Academic Policy & Planning Committee Minutes
Meeting: Thursday October 11, 2018 in Board Room at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
X Vice-Chair – David DeGroot
X Applied Behavioral Sciences – Christine Bisson
X Business – Brent Darwin
X Counseling – Lydia Maxwell
English – Kate Adams
X Fine Arts – Adrienne Allebe

Kinesiology, Rec & Athletics – Sheri Bates

X Health Sciences – Mary Pat Nelson

Industrial Technology – Patrick McGuire
X Academic/Student Affairs – Kellye Cohn
X Languages & Communication – Andrea Sanders
X Life and Physical Sciences – Wendy Hadley
X Mathematics Sciences – Derek Mitchem
Public Safety – Kristy Treur
Social & Behavioral Sciences – Tom VanderMolen

Student Representative – Yolanda Alishahi

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
X VP, Academic Affairs – Robert Curry
Admissions & Records – X Josie Cabanas and X Stephen Bernardo
X Articulation – David DeGroot
X Community Education – Sofia Ramirez-Gelpi
X Part-Time Faculty Union – Jim Houlis

OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi
GUEST: Melinda Nishimori, Joan B-Smith, and Kathy Beckelhymer.

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
X Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – David Humphreys
Dean, Student Services – Robert Parisi
X Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Extended Campus – Rick Rantz
Associate Dean/Athletic Director – Kim Ensing
Associate Dean/PCPA Director – Mark Booher

LEGEND

I = Initiator
R = A&P Department Representative
Lec = Lecture Units
Lab = Laboratory Units
CO = Chancellor's Office

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:
- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes: Sep 27, 2018.
Committee Action: The committee was not able to review the minutes Sep 27, 2018. A motion was made to table approval of the Sep 27, 2018 minutes. (M/S/P: Maxwell/Mitchem). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

Approval of the Agenda:
Committee Action: A motion was made to adjust the agenda to accommodate the initiators who are present at the meeting. (M/S/P: Maxwell/Mitchem). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. Nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

Chair Comments:
- Program Proposals for both Credit and Non-credit Programs. The chair reiterated the importance of ensuring that all course outlines in the program are updated for program modification submission to the Chancellor's Office. There is also a need to complete the "narrative form" as part of a CTE new program proposal.
- Course Numbering System. The chair presented the current college practice on course numbering. There is a need to be consistent with the numbering system since it defines specific course characteristics like transferability, specific template types like topics, non-transferable courses, and developmental courses. The current course numbering table does not, however, include course numbering for noncredit courses.
- Course Duplication. Discussions are underway regarding the photography noncredit classes and the Fine Arts department and faculty. Since the noncredit photography courses are modifications of existing courses, they have been vetted when they were initially proposed. However, the question on course duplication continues. The identified issues are:

- o Whether the noncredit courses compete with their credit similar counterparts. It was established upon initial proposal of these noncredit photography courses that there were no implications on the credit offerings since the noncredit courses are geared toward a different student population. In addition, the noncredit photography courses do not have the same depth as the credit counterparts.
- Program Vitality. The chair revisited discussion regarding department and discipline faculty decisions to discontinue a program. Current college practice regarding program vitality is detailed in the BP/AP 4021 Program Vitality.

Information Item: New Features of CURRIQUNET. The calculation of credit units is now based on the total student learning hours divided by 48 or 54. The course outline "units" field would continue to have 1-hour lecture being awarded 1 unit and 3-hour laboratory being awarded 1 unit. The fixes are underway.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Drop	CBIS 373	Intro to Windows	
Corrections	ESL 555	Pronunciation for ESL (3)	
Course Review	MMAC 101	Introduction to Multimedia Processes (2) Corequisite: MMAC 102	
Course Review	MMAC 102	Introduction to Multimedia Lab (1) Corequisite: MMAC 102	
Special Topics Approval: Justification: This course will allow students the skills necessary in a repertory theatrical production environment specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form.			
New Experimental Course	PE 179F	Intermediate Yoga Fitness (1) Justification: The department would like to expand the range of activity course offerings to provide greater opportunities for students.	
New Special Topic	THEA 198N	Exploration of Gent's Guide & Adams Family (1)	
New Special Topic	THEA 198O	Rep of Gent's Guide & Adams Family (3)	
New Special Topic	THEA 198P	Rep of Million Dollar Quartet & Earnest (3)	
	THEA 199O	Rep of Gent's Guide & Adams Family (3)	
New Special Topic	THEA 199P	Rep of Million Dollar Quartet & Earnest (3)	

