

**College Curriculum Committee Meeting Agenda**  
**Tuesday, June 15, 2021**  
**2:00 p.m. – 3:30 p.m.**  
**Meeting will be held virtually via ConferZoom**

Item	Time*	Action	Attachment(s)	Presenter(s)
1. Minutes: June 1, 2021	2 min.	Action	#6/15/21-1	Kuehnl
2. Report Out from Division Reps	5 min.	Discussion		All
3. Public Comment on Items Not on Agenda (CCC cannot discuss or take action)	5 min.	Information		
4. Announcements a. New Course Proposals b. CCC Meeting Dates for 2021-22	5 min.	Information	#6/15/21-2-4 #6/15/21-5	CCC Team
5. New Program Application: Network Computing CA	5 min.	2nd Read/ Action	#6/15/21-6	Kuehnl
6. Guided Pathways Mapping Approval Process	20 min.	3rd Read/ Action	#6/15/21-7	Kuehnl
7. Denial of Program Elimination Request for Diagnostic Medial Sonography	10 min.	Information	#6/15/21-8	Kuehnl
8. ASCCC Consultation Follow-up	30 min.	Discussion		Kuehnl
9. Good of the Order	3 min.			Kuehnl
10. Adjournment				Kuehnl

\*Times listed are approximate

**Attachments:**

- #6/15/21-1 Draft Minutes: June 1, 2021
- #6/15/21-2 New Course Proposal: HUMN 10
- #6/15/21-3 New Course Proposal: HUMN 14
- #6/15/21-4 New Course Proposal: NCBS 449
- #6/15/21-5 CCC Meeting Dates 2021-22
- #6/15/21-6 New Program Application: Network Computing CA
- #6/15/21-7 Guided Pathways Program Map Approval Process—draft (updated)
- #6/15/21-8 Denial of Program Elimination Request for Diagnostic Medical Sonography

**2020-2021 Curriculum Committee Meetings:**

<u>Fall 2020 Quarter</u>	<u>Winter 2021 Quarter</u>	<u>Spring 2021 Quarter</u>
10/6/20	1/19/21	4/20/21
10/20/20	2/2/21	5/4/21
11/3/20	2/16/21	5/18/21
11/17/20	3/2/21	6/1/21
12/1/20	3/16/21	6/15/21

*Standing reminder: Items for inclusion on the CCC agenda are due no later than one week before the meeting.*

**2020-2021 Curriculum Deadlines:**

- ~~12/1/20~~ Deadline to submit courses to CSU for CSU GE approval (Articulation Office).
- ~~12/1/20~~ Deadline to submit courses to UC/CSU for IGETC approval (Articulation Office).
- ~~2/16/21~~ Deadline to submit local GE applications for 2021-22 catalog (Faculty/Divisions).
- ~~4/23/21~~ Curriculum Sheet updates for 2021-22 catalog (Faculty/Divisions).

- 6/1/21*      Deadline to submit new/revised courses to UCOP for UC transferability (Articulation Office).
- 6/18/21*    Deadline to submit all new courses and certain types of course updates for 2022-23 catalog—[see PDF for details](#) (Faculty/Divisions).
- 11/5/21*    Deadline to submit certain types of course updates for 2022-23 catalog—[see PDF for details](#) (Faculty/Divisions).
- Ongoing*    Submission of courses for C-ID approval and course-to-course articulation with individual colleges and universities (Articulation Office).

**Distribution:**

Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Ben Armerding (LA), Rachelle Campbell (BH), Zachary Cembellin (PSME), Anthony Cervantes (Dean, Enrollment Services), Mark Ferrer (SRC), Owen Flannery (KA), Valerie Fong (Interim Dean—LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Kurt Hueg (Administrator Co-Chair), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean—FA & KA), Laurence Lew (BSS), Kristy Lisle (VP Instruction), Don Mac Neil (KA), Kathryn Maurer (AS President), Kent McGee (Evaluations), Michelle McNeary (LA), Ché Meneses (FA), Brian Murphy (APPR), Teresa Ong (AVP Workforce), Ron Painter (PSME), Kas Pereira (BSS), Katy Ripp (KA), Lisa Schultheis (BH), Ram Subramaniam (Dean—BH & PSME), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

**COLLEGE CURRICULUM COMMITTEE**

Committee Members – 2020-21

Meeting Date: 6/15/21Co-Chairs (2)

