 Support to Math 201A: Calculus I support
Effective fall 2026

Course ID/Program Title: MATH 201AAction to be taken on the course/program.

Update the Math 201A: Calculus 1 Support to Math 201A: Calculus I support. That is changing the number 1 to the roman number I.

- signed Vinh Kha Nguyen
- signed Fatemeh Yarahmadi
- signed Mehrdad Khosravi

4. **ACTION CALENDAR** – **APPROVED** – (M/S/C—Inoue/Kalpin) – as presented.

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

a.	**APPROVED, effective Fall 2025: CIS 82W** Initiator: Mary Pape Title: Current Topics in Computer Information Systems Unit(s): 1 Lec Hour(s): 1 5-Year Review Stand-Alone CSU Transferable Online **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
b.	**APPROVED, effective Fall 2025: CIS 82X** Initiator: Mary Pape Title: Current Topics in Computer Information Systems Unit(s): 2 Lec Hour(s): 2 5-Year Review Stand-Alone CSU Transferable Online & Hybrid

	Approved Curriculum Consensus Vote Items: 　—See Appendix A for required and/or recommended changes.
c.	**APPROVED, effective Fall 2025: CIS 82Y** Initiator: Mary Pape Title: Current Topics in Computer Information Systems Unit(s): 3 Lec Hour(s): 3 5-Year Review Stand-Alone CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
d.	**APPROVED, effective Fall 2025: CIS 82Z** Initiator: Mary Pape Title: Current Topics in Computer Information Systems Unit(s): 4 Lec Hour(s): 4 5-Year Review Stand-Alone CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
e.	**APPROVED, effective Fall 2025: CIS 98** Initiator: Mary Pape Title: Digital Image Editing Software (Photoshop) Unit(s): 4.5 Lec Hour(s): 4 Lab Hour(s): 1.5 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
f.	**APPROVED, effective Fall 2025: CIS 398** Initiator: Mary Pape Title: Digital Image Editing Software (Photoshop) Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99 5-Year Review Program Applicable

	Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
g.	**APPROVED, effective Fall 2025: CIS 99** Initiator: Abeer Alameer Title: Office Software Applications Unit(s): 4.5 Lec Hour(s): 4 Lab Hour(s): 1.5 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
h.	**APPROVED, effective Fall 2025: CIS 399** Initiator: Abeer Alameer Title: Office Software Applications Unit(s): 0 Lec Hour(s): 4 Lab Hour(s): 1.5 Repeat: 99 5-Year Review Program Applicable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
i.	**APPROVED, effective Fall 2025: DANC 25A** Initiator: Janet Shaw Title: Theory and Technique of Salsa Dance I Unit(s): 1 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
j.	**APPROVED, effective Fall 2025: DANC 25B** Initiator: Janet Shaw Title: Theory and Technique of Salsa Dance II Unit(s): 1 Lab Hour(s): 3 Repeat: Family

	5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
k.	**APPROVED, effective Fall 2025: MUSI 1A** Initiator: Ilan Glasman Title: Music Appreciation: Music in Western Cultures Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Cal-GETC C-ID Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
l.	**APPROVED, effective Fall 2025: MUSI 1B** Initiator: Ilan Glasman Title: Music Appreciation: Jazz Styles Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Cal-GETC Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
m.	**APPROVED, effective Fall 2025: MUSI 1C** Initiator: Ilan Glasman Title: Music Appreciation: World Music in America Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Cal-GETC

	Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
n.	**APPROVED, effective Fall 2025: MUSI 1D** Initiator: Ilan Glasman Title: Music Appreciation: Rock - From Roots to Rap Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable & UC Transferable De Anza GE Cal-GETC Online & Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
o.	**APPROVED, effective Fall 2025: PHTG 1** Initiator: Lisa Teng Title: Basic Photography Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 5-Year Review Program Applicable CSU Transferable & UC Transferable Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
p.	**APPROVED, effective Fall 2025: PHTG 301** Initiator: Lisa Teng Title: Basic Photography Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 5-Year Review Program Applicable Hybrid **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.
q.	**APPROVED, effective Fall 2025: PHTG 2** Initiator: Hiroyo Kaneko Title: Intermediate Photography Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family