Committee Action: A motion was made to adopt the consent agenda items. (M/S/P: Mitchem/Cohn). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. Nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification C-ID Alignment	ENGR 154	Dynamics (Lec 3) Prerequisite: ENGR 152 and MATH 182	Attached: ENGR 230 (2014)
Major Modification C-ID Alignment	ENGR 156	Strength of Materials (4) Prerequisite: ENGR 152	Attachment: ENGR 240
Major Modification C-ID Alignment	ENGR 161	Materials Science (Lec 3) Prerequisite: PHY 161 and CHEM 150 Advisory: Concurrent enrollment to ENGR 162	Attachment: ENGR 140 C-ID
Major Modification C-ID Alignment	ENGR 162	Materials Science Lab (1) Prerequisites: PHYS 161 and CHEM 150 Corequisite: ENGR 161 or prior completion of ENGR 161	Attachment: ENGR 140L
Major Modification C-ID Alignment	ENGR 170	Electric Circuit Analysis (3) Prerequisite: PHY 163 and MATH 184 Advisory: Concurrent enrollment in ENGR 171.	Attachment: ENGR 60 Circuit Analysis and ENGR 170 and 171 Content Review

		Justification: Updating COR to match C-ID ENGR 260. Prerequisite of MATH 184 must be added to ENGR 170.	
Major Modification C-ID Alignment	ENGR 171	Electric Circuit Lab (1) Prerequisite: PHYS 163 and MATH 184 Corequisite: ENGR 170 or prior completion of Justification: Updating COR to match C-ID ENGR 260. Pre-requisite of Math 184 must be added to ENGR 170/171 (Justification attached).	Attached: ENGR 260 L Circuits Lab and ENGR 170 and 171 Content Review Aug 28

ESL courses:
All ESL courses are being modified to comply with AB 705. Changes made include the following: course title, removal of prerequisites / advisory, and updating of course content.

Major Modification	ESL 538	Intermediate Writing for ESL (4)	
Major Modification	ESL 551	Intermediate Grammar for ESL (3)	
Major Modification	ESL 552	Advanced Grammar for ESL (3)	
Minor Program Modification		English as a Second Language Certificate of Accomplishment Total units: 14	

Justification: In order to implement AB 705 and create a pathway for ESL students to reach English 101 in three years, we have eliminated the lowest levels of credit ESL courses and renamed courses using the terms "intermediate" and "advanced" rather than numbering courses 1-4.   The ESL Program Mission Statement, course objectives, program objectives, PSLOs, and CSLOs remain unchanged. We need to change the ESL Certificate of Accomplishment to reflect the courses title changes.

New Noncredit Course	HLTH 7000	Personal Care Attendant 1	Attachments: US Bureau of Labor Fastest growing occupations

Justification: The personal care attendant (PCA) course is designed to meet the increasing demands of an aging population in the community. Serving consumers with complex needs requires certain skills, good judgement, and personal accountability. This course will provide the student with the ability to provide the duties of the personal care attendant for clients in various settings. The modules address knowledge, attitudes, and skills including infection control, body mechanics, body systems, and common diseases. The student will be able to assist in the care of elders in the community, respect cultural differences, and learn effective communication skills.

LVN-to-RN Program courses.

Major Modification	NURS 101	Foundations for Caring (1.5) Modifications: Catalog description, objectives, SLO, content, title, units decreased (2 to 1.5), and text.	New Title: Transitions to Professional Practice Attached: BRN Cover Letter
Major Modification	NURS 102	Community Med Surg Nursing (3) Modifications: Catalog description, objectives, SLO, content, title, and text.	New Title: Med Surg Nursing 1
Major Modification	NURS 103	RN Practicum 1 (5) Modifications: Catalog description, course objectives, SLO, content, and text.	
Major Modification	NURS 104	Medical Surgical Nursing 1 (3) Modifications: Catalog description, objectives, SLO, content, title, and text.	New Title: Med Surg Nursing 2 CNET: The course was modified but it seemed to have been approved.
Major Modification	NURS 106	Leadership and Management (1.5) Modifications: Catalog description, objectives, SLO, content, title, units decreased (2 to 1.5), and text.	
Major Modification	NURS 108	RN Practicum 2 (5) Modifications: Catalog description, course objectives, SLO, content, and text.	
Major Modification	NURS 109	Medical Surgical Nursing 2 (3)	New Title: Med Surg Nursing 3

		Modifications: Catalog description, course objectives, SLO, content, title, and units increased 2.5 to 3), and text.	CNET: The course was modified but it seemed to have been approved.
Major Modification	NURS 110	Mental Health Nursing (3) Modifications: Catalog description, course objectives, SLO, content, title, units (increased 2.5 to 3), and text.	
Major Modification	NURS 111	Intermediate RN Skills (1) Modifications: Catalog description, course objectives, SLO, content, title, units increased, and text.	New Title: RN Skills 1
Major Modification	NURS 112	Advanced RN Skills (0.5) Modifications: Course objectives, SLO, content, title, and text.	New Title: RN Skills 2
~~NC Modification~~	~~VOCE 7100~~	~~Computers and You: Level 1~~ ~~Hours: 32-36~~	~~Approval Date: 11/30/2017~~ ~~There are two proposals in the committee level.~~ ~~1st Reading 11/16/2017~~ ~~2nd Reading 11/30/2017~~ ~~BOT 3/13/2018~~
NC Modifications	VOCE 7200	PHTO Digital Photos & the Computer Hours: 8-12	Modifications: Title change: OLD: Digital Photos and the Computer