<input checked="" type="checkbox"/>	Eric Kuehnl	7479	Vice President, Academic Senate (tiebreaker vote only)	kuehnleric@fhda.edu
<input checked="" type="checkbox"/>	Kurt Hueg	7179	Associate Vice-President of Instruction	huegkurt@fhda.edu

Voting Membership (1 vote per division)

<input checked="" type="checkbox"/>	Micaela Agyare	7086	Library	agyaremicaela@fhda.edu
<input type="checkbox"/>	Rachelle Campbell	7469	BH	campbellrachelle@fhda.edu
<input type="checkbox"/>	Zachary Cembellin	7383	PSME	cembellinzachary@fhda.edu
<input type="checkbox"/>	Mark Ferrer		SRC	ferrermark@fhda.edu
<input type="checkbox"/>	Owen Flannery	7213	KA	flanneryowen@fhda.edu
<input checked="" type="checkbox"/>	Valerie Fong	7135	Interim Dean—LA	fongvalerie@fhda.edu
<input checked="" type="checkbox"/>	Marnie Francisco	7420	PSME	franciscomarnie@fhda.edu
<input checked="" type="checkbox"/>	Evan Gilstrap	7675	Articulation	gilstrapevan@fhda.edu
<input type="checkbox"/>	Hilary Gomes	7585	FA	gomeshilary@fhda.edu
<input checked="" type="checkbox"/>	Allison Herman	7460	LA	hermanallison@fhda.edu
<input checked="" type="checkbox"/>	Maritza Jackson Sandoval	7409	CNSL	jacksonsandovalmaritza@fhda.edu
<input checked="" type="checkbox"/>	Andy Lee	7783	CNSL	leeandrew@fhda.edu
<input checked="" type="checkbox"/>	Debbie Lee	7497	Acting Dean—FA, KA	leedebbie@fhda.edu
<input checked="" type="checkbox"/>	Laurence Lew	6138	BSS	lewlaurence@fhda.edu
<input checked="" type="checkbox"/>	Don Mac Neil	7248	KA	macneildon@fhda.edu
<input checked="" type="checkbox"/>	Ché Meneses	7015	FA	menesesche@fhda.edu
<input type="checkbox"/>	Brian Murphy		APPR	brian@pttc.edu
<input checked="" type="checkbox"/>	Ron Painter		PSME	painterron@fhda.edu
<input type="checkbox"/>	Kas Pereira	7319	BSS	pereiracassandra@fhda.edu
<input checked="" type="checkbox"/>	Lisa Schultheis	7780	BH	schultheislisa@fhda.edu
<input checked="" type="checkbox"/>	Kella Svetich	7924	LA	svetichkella@fhda.edu
<input checked="" type="checkbox"/>	Anand Venkataraman	7495	PSME	venkataramananand@fhda.edu

Non-Voting Membership (4)

<input type="checkbox"/>	Priya Vasu		ASFC Rep.	asfc.priyav@gmail.com
<input checked="" type="checkbox"/>	Mary Vanatta	7439	Curr. Coordinator	vanattamary@fhda.edu
<input type="checkbox"/>	Kent McGee	7298	Evaluations	mcgeekent@fhda.edu
<input type="checkbox"/>			SLO Coordinator	

Visitors


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 Kristy Lisle, Ram Subramaniam
 

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**College Curriculum Committee  
Meeting Minutes  
Tuesday, June 1, 2021  
2:00 p.m. – 3:30 p.m.  
Meeting held virtually via ConferZoom**

