Approved 3/18/25 as presented.

DE ANZA COLLEGE
CURRICULUM COMMITTEE MINUTES

Tuesday, February 25, 2025
2:30pm - 4:00pm
Location: Staff Development Lab – MLC 243

PRESENT:

Bob Kalpin *(BH)*
Marco Marquez *(CA)*
Michele Fritz *(CB)*
Sandra Li *(CB)*
Ryan Chu *(DASG)*
Hua-Fu Liu *(IC)*
Chris Deming *(PS)*

Vinh Nguyen *(PS)*
Ramona Gabriel *(SS)*
Pauline Wethington *(ST)*
Thomas Ray *(Division Dean Rep.)*
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:

Mike Appio *(AT),* Katelyn Endow *(LA, LR),* Joe D'Agostino *(PE),* Derrick Felton *(FA Rep.),* Mary Clark-Tillman *(Curriculum Coordinator - nv)*

GUESTS:

Omar Torres *(President of De Anza College),* Erik Woodbury *(Academic Senate President),* Cathy Phongsamran *(DS)*

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

2. **APPROVAL OF MINUTES:**

   a. February 4, 2025, Minutes – **APPROVED** – (M/S/C—Kalpin/Marquez) – as presented.

3. **CONSENT CALENDAR:**

   a. **APPROVED, effective Fall 2025:**
   To: Curriculum Committee
   Date: 2/11/25
   Re: ENGR 35
   Effective fall 2025

   The items G in existing course outline is shown below: "G. Recognize trusses, frames, and machines"
   This item needs to be modified to: "G. Analyze trusses, frames, and machines".
   Per articulation officer, This change is required since UC Davis is planning to remove the articulation starting Fall 2025.

   - signed Saied Rafati
   - signed Mehrdad Khosravi

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

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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: DANC 37A** Initiator: Janet Shaw Title: Theory and Technique of Jazz 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.
b.	**APPROVED, effective Fall 2025: DANC 37B** Initiator: Janet Shaw Title: Theory and Technique of Jazz 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.
c.	**APPROVED, effective Fall 2025: DANC 37C** Initiator: Janet Shaw Title: Theory and Technique of Jazz Dance III 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.
d.	**APPROVED, effective Fall 2025: DMT 77D** Initiator: Mike Appio

	Title: Special Projects in Manufacturing and CNC/NIMS Level 1 Unit(s): 2 Lab Hour(s): 6 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
e.	**APPROVED, effective Fall 2025: DMT 77E** Initiator: Mike Appio Title: Special Projects in Manufacturing and CNC/NIMS Level 2 Unit(s): 2 Lab Hour(s): 6 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
f.	**APPROVED, effective Fall 2025: DMT 77F** Initiator: Mike Appio Title: Special Projects in Manufacturing and CNC/NIMS Level 3 Unit(s): 2 Lab Hour(s): 6 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
g.	**APPROVED, effective Fall 2025: HTEC 95B** Initiator: Maureen Miramontes Title: Phlebotomy Technician I Externship Unit(s): 3 Lab Hour(s): 9 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
h.	**APPROVED, effective Fall 2025: HTEC 96C** Initiator: Maureen Miramontes Title: Medical File Clerk Externship Unit(s): 4 Lab Hour(s): 12

	5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
i.	**APPROVED, effective Fall 2025:** **HTEC 96D** Initiator: Maureen Miramontes Title: Medical Record Clerk Externship Unit(s): 4 Lab Hour(s): 12 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
j.	**APPROVED, effective Fall 2025:** **HTEC 96E** Initiator: Maureen Miramontes Title: Business Office Clerk Externship Unit(s): 4 Lab Hour(s): 12 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
k.	**APPROVED, effective Fall 2025:** **HTEC 96F** Initiator: Maureen Miramontes Title: Insurance and Coding Externship Unit(s): 4 Lab Hour(s): 12 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
l.	**APPROVED, effective Fall 2025:** **HTEC 96G** Initiator: Maureen Miramontes Title: Medical Transcription Externship Unit(s): 4 Lab Hour(s): 12 5-Year Review Program Applicable CSU Transferable

	Approved Curriculum Consensus Vote Items: —See Appendix A for required and/or recommended changes.
m.	**APPROVED, effective Fall 2025: HTEC 96H** Initiator: Maureen Miramontes Title: EKG Externship Unit(s): 4 Lab Hour(s): 12 5-Year Review Program Applicable CSU Transferable **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
n.	**APPROVED, effective Fall 2025: MATH 11** Initiator: Yogeswari Viswanadha Title: Finite Mathematics Unit(s): 5 Lec Hour(s): 5 5-Year Review Program Applicable CSU Transferable & UC Transferable Cal-GETC C-ID Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
o.	**APPROVED, effective Fall 2025: MATH 11H** Initiator: Fatemeh Yarahmadi Title: Finite Mathematics - HONORS Unit(s): 5 Lec Hour(s): 5 5-Year Review Program Applicable CSU Transferable & UC Transferable Cal-GETC C-ID Online & Hybrid **Approved Curriculum Consensus Vote Items:** —See Appendix A for required and/or recommended changes.
p.	**APPROVED, effective Fall 2025: POLI 15** Initiator: James Nguyen Title: Grassroots Democracy: Race, Politics and the American Promise Unit(s): 4 Lec Hour(s): 4 Cross-List: ICS 25