Justification: With the recent growth and significant expansion of photography class offerings in non-credit ed in addition to future plans to create a vocational non-credit ed certificate in photography, there is a compelling need to rename all the photography related classes using one common prefix pertinent to the subject matter of photography. In addition to creating an increased ease of registration and cohesion to the line-up of non-credit ed photography classes, this proposed modification will help eliminate confusion to the students wishing to enroll in non-credit photography related classes and looking out to the future, helping the student follow a course of enrollment for purposes of achieving a vocational non-credit ed certificate in photography.

NC Modification	VOCE 7201B	PHTO - Basic Digital Photography Hours: 24-32	Old Title: Digital Photography Level 1
NC Modification	VOCE 7202B	PHTO Digital Photo Editing & Post-Processing Hours: 24-32	Old Title: Digital Photography Level 2.
NC Modification	VOCE 7203B	PHTO Advanced Digital Photography Hours: 24-32	Old Title: Digital Photography Level 3.
NC Modification	VOCE 7204B	PHTO Phonetography Hours: 24-32	
NC Modification	VOCE 7205	PHTO Photography for Online Sales Hours: 8-12	Old Title: Photography for Online Sales
NC Modification	VOCE 7206	PHTO Food Photography Hours: 8-12	
Major Modification	SPAN	Spanish Language Skills – Elementary Level Certificate of Accomplishment Total units: 13-15	

Justification: We developed small certificates for students whose need is mainly vocational. These certificates provide students with proof of Spanish language proficiency at the elementary, intermediate and/or advanced level, and thus fulfill specific vocational requirements connected to serving the public. These certificates are aimed at addressing community need for vocational Spanish (Medical Spanish, Spanish for Law Enforcement, Spanish for Viticulture and Agriculture, etc.). Specifically, for the Elementary Spanish Language Skills - Certificate of Accomplishment Modification: Spanish 110 (2 units) is being replaced with Spanish 111 - Intermediate Spanish Conversation (2 units). Spanish 110 is being dropped.

Minor Program Modification	SPAN	Spanish Associate in Arts Total Units: 18	

Rationale: The program is modified to reflect recent changes in the course line-up.
Modifications: REMOVE: SPAN 110 (dropped). REMOVE: ITAL 101, ITAL 102, ITAL 103, and ITAL 104 (dropped)

Proposal Type	Course/Program Title (units)	Comments
NEW Noncredit Program	Beginning Computer Skills Certificate of Completion	
NEW Noncredit Program	Microsoft Office Basics Certificate of Completion	
Major Program Modification	Computer Business Office Software Certificate of Accomplishment Total units: 4	
Justification: Change in the program will allow for students to receive certificate more quickly based on the current course demand and market needs. This is why I am requesting for **CBIS 373** - Introduction to Windows to be removed from the certificate. Windows skills are covered in the other certificate classes as part of students working with the main application. Course also has had low enrollment and is being "sunseted".		

Discussion: ESL courses and program. Melinda Nishimori provided an overview of all the proposed changes in all the ESL courses and program. She mentioned that the changes are part of the AB 705 implementation plan. K. Cohn requested that text year and edition are important to enable the library to acquire them. Melinda N responded: "The students are generally able to access the course materials." It was concluded that the need for specific year or current edition of text materials would depend on whether a course is transferrable and/or the discipline faculty decision based on student access of the specific course materials.

Discussion: Noncredit course and program proposals. Joan Bergstrom-Smith and Kathy Beckelhymer provided an overview of all the noncredit proposals and programs that are currently in the agenda. Sofia R-Gelpi described the differences between certificates of competency and certificate of completion. "Certification of competency refers to a noncredit program that includes basic skills in reading, writing, English, and math. Certificate of completion refers to a noncredit program that includes the other focus areas of the noncredit offerings."

Discussion: Modifications in nursing courses. Larry M. described the process by which the RN program faculty reviewed and modified the nursing courses. "Curriculum consultants were hired to provide guidance in reconfiguring the nursing curriculum. The program learning outcomes and competencies provided the backbone of the program. Based on the program learning outcomes and competencies, both the course objectives and the student learning outcomes are aligned with the program terminal objectives and learning outcomes. The course and upcoming program modifications provide testament to the integrated nursing curriculum." These changes are reflected in the upcoming program proposals.

Discussion: NC Personal Care Attendant. Larry M. provided for the rationale of the new noncredit offering. It underwent numerous considerations for credit and noncredit offering. The course and ultimately the program are proposed as noncredit. Students who completed the program would be employed as a personal care attendant at or close to minimum wage. The initiator found that the course and the program would enable students to explore the health care professions prior to fully committing a nursing career pathway.