Item	Discussion
1. Minutes: May 18, 2021	<b>Approved by consensus.</b>
2. Report Out from Division Reps	<p><b>Speaker: All</b> Apprenticeship: No updates to report.</p> <p>Bio Health: Wrapping up Distance Learning Addendum submissions, Title 5 updates, Guided Pathways mapping, and a few other COR updates.</p> <p>BSS: No updates to report; wrapping up FSAs.</p> <p>Counseling: No updates to report.</p> <p>Fine Arts: Wrapping up Title 5 updates and DL Addendum submissions; waiting to review Program Maps until approval process finalized.</p> <p>Kinesiology: No updates to report; wrapping up Title 5 updates.</p> <p>Language Arts: Finishing up Title 5 updates and DL Addendum submissions.</p> <p>Library: No updates to report.</p> <p>PSME: Finishing up Title 5 updates and new courses. Finalizing new certificates from Computer Science dept.</p> <p>Articulation: Finally received CSU GE &amp; IGETC results; will be sending out info soon. ETHN 51 approved for Areas D &amp; F, and the other ETHN courses approved for Area D (denied for Area F). We can resubmit those ETHN courses for Area F for fall 2021; working with faculty right now. CSU has said they will respond to resubmissions by July 1st. If resubmissions not approved, we can then resubmit in December for fall 2022. Language Arts rep noted met with faculty this morning to discuss COR revisions for resubmission, and is optimistic. D. Lee asked Gilstrap if resubmitting CORs for Area F affects what was or will be submitted to UCs—Gilstrap noted that deadline for resubmissions for Area F is June 10th, and at that time he will also submit all ETHN courses for UC transferability. Also mentioned that if courses approved for UC transferability we can then move forward with submitting them for IGETC in December.</p> <p>Vanatta mentioned that Marketing is finalizing the 2021-22 catalog in CourseLeaf, which should go live very soon!</p>
3. Public Comment on Items Not on Agenda	No comments.
4. Announcements a. New Course Proposals	<p><b>Speakers: CCC Team</b> The following proposals were presented: C S 77A, 77B, 78W, 78X, 78Y, 78Z, 203A; ENGL 10A; NCBS 443A. Please share with your constituents. Gilstrap commented on C S 78W/X/Y/Z proposals' mention of the Computer Science ADT, noting that the current TMC will not allow for these to be added. Also noted that "W" usually used in section number on schedule to notate an online course, so using that letter in a course number could look confusing. Also asked about corequisite listed on C S 203A and NCBS</p>

<p>b. Division Reps for 2021-22</p> <p>c. Upcoming COR Deadline—June 18</p> <p>d. Curriculum Institute Virtual Conference (July 7-9)</p>	<p>443A proposals—PSME rep believes these new courses will be an optional coreq for C S 3A, for students who need additional assistance, similar to MATH 248A. D. Lee asked if intent of NCBS 443A is to offer a free version of C S 203A—Subramaniam confirmed. D. Lee asked how load will be affected—Subramaniam noted similar situation in EMS, in which the noncredit version does not carry load, only the credit version (students for both are together in one classroom).</p> <p>Reaching the end of this year, so we should start planning for next year's CCC reps, as well as GE subcommittee membership. Kuehnl asked reps to let him and/or Vanatta know who their division's reps will be for next year.</p> <p>Vanatta reminded the group of the upcoming deadline for CORs for all new courses and major changes to transferable courses.</p> <p>CCC Team will be attending, and Kuehnl encouraged the group to attend. Reach out to Kuehnl if you're interested.</p>
<p>5. New Program Application: Biochemistry AS</p>	<p><b>Speaker: Eric Kuehnl</b> Second read of new Biochemistry AS degree. No comments.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Schultheis). <b>Approved.</b></p>
<p>6. New Program Application: Data Analytics CA</p>	<p><b>Speaker: Eric Kuehnl</b> Second read of new Data Analytics Certificate of Achievement. D. Lee asked if application mentions Pathstream curriculum—BSS rep responded that Pathstream is mentioned in narrative, but narrative does not state that students must use it. Subramaniam doesn't believe this particular issue is a concern.</p> <p>Motion to approve <b>M/S</b> (Venkataraman, Pereira). <b>Approved.</b></p>
<p>7. New Program Application: Network Computing CA</p>	<p><b>Speaker: Eric Kuehnl</b> First read of new Network Computing Certificate of Achievement. No comments.</p> <p>Second read and possible action will occur at next meeting.</p>
<p>8. Guided Pathways Mapping Approval Process</p>	<p><b>Speaker: Eric Kuehnl</b> Second read of Guided Pathways Program Map Approval Process. Document has been updated, based on discussion during first read. PSME rep asked whether updated "Department faculty" language means that all dept. faculty must be involved in creation of Maps—Vanatta explained that during first read there was a suggestion to add dept. chairs to document, and clarification from Fatima Jinnah that Guided Pathways (GP) team works with chair (if dept. has one) as well as other dept. faculty, and Jinnah suggested that "Department faculty/chair" be used in document. Does not mean that all dept. faculty must participate.</p> <p>D. Lee concerned with use of the word "viability" (in Background section), noting word is loaded, and asked what our obligation is to students once a Map is published, re: offering classes. Kuehnl responded that process assumes dept. provides information about when and how often classes are being offered, and GP team brings such information from other depts./divisions (for any outside courses listed on Map). Noted that Maps will be updated annually, which can provide opportunity to clear up issues if courses listed aren't being offered frequently enough. Lisle cautioned that listing a course on a Map won't guarantee that it will end up being offered, noting she has seen some Maps that list courses that haven't been offered in a while (and in some cases would result in single-digit enrollment, if offered). Believes document should include process for reviewing Maps with a critical lens, and wonders if CCC or Academic Senate should be the venue for discussions about making tough decisions re: course offerings.</p>

Kuehnl noted that deans are bringing expertise re: frequency of offerings—Lisle worried that deans having to be the "bad guys" when it comes to scheduling courses. Very concerned about this particular part of the conversation and believes discussions are critical, but at the same time doesn't want to derail the momentum of moving forward with GP.