	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.
q.	**APPROVED, effective Fall 2025: ICS 25** Initiator: James Nguyen Title: Grassroots Democracy: Race, Politics and the American Promise Unit(s): 4 Lec Hour(s): 4 Cross-List: POLI 15 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.
r.	**APPROVED, effective Fall 2025: POLI 16** Initiator: James Nguyen Title: Grassroots Democracy: Social Movements Since the 1960s Unit(s): 4 Lec Hour(s): 4 Cross-List: ICS 36 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.
s.	**APPROVED, effective Fall 2025: ICS 36** Initiator: James Nguyen Title: Grassroots Democracy: Social Movements Since the 1960s Unit(s): 4 Lec Hour(s): 4 Cross-List: POLI 16 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.
t.	**APPROVED, effective Fall 2025: POLI 17** Initiator: James Nguyen Title: Grassroots Democracy: Leadership and Power Unit(s): 4 Lec Hour(s): 4 Cross-List: ICS 27 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.
u.	**APPROVED, effective Fall 2025: ICS 27** Initiator: James Nguyen Title: Grassroots Democracy: Leadership and Power Unit(s): 4 Lec Hour(s): 4 Cross-List: POLI 17 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.
v.	**APPROVED, effective Fall 2025: POLI 17H** Initiator: James Nguyen Title: Grassroots Democracy: Leadership and Power - HONORS Unit(s): 4 Lec Hour(s): 4 Cross-List: ICS 27H 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.
w.	**APPROVED, effective Fall 2025: ICS 27H** Initiator: James Nguyen Title: Grassroots Democracy: Leadership and Power - HONORS Unit(s): 4　Lec Hour(s): 4 Cross-List: POLI 17H 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.
x.	**APPROVED, effective Fall 2025: PSYC 4** Initiator: Shannon Hassett Title: Abnormal Psychology 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.
y.	**APPROVED, effective Fall 2025: READ 70** Initiator: Veronica Acevedo Avila Title: Reading Across the Disciplines Unit(s): 1　Lec Hour(s): 1 5-Year Review Stand-Alone CSU Transferable **Approved Curriculum Consensus Vote Items:** 　—See Appendix A for required and/or recommended changes.

Approved 3/18/25 as presented.

5. **OTHER BUSINESS**:
   a. President Omar Torres – Welcome and Noncredit Vision
      • Thanked the committee for their service and all their hard work
      • Noncredit Curriculum Training presentation:
         o Expediate the process while keeping the integrity and quality of the courses/programs at De Anza College.
         o Promise of continuing education through noncredit courses.
         o Presentation will be made available via Sukhjit Singh.

   b. Accompanying Structural Considerations – Bliss
      • Bliss – With the administrative noncredit restrictions no longer in place, he is looking to expand the Curriculum Committee by 6-8 members to review noncredit courses/programs to expedite the process for them. He is actively recruiting the members. He is seeking approval from the committee to expand and create a Noncredit Committee.
      • Wethington – asked to slow down to test this with a few courses due to the many changes coming down (especially with CCN changes).
      • Ray – all GE would be difficult to create noncredit courses in.
      • Marquez – wants an example of a successful nonenhanced course/program.
      • Bliss - funding will be a discussion between the dean and the VP of Instruction.
      • Judson – concerned about the parallel bodies because there should not be two separate reviews. Review of noncredit courses should be to the same standards as the credit courses.
      • Fritz – why does noncredit need technical review? Judson – Title V dictates.
      • Singh – create processes and checklists to maintain quality and standards.
      • Judson – create an in between – get more people to CC incorporated within CC rather than a separate group.
      • Singh – how many courses to do you see coming through? Bliss – guesses about double the amount of the current noncredit courses.
      • Judson – consider the impact of CCN. There is not an immediate need for action. The committee was presented with a lot information and discussed but why does a vote/action need to be taken today?
      • Judson – if another committee was formed, how would that happen. Would they be voting or non-voting members?
      • Fritz - motions to propose let the restrictions being removed; let the work go on and see how many courses come to CC for review. Then this will lead to a process change. A wait and see approach. Hua-fu seconds. Fritz – withdraws the motion.
      • Judson – what impact would this have on a rolling deadline in eLumen? Are there roadblocks to consider in eLumen?
      • Bliss – the timeline is still being developed.
      • Actionable items:
         • This will placed on the next agenda for further discussion.
         • There are three possible options:
            1. Expanding the committee with 6-8 members to review only noncredit courses.
            2. Creating a dedicated subgroup within the main Curriculum Committee.
         • Having Curriculum Committee review the noncredit courses.
         • Recommend having Woodbury in attendance at the next meeting.