Committee Action: A motion was made to accept the first reading proposals for consideration. (M/S/P: Mitchem/Sanders). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. Nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

Action Item:
Computer Business Information Systems: MAC Fundamentals for Business
Certificate of Accomplishment
Justification: The certificate of accomplishment in MAC Fundamentals for Business prepares a student to manage a Mac computer environment and utilize Office software to develop solutions for business and school needs. Certificate being removed as courses are being sunset-ed due to low enrollment and cancellations.

Committee Action: None. The chair reminded the committee that dropping a program would entail the process set forth by BP/AP 4021 Program Vitality.

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	ENGR 152	Statics (4) Prerequisites: MATH 182 and PHYS 161 or PHYS 141	1st reading 9/13/2018 2nd reading 9/27/2018
New Course	VEN 323	Vineyard and Winery Evaluation (3) Advisory: AG 102 and AG 101	1st reading 8/30/2018 2nd reading 9/27/2018

~~New Course~~	~~VEN 331~~	~~Practical Wine Appreciation (0.5)~~ ~~LOE: Students must be 21 years old at the~~ ~~time of registering for the class.~~	
~~New Noncredit~~ ~~Course~~	~~VOCE 7113~~	~~Intro to Microsoft Publisher~~ ~~Hours: 16-18~~	

Committee Action: A motion was made to adopt the above courses and approve the respective prerequisites, corequisites, and advisories. (M/S/P: Mitchem/Maxwell). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. Nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

Public Remarks

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

Second Reading:

These proposals may be included in the upcoming Summary Report.

Major Modification C-ID Alignment	ENGR 154	Dynamics (Lec 3) Prerequisite: ENGR 152 and MATH 182	
Major Modification C-ID Alignment	ENGR 156	Strength of Materials (4) Prerequisite: ENGR 152	
Major Modification C-ID Alignment	ENGR 161	Materials Science (Lec 3) Prerequisite: PHY 161 and CHEM 150 Advisory: Concurrent enrollment to ENGR 162	
Major Modification C-ID Alignment	ENGR 162	Materials Science Lab (1) Prerequisites: PHYS 161 and CHEM 150 Corequisite: ENGR 161 or prior completion of ENGR 161	
Major Modification C-ID Alignment	ENGR 170	Electric Circuit Analysis (3) Prerequisite: PHY 163 and MATH 184 Advisory: Concurrent enrollment in ENGR 171.	
Major Modification C-ID Alignment	ENGR 171	Electric Circuit Lab (1) Prerequisite: PHYS 163 and MATH 184 Corequisite: ENGR 170 or prior completion of	
Major Modification	ESL 538	Intermediate Writing for ESL (4)	
Major Modification	ESL 551	Intermediate Grammar for ESL (3)	
Major Modification	ESL 552	Advanced Grammar for ESL (3)	
Minor Program Modification		English as a Second Language Certificate of Accomplishment Total units: 14	
New Noncredit Course	HLTH 7000	Personal Care Attendant 1	
LVN-to-RN Program courses.			
Major Modification	NURS 101	Foundations for Caring (1.5)	New Title: Transitions to Professional Practice
Major Modification	NURS 102	Community Med Surg Nursing (3)	New: Med Surg Nursing 1
Major Modification	NURS 103	RN Practicum 1 (5)	
Major Modification	NURS 104	Medical Surgical Nursing 1 (3)	New: Med Surg Nursing 2 The course was modified but it seemed to have been approved.
Major Modification	NURS 106	Leadership and Management (1.5)	
Major Modification	NURS 108	RN Practicum 2 (5)	
Major Modification	NURS 109	Medical Surgical Nursing 2 (3)	New: Med Surg Nursing 3
Major Modification	NURS 110	Mental Health Nursing (3)	

Major Modification	NURS 111	Intermediate RN Skills (1)	New: RN Skills 1
Major Modification	NURS 112	Advanced RN Skills (0.5)	New: RN Skills 2
~~NC Modification~~	~~VOCE 7100~~	~~Computers and You: Level 1~~ ~~Hours: 32-36~~	
Noncredit Modifications	VOCE 7200	PHTO Digital Photos & the Computer Hours: 8-12	
	VOCE 7201B	PHTO - Basic Digital Photography Hours: 24-32	
NC Modification	VOCE 7202B	PHTO Digital Photo Editing & Post-Processing Hours: 24-32	
NC Modification	VOCE 7203B	PHTO Advanced Digital Photography Hours: 24-32	
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NC Modification	VOCE 7205	PHTO Photography for Online Sales Hours: 8-12	
NC Modification	VOCE 7206	PHTO Food Photography Hours: 8-12	
Major Modification	SPAN	Spanish Language Skills – Elementary Level Certificate of Accomplishment Total units: 13-15	
Minor Program Modification	SPAN	Spanish Associate in Arts Total Units: 18	
NEW Noncredit Program		Beginning Computer Skills Certificate of Completion	
NEW Noncredit Program		Microsoft Office Basics Certificate of Completion	
Major Program Modification		Computer Business Office Software Certificate of Accomplishment Total units: 4	