Kuehnl understands and wonders if this is an issue of messaging vs. including in approval process. Fine Arts rep agreed with Lisle and D. Lee, noting their dept. considered every single course listed on their Map in terms of flexibility re: face-to-face vs. online, and providing options for students. Noted it would be a big issue to list a core course that isn't frequently offered or can't be substituted with a different course. Emphasized that flexibility and/or options for students should be a part of Map creation process.

Kuehnl asked the group for thoughts on how to move forward with the document, considering this is a second read. D. Lee mentioned "viability" again, adding that CCC recently discussed the program creation process. Worried that GP process could be misconstrued as affecting program viability. Kuehnl agreed, noting that "program viability" terminology commonly used to discuss the possibility of discontinuing a program. PSME rep added that using the word "assure" (also in Background section) is problematic, as listing a course on a Map won't necessarily guarantee that the course will be offered for the student. Kuehnl suggested removing the language "... to assure the viability of the Program Map" from the document.

Vanatta mentioned comments made by Kurt Hueg during first read, noting that this document is for formal approval of Maps that have already been created, and hope is that once we have worked with Maps for a year CCC (or a different body) can create process or instructions for creation of Maps. D. Lee asked for clarification, noting that Process section includes details about creation of Maps—Vanatta suggested that perhaps she and Kuehnl listed that info in the wrong section of the document and that it should be moved to the Background section. Clarified that this document is specific to approval of Maps that have already been finalized and are ready for formal approval. Kuehnl added that CCC was asked by Academic Senate to create a process for final approval of Maps that have already been created and finalized by the GP team and depts. Noted that perhaps document contains too many details, which has resulted in lack of clarity.

Lisle mentioned need to determine process for discussing disagreements between faculty and/or dean, when Map is being created, noting that dean's input is critical re: scheduling of courses.

Kuehnl will follow up outside of meeting and update document to bring back for third read, and possible action, at next meeting. Hope is for process to be approved by the end of the year, so that this year's Maps may be approved.

9. CCC Priorities for 2021-22

**Speaker: Eric Kuehnl**  
 Kuehnl sent out survey to the group; received 11 responses. Shared results with the group: Formalize Program Creation Process voted highest, followed by Continue Load and Seat Count Discussion (Kuehnl noted need to follow up with Faculty Association [FA] on that topic), Continue Guided Pathways Discussion, Include Equity Affirmation in Title 5 Updates. List won't necessarily dictate what will be agendized, but helps CCC Team create agendas throughout the year. Vanatta asked for clarification re: Establish Curriculum Start Date topic—Gilstrap suggested topic, which would be a discussion of changing our academic year to begin in fall, instead of summer (which is how most colleges operate, including De