	5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
r.	**APPROVED, effective Fall 2025: PHTG 4** Initiator: Hiroyo Kaneko Title: Introduction to Digital Photography Unit(s): 3 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: Family 5-Year Review Program Applicable CSU Transferable & UC Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
s.	**APPROVED, effective Fall 2025: PHTG 304** Initiator: Hiroyo Kaneko Title: Introduction to Digital Photography Unit(s): 0 Lec Hour(s): 2 Lab Hour(s): 3 Repeat: 99 5-Year Review Program Applicable Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
t.	**APPROVED, effective Fall 2025: REST 50** Initiator: Mark Sherby Title: Real Estate Principles Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
u.	**APPROVED, effective Fall 2025: REST 350** Initiator: Mark Sherby Title: Real Estate Principles Unit(s): 0 Lec Hour(s): 4

	Repeat: 99 5-Year Review Program Applicable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
v.	**APPROVED, effective Fall 2025: REST 53** Initiator: Mark Sherby Title: Real Estate Finance Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
w.	**APPROVED, effective Fall 2025: REST 353** Initiator: Mark Sherby Title: Real Estate Finance Unit(s): 0 Lec Hour(s): 4 Repeat: 99 5-Year Review Program Applicable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
x.	**APPROVED, effective Fall 2025: REST 61** Initiator: Mark Sherby Title: Real Estate Investments Unit(s): 4 Lec Hour(s): 4 5-Year Review Program Applicable CSU Transferable Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
y.	**APPROVED, effective Fall 2025: REST 361** Initiator: Mark Sherby Title: Real Estate Investments

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Unit(s): 0   Lec Hour(s): 4
Repeat: 99

5-Year Review
Program Applicable
Online & Hybrid

Approved Curriculum Consensus Vote Items:
   —See Appendix A for required and/or recommended changes.

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5. **OTHER BUSINESS**:

   a. Equity in COR (i.e. OER) – Judson
      - Continuing the discussion that Curriculum Committee's should be reviewing for equity as a requirement of Title IV, the discussion of recommending OER as a way of how to add equity during curriculum review was discussed. As a general reminder faculty are not required to use any of the primary texts and references that are listed on a COR.
      - **APPROVED** – (M/S/C—Judson/Liu) – Add a "recommendation to include at least one OER if available and if appropriate" during curriculum review. Faculty can use these links as a resource:
         o We invite you to explore **LibreTexts** (https://libretexts.org/), an excellent repository of OER materials
         o For a curated collection specifically tailored to California Community Colleges, visit the **ASCCC OERI site** at https://asccc-oeri.org/california-community-colleges-open-educational-resources/
      - As OER resources are further developed and more support is available the recommendation can be changed to a requirement.
      - **APPROVED** – (M/S/C—Judson/Liu) – Add a "recommendation to use inviting and relatable responsive language in the course description" during curriculum review.
      - Additional ideas on adding equity in a COR are:
         o Including assignments and assessments that are formative and summative.
         o Including a variety of methods of evaluation, assignments and assessments. Note: This is a part of the RSI training part 2.
         o Both of these ideas will be brought up in future discussions to develop.

   b. Holiday Memento – Singh
      - Distributed mementos to the members.

   c. Public Comments
      - Ashley Egbert was introduced as the new Academic Services Technician, Senior with the Curriculum Office.
      - Mary Clark-Tillman wishes everyone a Happy Holidays!

6. **MEETING ADJOURNED** — (M/S/C—Steiner/Liu)

DRAFT

APPENDIX A

CISD082W

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.

CISD082X

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.

CISD082Y

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.

CISD082Z

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.
Specification - Methods of Evaluation	Required	Edit or add a sub-topic indicating the final exam/project/paper. Ensure edits are the same between CIS 82W, CIS 82X, CIS 82Y and CIS 82Z.