Committee Action: A motion was made to adopt the above courses, approve the respective prerequisites, corequisites, and advisories, and adopt program changes. (M/S/P: Mitchem/Cohn). Yes: C. Bisson, B. Darwin, L. Maxwell, A. Allebe, M. Nelson, K. Cohn, W. Hadley, A. Sanders, and D. Mitchem. No: 0. Abstain: 0.

Information Item: Summary Report.

Reports
a. AP&P Representatives
b. AP&P Vice Chair / TRC Chair
c. AP&P Chair
d. Administration
e. Admissions and Records
f. Counseling/Matriculation
g. Articulation
h. CurriQunet & Support

Call for Future Agenda Items
- Developing an integrated curriculum
- BP/AP 4021 Program Vitality and program viability and sustainability study

Call to Adjourn.

Next Meetings:

Title: English as a Second Language
Award Type: Certificate of Accomplishment

The credit English as a second language (ESL) program provides nonnative speakers with the linguistic foundation necessary for further personal, vocational, and academic endeavors as well as helps them assimilate to life in the United States. The certificate of accomplishment includes reading, writing, grammar, and conversational skills. These courses will enable students to read advanced ESL passages and respond in writing, write well-organized, cohesive paragraphs with minimal errors, use advanced grammatical structures appropriately in a variety of contexts, and participate in conversations in a variety of settings (social, academic, medical, etc.).

The graduate of the Certificate of Accomplishment in English as a Second Language will:
- be independent language learners and have core competencies in English reading, writing, grammar, speech, and listening to achieve their personal, vocational, and academic goals.

Program Requirements
A total of 14 units is required for the certificate.

Required core courses (11 units)

		Units: 11
ESL540	Advanced Reading for ESL	4
ESL541	Advanced Writing for ESL	4
ESL552	Advanced Grammar for ESL	3

Plus a minimum of 3 units selected from the following:

		Units: 3
ESL544	Advanced Conversation for ESL	3
ESL572	Public Speaking for ESL	3
ESL555	Pronunciation for ESL	3

Total Program Units	14

<mark>**Title:** Elementary Spanish Language Skills
Award Type: Certificate of Accomplishment</mark>

The demand for on-the-job Spanish language skills has increased in the past few years. In California alone, Spanish is in high demand for careers in education, social work, law enforcement, the medical/dental/nursing professions, viticulture, agricultural sciences, global studies, business and many other careers where contact with the public is a must. Functional knowledge of elementary level Spanish assists people who would be using it for business, or in routine work, such as developing contacts, exchanging information, confirming meeting arrangements, and other administrative tasks typical of line supervisors, receptionists, clerical and/or administrative staff in direct contact with the public.

The graduate of the Certificate of Accomplishment in Elementary Spanish Language Skills will:

- Reflect a set of language proficiency skills -- reading, writing, and speaking -- at the elementary level.
- Use and understand up to 1,000 of the most frequently encountered words and phrases.
- Develop and maintain functional linguistic skills in Spanish that are appropriate for this level.

Program Requirements
A total of 13-15 units is required for the certificate.

		Units: 13 - 15
SPAN101	Elementary Spanish I	5

SPAN102	Elementary Spanish II	5
SPAN111	Intermediate Spanish Conversation	2
SPAN189	Independent Projects	1 - 3

Total Program Units   13.00 - 15.00

As the world becomes increasingly smaller, knowledge of foreign languages expands in importance. Spanish is a very useful language in education, health, social services, business and other fields where contact with the public takes place. The focus of the program is on language; however, students also gain historical, economic and cultural insights into the Hispanic world.

The graduate of the Associate in Arts in SPANISH will:

- Be independent language learners and have core competencies in grammar and vocabulary, reading, writing, oral and listening skills, and develop a cultural awareness to achieve their personal, vocational and academic goals.

Program Requirements
A major of 18 units is required for the associate in arts degree.