	<p>Anza). Mentioned that starting our year in summer has articulation implications, but acknowledged that changing to fall would likely affect other operations, as well. D. Lee mentioned Continue Load and Seat Count Discussion topic, asking how CCC would be involved in discussion since those things are negotiated—Kuehnl believes CCC could discuss the topic and forward concerns to FA.</p>
<p>10. ASCCC Consultation Report Out</p>	<p><b>Speaker: Eric Kuehnl</b>          Kuehnl shared that the Curriculum Best Practices ad hoc group requested consultation with ASCCC regarding our local processes and to gain a neutral perspective, especially to determine the legality of our division CC structure. Formal meeting was last week; Kuehnl, Gilstrap, Kathryn Maurer, Svetich, Meneses met with consultants. Consultants feel strongly that our division CC structure is legal per Title 5 and other requirements, noting that as long as faculty are driving the structure and decision making within the structure, we are operating within Title 5.</p> <p>During consultation, took a deep dive into our structure, resulting in determination that individual division CCs must follow legal requirements of Brown Act, if we are going to continue to allow division CCs to have sole approval authority over certain aspects of curriculum. This will be a big change for some divisions, but might not affect others too greatly. In a nutshell, this means agenda must be published 72 hours in advance, two reads required for all action items, and student representation on division CCs. PSME rep asked if CCC meetings recorded and available publicly—no, but our minutes serve as public record of meetings. Fine Arts rep asked if Brown Act requires printed agendas/minutes to be posted publicly on campus (once we're back on campus), and asked for advice on how to recruit students. Vanatta mentioned she posted printed-out CCC agendas and minutes in breezeway of Admin building, until campus shutdown (now, those are posted only online), and expects to do so, again, once campus reopens. ASFC rep noted that ASFC would recruit students; Kuehnl suggested recruiting students specific to each division. Kuehnl hopeful that students will be interested to serve on division CCs, since discussions will be more relevant to their curricular interests (vs. CCC).</p> <p>Kuehnl emphasized that in order to continue with our decentralized model, division CCs must follow Brown Act; otherwise, we will have to change to a centralized model, with CCC serving as approval body for all curriculum. Believes that making this change will result in an improvement to our process. Fine Arts rep suggested division CC minutes be posted on CCC website—Vanatta clarified that they already are; any minutes forwarded to her by the division reps are posted. D. Lee asked for clarification re: specific requirement for agendas being sent out 72 hours in advance (e.g., does it need to be posted online or send to all faculty, etc.)—Kuehnl believes it must be posted. Kuehnl noted some divisions don't currently have formal meetings, and he needs to follow up with consultants to find out if formal meetings are required; will work with those divisions to ensure they're meeting requirements. ASFC rep asked how CCC plans to communicate to student govt. re: recruitment process of student reps—Kuehnl responded would go through Academic Senate, and believes that divisions will need to be involved. Library rep mentioned possible creation of new LRC division and how that may affect CCC.</p> <p>Kuehnl will work with division CCs to ensure we're following all requirements starting in fall quarter, for the upcoming year. Noted that the current allowance for online-only meetings is temporary, but believes they will continue to be allowed. Allen concerned about potential difficulty for Apprenticeship division, when working with their community partners—Kuehnl hopeful that changes won't be as severe as Allen might be thinking,</p>

	<p>and will be happy to work with Apprenticeship division. D. Lee asked if division CC meetings considered "regular meetings," noting that Brown Act includes different types of meetings, with "regular meetings" occurring at regular intervals. Kuehnl believes that the expectation is for division CC meetings to occur with some sort of regularity—will need to follow up.</p> <p>Kuehnl will be working with leadership team over the summer to ensure that the division CCs are ready to go in the fall.</p>
11. Good of the Order	
12. Adjournment	<b>3:34 PM</b>

**Attendees:** Micaela Agyare (LIBR), Chris Allen (Dean, APPR), Anthony Cervantes (Dean, Enrollment Services), Owen Flannery (KA), Valerie Fong (Acting Dean, LA), Marnie Francisco (PSME), Evan Gilstrap (Articulation Officer), Hilary Gomes (FA), Allison Herman (LA), Maritza Jackson Sandoval (CNSL), Eric Kuehnl (Faculty Co-Chair), Andy Lee (CNSL), Debbie Lee (Acting Dean—FA & KA), Laurence Lew (BSS), Kristy Lisle (VP Instruction), Don Mac Neal (KA), Ché Meneses (FA), Brian Murphy (APPR), Ron Painter (PSME), Kas Pereira (BSS), Lisa Schultheis (BH), Ram Subramaniam (Dean, BH & PSME), Kella Svetich (LA), Mary Vanatta (Curriculum Coordinator), Priya Vasu (ASFC), Anand Venkataraman (PSME)

**Minutes Recorded by:** M. Vanatta

# Course Change Request

## New Course Proposal

Date Submitted: 05/28/21 8:08 am

Viewing: **HUMN F010. : ON THE MOVE: THE IMMIGRANT EXPERIENCE IN LITERATURE, FILM AND MULTIMEDIA**

Last edit: 06/01/21 11:08 am

Changes proposed by: Falk Cammin (10758916)

### In Workflow

1. 1SS Curriculum Rep
2. Curriculum Coordinator
3. Activation

### Approval Path

1. 05/30/21 8:41 am  
Cassandra Pereira  
(pereiracassandra)  
Approved for 1SS Curriculum Rep
2. 06/01/21 11:10 am  
Mary Vanatta (vanattamary):  
Approved for Curriculum Coordinator

#### Course Proposal Form

Faculty Author      Mona Rawal

Effective Term      Summer 2022

Subject      Humanities (HUMN)      Course Number      F010.