- Judson – proposes that each rep discuss with their respective divisions and bring back feedback to the next meeting.

c. Course Sunset Policy Consideration: 1. Suspend or 2. Delete – Singh – **NOT DISCUSSED – OUT OF TIME**

- Communication to students and counseling of course suspension/deletion

d. DEI in COR – Bliss/Judson – **NOT DISCUSSED – OUT OF TIME**

- https://www.deanza.edu/curriculum/usefullinks/

e. Attendance Option for Curriculum Reps to Join In-Person Meetings Remotely – Singh – **NOT DISCUSSED – OUT OF TIME**

f. Division Curriculum Representative Training – Singh – **NOT DISCUSSED – OUT OF TIME**

g. Public Comments

6. **MEETING ADJOURNED** — (M/S/C—Kalpin/Judson)

APPENDIX A

DANCD037A

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Remove non-author elements from author on Fit and Well
Specification - Essential College Facilities	Required	Remove " media/audio playback, projection facilities, wi-fi (hard wire OK)"

DANCD037B

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Remove non-author elements from author on Fit and Well
Specification - Essential College Facilities	Required	Remove " media/audio playback, projection facilities, wi-fi (hard wire OK)"

DANCD037C

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - edit to remove course ID and/or course title
Specification - Essential College Facilities	Required	Remove " media/audio playback, projection facilities, wi-fi (hard wire OK)"

DMTD077D

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

DMTD077E

Approved 3/18/25 as presented.

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

DMTD077F

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

HTECD095B

None		

HTECD096C

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years (there is a 15th edition)

HTECD096D

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years (there is a 15th edition)

HTECD096E

Area	Edit Type	Edit
Outline - Course Outline	Required	Topic F - Add an F.2

Approved 3/18/25 as presented.

HTECD096F

None		

HTECD096G

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years
Specification - Examples of Primary Texts and References	Required	Must have at least one text from 2018 or later

HTECD096H

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Review texts/references and update to reflect current publication/years
Specification - Examples of Primary Texts and References	Required	Must have at least one text from 2018 or later

MATHD011.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Specification - Methods of Evaluation	Required	Remove E. (this is not the honors course)
Outline - Course Outline	Required	Please remove the statement "See Multicultural Handout for developmental sequence for additional activities"
Outline - Course Outline	Gram/Spell/Punc Error	Recommendation: Use uniform capitalization in sub topics of outline

MATHD011H

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Course Justification	Required	Course Justification - in the sentence indicating a program that this course belongs on, only state ONE program
Basic Course Information - Course Justification	Required	Course Justification - edit to remove course ID and/or course title
Outline - Course Outline	Required	Please remove the statement "See Multicultural Handout for developmental sequence for additional activities"
Outline - Course Outline	Gram/Spell/Punc Error	Recommendation: Use uniform capitalization in sub topics of outline

POLID015

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

ICSD025.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

POLID016.

Area	Edit Type	Edit

| Specification - Examples of Primary Texts and References | Required | Separate author, title, etc. into individual fields |
| Specification - Examples of Primary Texts and References | Required | No more than 5 texts at least one of which must be 2018 or later |

ICSD036.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

POLID017.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

ICSD027.

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

POLID017H

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields

Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Collaborative and written exercises need to be added. This was done nicely in the non-honors version, so a simple copy would do
Criteria 6	Required	This part needs to be filled in. Just as in criteria 2, the non-honors response is great, so if you copy that over, it will be perfect. thanks

ICSD027H

Area	Edit Type	Edit
Specification - Examples of Primary Texts and References	Required	Separate author, title, etc. into individual fields
Specification - Examples of Primary Texts and References	Required	No more than 5 texts at least one of which must be 2018 or later

De Anza GE Form

Area	Edit Type	Edit
Criteria 2	Required	Collaborative and written exercises need to be added. This was done nicely in the non-honors version, so a simple copy would do
Criteria 6	Required	This part needs to be filled in. Just as in criteria 2, the non-honors response is great, so if you copy that over, it will be perfect. thanks

PSYCD004.

Area	Edit Type	Edit

Approved 3/18/25 as presented.

Outline - Course Outline & Learning Objectives - Course Objectives	Required	Ensure topics (A, B, C, etc…) from the Outline must be the same as the Course Objectives in the Learning Objectives tab
Outline - Course Outline	Required	Topic C.1.b - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic C.2.h - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic C.3.e - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic C.4.c - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic D.1.h - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic D.2.c - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic D.4.a - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic D.7.g - Add/combine/remove as a "1" needs a "2"
Outline - Course Outline	Required	Topic G.10.f - Add/combine/remove as a "1" needs a "2"

READD070.

Area	Edit Type	Edit
Basic Course Information - General Information	Required	Course Description - use complete sentences; Incomplete sentences will be edited during catalog production process
Basic Course Information - Stand-Alone Statement	Required	Add a Stand-Alone Statement, see the eLumen User Manual for details, https://www.deanza.edu/curriculum/elumen/