Required core courses (10 units):

Units: 10

SPAN103	Intermediate Spanish I	5
SPAN104	Intermediate Spanish II	5

Plus a minimum of 8 units selected from the following:

Units: 8

ENGL102	Freshman Composition Literature	3
FRCH101	Elementary French I	5
FRCH102	Elementary French II	5
SPAN105	Advanced Composition and Grammar	5
SPAN111	Intermediate Spanish Conversation	2
SPAN112	Advanced Spanish Conversation	3

Recommended electives:

ART105	Art History of Mexico	3
ASL120	American Sign Language 1	3
ASL121	American Sign Language 2	3
BUS140	Survey of International Business	3
BUS141	Global Economics	3
or		
ECON141	Global Economics	3
or		

GBST141	Global Economics		3
DANC140	Beginning Folklorico		2
DANC142	Intermediate Folklorico		0.5
ECS116	Teaching in a Diverse Society		3
ECS117	Teaching the Hispanic Child		3
ENGL130	American Literature to 1865		3
ENGL133	Modern Fiction		3
ENGL148	Hispanic Literature in Translation		3
FILM103	Contemporary Latin American Film		3
HIST120	History of the Mexican-American		3
LATN101	Elementary Latin		3
POLS104	Introduction to International Relations		3
SPCH101	Public Speaking		3
SOC122	Sociology of the Hispanic Culture		3
ENGL148	Hispanic Literature in Translation		3

Total Program Units   18

==**Title:** Beginning Computer Skills==
==**Award Type:** Certificate of Completion==

Digital literacy is no longer optional. Many entry-level jobs require basic computer skills. This requirement is not limited to careers in business, but is found across many industries. Just searching for and applying for jobs often requires some computer literacy. The Beginning Computer Skills Certificate will introduce the student to the basics of using a computer, email, Windows operating system, working with files, word processing, spreadsheets, presentations, and navigating the Internet.

Job opportunities include, but are not limited to, the following: office clerk, customer service representative, sales associate, order clerk, hotel/motel desk clerk, and/or receptionist.

The graduate of the Certificate of Completion in Beginning Computer Skills will:

- Learn the basics of using a computer with the Windows operating system, computer terminology, and navigating the Internet.
- Be introduced to the features of Microsoft Office products including Microsoft Word, basic email skills (using Outlook), Excel, and PowerPoint.
- Customize the desktop, organize files, transfer files and photos from one device to another, perform basic photo editing, use OneDrive services, use Windows Apps, such as weather, snipping tool, and more.
- Identify what to look for when buying a computer.

Program Requirements
Required Courses

                                                                 Units: 7

VOCE7100	Computers and You: Level 1	0
VOCE7108	Computer Skills Lab	0

| VOCE7101 | Computers and You: Level 2 | 2 |
| VOCE7109 | Microsoft Windows | 1 |

Choose one of the following courses:

Units: 1

VOCE7103	Introduction to the Internet	1
VOCE7110	Social Media	1
VOCE7111	Email	1

Total Program Units

<mark>**Title:** Microsoft Office Basics
Award Type: Certificate of Completion</mark>

The Microsoft Office Basics Certificate will build proficiency with Microsoft Office suite, the most widely used productivity software on the market. This program prepares the student for office-related career positions and transition to a credit CBIS certificate or degree program as well as provide support to the student as a small business owner. The student will learn how to create letters, certificates, and flyers using Word, report and analyze data using Excel spreadsheets and charts, develop presentations for business, home, or volunteer use using PowerPoint, and create flyers, business cards, and calendars using Publisher.

Skills in using productivity software (such as Microsoft Office) are often required to enter the job market. These software skills can also lead to higher paying middle-skills jobs – those which pay a living wage and require a high school diploma but not necessarily a college degree. This requirement for managerial positions is found across many industries, not just traditional office jobs. A report by Burning Glass Technologies, a labor-market analysis firm, found that "Eight in 10 (78%) of middle-skill jobs demand facility with productivity software, and these digital jobs pay a premium over non-digital middle-skill roles."

Possible careers include, but are not limited to: customer service representative, office/administrative assistant, bookkeeper/ accounting clerk, scheduler/operations coordinator, and management and supervision in a variety of industries.

The graduate of the Certificate of Completion in Microsoft Office Basics will:

- Use Word to create professional quality letters, certificates, flyers, labels and more.
- Learn the basics of Excel: creating spreadsheets, formulas, charts, and more.
- Learn the basics of creating PowerPoint slide shows for business, home and volunteer use.
- Create slides, and add pictures, animation, and music to presentations.
- Learn the basics of PowerPoint to create flyers, tri-folds, business cards, calendars, cards, envelopes and labels for business, volunteer, or home use.

Program Requirements
Recommendation

Units: 2

Recommended completion of Computers & You Levels 1 & 2 prior to taking the required courses

| VOCE7100 | Computers and You: Level 1 | 0 |
| VOCE7101 | Computers and You: Level 2 | 2 |

Required Courses

Units: 8

VOCE7105	Intro to Microsoft Word	2
VOCE7107	Intro to Microsoft Excel	2
VOCE7112	Intro to Microsoft PowerPoint	1
VOCE7113	Intro to Microsoft Publisher	1
VOCE7108	Computer Skills Lab	0

Total Program Units

Title: <mark>COMPUTER BUSINESS OFFICE SOFTWARE</mark>
Award Type: Certificate of Accomplishment

This certificate is the foundation for students to learn the basics of computer system software and general office applications through a series of hands on coursework. The skills developed throughout the different courses will improve students' productivity.