Department      Humanities (HUMN)

Division      Business and Social Sciences (1SS)

Units      4

Hours      4 lecture

Course Title      ON THE MOVE: THE IMMIGRANT EXPERIENCE IN LITERATURE, FILM AND MULTIMEDIA

Short Title

Proposed Transferability      UC/CSU

Proposed Description and      Interdisciplinary exploration of artistic expressions that frame human displacement to understand the cultural, social and political aspects of global migration and immigration.

Requisites:      The course analyzes literature, music, film, examples from the digital & graphic arts, multimedia journalism and podcasts that contextualize the responses, values and resilience in the face of humanitarian crises.

Proposed Discipline      Humanities

To which Degree(s) or Certificate(s) would this course potentially be added?  
Humanities AA, Certificate of Achievement in Humanities

Are there any other departments that may be impacted from the addition of this course?

No

Comments & Other Relevant Information for Discussion:  
None

Reviewer  
Comments

Key: 8743

[Preview Bridge](#)  
[Why Did This Not Sync?](#)

# Course Change Request

## New Course Proposal

Date Submitted: 05/28/21 8:13 am

Viewing: **HUMN F014. : THE ART OF PEACE: NARRATIVE REPRESENTATIONS OF PACIFISM**

Last edit: 06/01/21 11:11 am

Changes proposed by: Falk Cammin (10758916)

### In Workflow

1. **1SS Curriculum Rep**
2. **Curriculum Coordinator**
3. **Activation**

### Approval Path

1. 05/30/21 8:42 am  
Cassandra Pereira  
(pereiracassandra)  
Approved for 1SS Curriculum Rep
2. 06/01/21 11:12 am  
Mary Vanatta (vanattamary):  
Approved for Curriculum Coordinator

#### Course Proposal Form

Faculty Author David Hoekenga

Effective Term Summer 2022

Subject Humanities (HUMN) Course Number F014.

Department Humanities (HUMN)

Division Business and Social Sciences (1SS)

Units 4

Hours 4 lecture

Course Title THE ART OF PEACE: NARRATIVE REPRESENTATIONS OF PACIFISM

Short Title

Proposed Transferability UC/CSU

Proposed Description and Requisites: When conflict is assumed as necessary to storytelling, how does art conceptualize peaceful revolution and resistance to war? Through the examination of literature, film, performance art, and video games, the course examines the representation of non-violent movements in the popular imagination. Via the lens of major debates in peace studies, the course traces how race, ethnicity, and class disrupt the traditional narratives of war and peace.

Proposed Discipline Humanities

To which Degree(s) or Certificate(s) would this course potentially be added?  
Humanities AA, Certificate of Achievement in Humanities

Are there any other departments that may be impacted from the addition of this course?

No

Comments & Other Relevant Information for Discussion:  
None

Reviewer  
Comments

Key: 8744

[Preview Bridge](#)  
[Why Did This Not Sync?](#)

# Course Change Request

## New Course Proposal

Date Submitted: 05/17/21 11:13 am

Viewing: **NCBS F449. : INTRODUCTION TO COMPUTER SCIENCE**

Last edit: 06/02/21 2:00 pm

Changes proposed by: Eric Reed (20176435)

### In Workflow

- 1PS Curriculum Rep
- Curriculum Coordinator
- Activation

### Approval Path

- 05/27/21 1:59 pm  
Ron Painter (painterron):  
Approved for 1PS Curriculum Rep
- 06/02/21 2:01 pm  
Mary Vanatta (vanattamary):  
Approved for Curriculum Coordinator

#### Course Proposal Form

Faculty Author      Eric Reed

Effective Term      Summer 2022

Subject              Non-Credit: Basic Skills (NCBS)              Course Number      F449.

Department          Computer Science (C S)

Division              Physical Sciences, Mathematics & Engineering (1PS)

Units                  0

Hours                  4 Lecture 2 Lab

Course Title          INTRODUCTION TO COMPUTER SCIENCE

Short Title

Proposed Transferability      None

Proposed Description and Requisites:      Introduction to basic computer programming concepts using an object-oriented language. Topics include the software life-cycle, procedural vs. object-oriented programming, IDE and debugging, documentation, and coding conventions. Using an object-oriented computer language, students will explore data types, basic data structures and algorithms, control structure, File I/O, functions, error handling and testing.

Proposed Discipline              Computer Science

To which Degree(s) or Certificate(s) would this course potentially be added?      None

Are there any other departments that may be impacted from the addition of this course?      No

Comments & Other Relevant Information for Discussion:

This is intended to be a non-credit mirrored version of C S 49 (being updated).