CISD098.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Ensure the same texts between CIS 98 and CIS 398.
Outline - Course Outline	Required	Topic H between CIS 98 and CIS 398 are not the same. Please ensure it is the same.
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change

CISD0398.

Area	Edit Type	Edit

Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years. Ensure the same edits between CIS 98 and CIS 398.
Specification - Examples of Primary Texts and References	Required	Ensure the same texts between CIS 98 and CIS 398.
Outline - Course Outline	Required	Topic H between CIS 98 and CIS 398 are not the same. Please ensure it is the same.
Learning Outcomes - Course Objectives	Required	Edit the corresponding objective to match the above change

CISD099.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure the same edits between CIS 99 and CIS 399. When revising please do not reference the course ID nor the course title.

CISD399.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure the same edits between CIS 99 and CIS 399. When revising please do not reference the course ID nor the course title.

DANCD025A

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Need to incorporate written communication through collaborative exercises.

DANCD025B

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title
Outline - Course Outline	Required	Add/combine/remove as an "a" needs a "b". A5 needs a "b."
Outline - Course Outline	Required	Add/combine/remove as an "a" needs a "b." A6 needs a "b."

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Need to incorporate oral communication into this response

MUSID001A

Area	Edit Type	Edit
Specification - Essential College Facilities	Required	Please remove mention of overhead projector since this is assumed already be in every classroom. Everything else can stay.

De Anza GE Form

Area	Edit Type	Edit

Criteria 2	Required	Need to incorporate written communication through collaborative exercises.

MUSID001B

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Need to add oral and collaborative exercises

MUSID001C

Area	Edit Type	Edit
Basic Course Information - General Information	Recommended	Course description syntax error. Perhaps exchange the word "includes" with "including"

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Need to add oral and written communication and collaborative exercises.

MUSID001D

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Need to add oral and collaborative exercises - (ONLY using the Outline, Assignments or Methods of Evaluation areas, cite, copy and paste the area referenced.)
Criteria 4	Required	please change the description of the outline D entry in criteria 4, to match the actual outline D description.

PHTGD001.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure same edits between PHT 1 and PHTG 301
Specification - Essential Student Materials	Required	Please remove mention of a "computer, internect access to Canvas". Ensure the same edits between PHTG 1 and PHTG 301
Specification - Examples of Primary Texts and References	Required	Ensure the same texts between PHTG 1 and PHTG 301

PHTGD301.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process. Ensure same edits between PHT 1 and PHTG 301
Specification - Essential Student Materials	Required	Please remove mention of a "computer, internect access to Canvas". Ensure the same edits between PHTG 1 and PHTG 301
Specification - Examples of Primary Texts and References	Required	Ensure the same texts between PHTG 1 and PHTG 301

PHTGD002.

Area	Edit Type	Edit
Basic Course Information - Course Justification	Required	Course Justification - in the sentence indicating a program that this course belongs on, only state ONE program

PHTGD004.

Area	Edit Type	Edit
Specification - Essential College Facilities	Required	Please remove mention of smart classroom becausen it is assumed they are all smart classrooms. Needing 30 computers is okay to keep though. Ensure the same edits between PHTG 4 and PHTG 304

PHTGD304.

Area	Edit Type	Edit
Specification - Essential College Facilities	Required	Please remove mention of smart classroom becausen it is assumed they are all smart classrooms. Needing 30 computers is okay to keep though. Ensure the same edits between PHTG 4 and PHTG 304

RESTD050.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title. Ensure the same between REST 50 and REST 350.

RESTD350.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title. Ensure the same between REST 50 and REST 350.

RESTD053.

Area	Edit Type	Edit

| Basic Course Information - General Information | Required | Course Description - edit to remove course ID and/or course title. Ensure the same between REST 53 and REST 353. |

RESTD353.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title. Ensure the same between REST 53 and REST 353.

RESTD061.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title. Ensure the same between REST 61 and REST 361.

RESTD361.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title. Ensure the same between REST 61 and REST 361.