The graduate of the Certificate of Accomplishment in COMPUTER BUSINESS OFFICE SOFTWARE will:

- Understand the fundamentals of business and how they relate to information systems needs of a business.
- Use effective written and oral communication to support business information system's needs.
- Develop technical skills to analyze and solve problems both independently and in teams, using a variety of problem-solving approaches and selecting the appropriate software.
- Analyze/design/develop/deploy/maintain and manage business applications.

Program Requirements
A total of 4 units is required for the certificate of accomplishment.

Core courses

Units: 4

CBIS371	Intro to Excel	1
CBIS372	Intro to Access	1
CBOT360	Word - Basics	1
CBOT361	Intro to PowerPoint	1

Total Program Units 4

Discipline Placement: Nursing (Masters Required)
Department: Health Sciences
<mark>**Prefix and Number:** NURS 104</mark>
Catalog Course Title: Med Surg Nursing 2
Banner Course Title: Med Surg Nursing 2

Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	3.000	48.0 - 54.0	3.0
Lab	0.000	0.0 - 0.0	0.0
Outside-of-Class Hours	-	-	

Total Student Learning Hours	3.0	48.0 - 54.0	3.0
Total Contact Hours	3.0	48.0 - 54.0	3.0

Number of Times Course may be Repeated 0
Grading Method
Letter Grade Only

Requisites
Limitations on Enrollment
Admittance to RN program

Entrance Skills
None

Catalog Description
This course focuses on the care of clients across the lifespan with complex medical/surgical health problems. Emphasis is placed on helping patients and their families cope with alterations in body functions. Concepts of pharmacology, health promotion and education, evidence-based practice, and interdisciplinary collaboration will be integrated throughout the course.

Course Content
Lecture
      Alteration in Oxygenation
      Alterations in Cardiac Output and Tissue Perfusion
      Alterations in Ingestion, Digestion, Absorption, and Elimination
      Alterations in Regulation and Metabolism
      Alterations in Excretion
      Alterations in Cognition and Sensation

Course Objectives
At the end of the course, the student will be able to:
1. identify components of a general health assessment of patients across the lifespan with deviations from normal that contribute to complex alterations in health.
2. consider organizational, time management, priority-setting, and decision-making skills in the provision of care to patients with complex health alterations.
3. discuss strategies that provide a safe environment for patients, self, and other while supporting quality improvement initiatives.
4. evaluate ethical, legal, and professional standards in the provision of care to patients across the lifespan with complex alterations in health.
5. use clinical judgment when considering care provided to patients across the lifespan experiencing complex alterations in health.
6. integrate knowledge of pharmacology, pathophysiology, nutrition, and established evidence-based practices when planning care for patients across the lifespan with complex alterations in health.
7. explain the use of health information systems and patient care technologies in an effective and secure manner when assessing and monitoring patients with complex alterations in health.
8. apply evidence-based knowledge in considering care options for patients with complex health alterations.
9. identify appropriate health and safety related education to patients and families using a variety of teaching methods.

Methods of Instruction
Lecture
Methods of Instruction Description:

Lecture
Group discussions

Assignments
Outside Assignments
Reading Assignment
Written Assignments
Homework

Sample Assignment
A complete neurological assessment includes level of consciousness, pupil reactions, sensory and motor response, reflexes, and breathing patterns. Explain what these assessment findings indicate about the functions of the nervous system.

Methods of Evaluation
Quizzes
Written Assignments
Homework
Final Exam

Sample Evaluation
A patient is admitted with head trauma. The patient requested a couple of aspirins for headache. The nurse explains, "Pain medications are usually not given to patients with head injuries." What is the rationale for withholding aspirin from this patient?
    A. Aspirin can increase the risk for intracranial bleeding.
    B. Aspirin causes tinnitus. This would make neurologic assessment inaccurate.
    C. Aspirin constricts pupils. This would pose challenges in pupil assessment.
    D. Aspirin potentially causes gastrointestinal distress.

Texts and Other Instructional Materials
Adopted Textbook
Hoffman, J. and Sullivan, N. Medical-Surgical Nursing. Edition: First 2017

Supplemental Texts
Internet access and electronic mail
Selected nursing journals including American Journal of Nursing, R.N Nursing, Nursing-Life, and other peer-reviewed publications.
Drug book of choice
Laboratory and diagnostic book of choice

Instructional Materials
None

Student Learning Outcomes

1. NURS104 SLO1 - Use evidence-based practice in the nursing management of patients with alterations in health.
2. NURS104 SLO2 - Identify relevant assessments to address the physiologic and psychosocial needs of patients with complex, multisystem alterations in health.
3. NURS104 SLO3 - Describe the role of the registered nurse in collaborating with the health care team, promoting safe and quality care, and managing the care of the patient.