Reviewer Comments

Key: 8737

[Preview Bridge](#)  
[Why Did This Not Sync?](#)

**Foothill College  
College Curriculum Committee  
2021-22 Meeting Dates**

**Fall Quarter:**

October 5  
October 19  
November 2  
November 16  
November 30

**Winter Quarter:**

January 18  
February 1  
February 15  
March 1  
March 15

**Spring Quarter:**

April 19  
May 3  
May 17  
May 31  
June 14

All meetings fall on Tuesday and will be held from 2:00 p.m. – 3:30 p.m. in the President's Conference Room (and/or via ConferZoom, as needed).

*Note: Meeting dates are tentative and subject to change. The final schedule will be confirmed via calendar invitations sent to CCC Reps via email.*

**Foothill College**  
**Credit Program Narrative**  
**Certificate of Achievement in Network Computing**

**Item 1. Program Goals and Objectives**

The goal of the Certificate of Achievement in Network Computing is to provide students with industry standard skills for networking in the cloud environment. Students learn a range of topics that cover the technical principals of hardware and software devices required to run applications in the cloud. These principles include the networking requirements to support storage, database management, and software systems, while maintaining secure access.

Program Learning Outcome:

- Upon completion of the program, students will be able to host a database and run queries using an interface from a commercial provider and run a file-server service using a provider of their choice.

**Item 2. Catalog Description**

The Certificate of Achievement in Network Computing is designed for people who are seeking employment with companies that use computer networks. The program provides 13.5 units of instruction on industry standard skills to understand and deploy networks. Students learn a range of topics that cover the technical principals of the hardware and configuration to run networks while maintaining secure access.

**Item 3. Program Requirements**

<b>Requirements</b>	<b>Course #</b>	<b>Title</b>	<b>Units</b>	<b>Sequence</b>
Core Courses (13.5 units)	C S 50A	NETWORK BASICS (CCNA)	4.5	Year 1, Fall
	C S 50B	ROUTING & SWITCHING ESSENTIALS (CCNA)	4.5	Year 1, Winter
	C S 50C	SCALING LOCAL AREA NETWORKS (CCNA)	4.5	Year 1, Spring

**TOTAL UNITS: 13.5 units**

**Proposed Sequence:**

Year 1, Fall = 4.5 units

Year 1, Winter = 4.5 units

Year 1, Spring = 4.5 units

**TOTAL UNITS: 13.5 units**

**Item 4. Master Planning**

Foothill College offers programs and services that empower students to achieve goals as members of the workforce. There is currently a high demand for qualified individuals who are well-versed in networking, which delivers connectivity to organizations of all sizes. It is one of

the required disciplines in technology today. This certificate program will allow companies to hire individuals who are familiar with networking, switches, routers, routing, network security principles and network management.

**Item 5. Enrollment and Completer Projections**

Currently, there is a significant undersupply of networking workers compared to the demand in the Bay Area region. The median hourly wage for jobs in networking is slightly under \$60/hr. Due to the high demand and relatively high wages for cloud computing jobs, we foresee that the demand for the certificate will be at least 20 students per year. In addition, we expect to offer the courses as hybrid/online split format, which will attract a number of students statewide.

Course #	Course Title	Year 1: 2018-19		Year 2: 2019-20	
		Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
C S 50A	NETWORK BASICS (CCNA)	6	107	3	81
C S 50B	ROUTING & SWITCHING ESSENTIALS (CCNA)	2	26	2	22
C S 50C*	SCALING LOCAL AREA NETWORKS (CCNA)	Not yet offered		Not yet offered	

\*C S 50C is newly offered, so historical enrollment data is not applicable.

**Item 6. Place of Program in Curriculum/Similar Programs**

Foothill College offers many different computer science courses, some of which are language-based, while others are in the enterprise networking arena. However, there is no other program similar to the Certificate of Achievement in Network Computing at Foothill.

**Item 7. Similar Programs at Other Colleges in Service Area**

Currently, the other community colleges offering this certificate in our area are Ohlone College and Cabrillo College. The proposed program is based off the highly successful Cisco Networking Academy program.