Discipline Placement: Nursing (Masters Required)
Department: Health Sciences
Prefix and Number: NURS 109
Catalog Course Title: Med Surg Nursing 3
Banner Course Title: Med Surg Nursing 3
Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	3.000	48.0 - 54.0	3.0
Lab	0.000	0.0 - 0.0	0.0
Outside-of-Class Hours	-	-	
Total Student Learning Hours	3.0	48.0 - 54.0	3.0
Total Contact Hours	3.0	48.0 - 54.0	3.0

Number of Times Course may be Repeated
0

Grading Method
Letter Grade Only

Requisites

Limitations on Enrollment
Admittance to RN program

Entrance Skills
Entrance Skills Other (Legacy)
The student must have successfully completed all first semester RN courses and have met the exit objectives of NURS 101, 102, 103, 104, and 111.

Catalog Description
This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Emphasis is placed on implementing time management and organizational skills while managing the care of patients with multiple needs and collaborating with the interdisciplinary team.

Course Content
Lecture
        Hemodynamic Monitoring
        Alterations in Cardiac Output and Tissue Perfusion
        Alterations in Integument
        Alterations in Mobility
        Emergency Preparedness
        Alteration in Oxygenation
        Emergency Nursing

Course Objectives
At the end of the course, the student will be able to:
1. explain components of a comprehensive health assessment of patients across the lifespan with deviations from normal that contribute to multisystem alterations in health.
2. consider organizational, time management, priority-setting, and decision-making skills in the provision of care to patients with multisystem alterations in health.

3. identify ethical, legal, and professional standards while discussing the care of patients across the lifespan with multisystem alterations in health.
4. use clinical reasoning when considering care provided to patients across the lifespan experiencing multisystem alterations in health.
5. integrate knowledge of pharmacology, pathophysiology, nutrition, established evidence-based practices, and concepts from previous nursing courses when caring for patients across the lifespan with multisystem alterations in health.
6. explain the use of health information systems and patient care technologies in an effective and secure manner when assessing and monitoring patients with multisystem alterations in health.
7. integrate evidence-based knowledge in the management of care to patients with multisystem alterations in health.

Methods of Instruction
Lecture

Assignments
Outside Assignments
Reading assignments
Written assignments
Homework

Sample Assignment:
Di Decker, a 48 F, reported abdominal pain. The pain persisted for a week with an increase in intensity in the past few hours. She had a low-grade fever of unknown origin, which has defied multiple diagnostic procedures and several courses of antibiotics. She underwent an exploratory laparotomy. During surgery, adhesions were lysed but no abscess or other cause of infection was found. She tolerated the surgery well with minimal blood loss.

A few hours post-operatively in the ICU, she started to ooze blood from the abdominal incision. She was increasingly restless with rapid heart rate and breathing. Skin was warm and flushed. She had chills and fever. BP = 80/60. Peripheral pulses non-palpable. Skin cool and diaphoretic. Fingers and toes blue. Legs mottled. Urine output = 7 ml/hour for the past hour.
1. What are the priorities of care? List them in order.

Whole blood, albumin and I.V. drip of dopamine were given. BP rose to 108/60 temporarily. Urine output continued to be low. She became progressively worse with signs of shock. Lungs – crackles. Sinus tachycardia on the cardiac monitor. Abdomen distended but not tense. Abdominal dressings were half-saturated with sero-sanguinous drainage and were changed several times. She was bleeding from the mouth and vagina.

The diagnosis was: septic shock complicated by disseminated intravascular coagulopathy (DIC) and respiratory failure. In spite of aggressive treatment, she went into cardiac arrest. She was resuscitated from the arrest, but died three days later without regaining consciousness.
2. What clinical signs indicated increasing shock?
3. What are some of the early clues of septic shock?
4. Discuss the treatment protocol that would be most likely followed in a case of sepsis complicated by respiratory failure and DIC.
5. Explain the pathophysiology of disseminated intravascular coagulopathy (DIC).

Methods of Evaluation
Written assignments
Homework
Quizzes
Finals

Sample Evaluation
Explain the rationale for performing EKG monitoring in more than one lead.

Texts and Other Instructional Materials
Adopted Textbook
Hoffman, J. and Sullivan, N. *Medical-Surgical Nursing.* Edition: First 2017
Supplemental Texts
Selected articles from professional nursing journals, such as American Journal of Nursing, RN, Nursing, Critical Care Nurse.
Video viewing
Computer assisted instruction
Instructional Materials
None

Student Learning Outcomes

1. NURS109 SLO1 - Use evidence-based practice in the nursing management of patients with complex, multisystem alterations in health.
2. NURS109 SLO2 - Identify relevant assessments to address the physiologic and psychosocial needs of patients with complex, multisystem alterations in health.
3. NURS109 SLO3 - Describe the role of the registered nurse in collaborating with the health care team and managing the care of the patient.