**Additional Information Required for State Submission:**

**TOP Code:** 0701.00 - Information Technology, General

**Annual Completers:** 20 plus

**Net Annual Labor Demand:** Bay Area: 3764; Silicon Valley: 1521

**Faculty Workload:** 1

**New Faculty Positions:** 0 (courses will be taught from current FT/PT faculty)

**New Equipment:** \$0

**New/Remodeled Facilities:** \$0

**Library Acquisitions:** \$0

**Gainful Employment:** Yes

**Program Review Date:** December, 2025, or earlier as required by the state.

**Distance Education:** 50 – 99%



# IT Essentials Occupations Labor Market Information Report Foothill College

Prepared by the San Francisco Bay Center of Excellence for Labor Market Research  
May 2021

## Recommendation

Based on all available data, there appears to be an “undersupply” of IT Essentials workers compared to the demand for this cluster of occupations in the Bay region and in the Silicon Valley sub-region (Santa Clara county). There is a projected annual gap of about 3,764 students in the Bay region and 1,521 students in the Silicon Valley Sub-Region.

## Introduction

This report provides student outcomes data on employment and earnings for TOP 0701.00 - Information Technology, General programs in the state and region. It is recommended that these data be reviewed to better understand how outcomes for students taking courses on this TOP code compare to potentially similar programs at colleges in the state and region, as well as to outcomes across all CTE programs at Foothill College and in the region.

This report profiles IT Essentials Occupations in the 12 county Bay region and in the Silicon Valley sub-region for a proposed new program at Foothill College.

- **Computer User Support Specialists (15-1232):** Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Excludes “Network and Computer Systems Administrators” (15-1142).  
 Entry-Level Educational Requirement: Some college, no degree  
 Training Requirement: None  
 Percentage of Community College Award Holders or Some Postsecondary Coursework: 41%

## Occupational Demand

**Table 1. Employment Outlook for IT Essentials Occupations in Bay Region**

Occupation	2019 Jobs	2024 Jobs	5-yr Change	5-yr % Change	5-yr Total Openings	Annual Openings	25% Hourly Earning	Median Hourly Wage
Computer User Support Specialists	33,519	38,062	4,543	14%	19,013	3,803	\$ 26.57	\$ 35.07
<b>Total</b>	<b>33,519</b>	<b>38,062</b>	<b>4,543</b>	<b>14%</b>	<b>19,013</b>	<b>3,803</b>	<b>\$26.57</b>	<b>\$35.07</b>

Source: EMSI 2020.4

**Bay Region includes:** Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties

**Table 2. Employment Outlook for IT Essentials Occupations in Silicon Valley Sub-region**

Occupation	2019 Jobs	2024 Jobs	5-yr Change	5-yr % Change	5-yr Total Openings	Annual Openings	25% Hourly Earning	Median Hourly Wage
Computer User Support Specialists	13,355	15,200	1,845	14%	7,606	1,521	\$ 25.54	\$ 36.25
<b>Total</b>	<b>13,355</b>	<b>15,200</b>	<b>1,845</b>	<b>14%</b>	<b>7,606</b>	<b>1,521</b>	<b>\$25.54</b>	<b>\$36.25</b>

Source: EMSI 2020.4

Silicon Valley Sub-Region includes: Santa Clara County

**Job Postings in Bay Region and Silicon Valley Sub-Region****Table 3. Number of Job Postings by Occupation for latest 12 months (Feb 2020 - Jan 2021)**

Occupation	Bay Region	Silicon Valley
Computer User Support Specialists	10,500	3,642

Source: Burning Glass

**Table 4a. Top Job Titles for IT Essentials Occupations for latest 12 months (Feb 2020 - Jan 2021) Bay Region**

Title	Bay	Title	Bay
Technical Support Engineer	238	Help Desk Technician	84
Desktop Support	225	IT Specialist	79
Desktop Support Technician	200	IT Support Technician	77
IT Support Specialist	179	Desktop Support Specialist	75
Technical Support Specialist	146	IT Help Desk Technician	54
Field Service Technician	106	Technician Lead	53
Amazon Team Member Hire	98	Desktop Support Engineer	51
IT Technician	87	Support Analyst	47
Team Member Hire	85	Computer Technician	46

Source: Burning Glass

**Table 4b. Top Job Titles for IT Essentials Occupations for latest 12 months (Feb 2020 - Jan 2021)****Silicon Valley Sub-Region**

Title	Silicon Valley	Title	Silicon Valley
Technical Support Engineer	131	Support Analyst	24
Desktop Support	88	Hardware Technician	24
IT Support Specialist	52	Desktop Support Specialist	24
Desktop Support Technician	44	Customer Support Engineer	24
Field Service Technician	37	Support Technician	22
IT Technician	36	Service Desk Technician	22
Help Desk Technician	36	IT Specialist	22
Technical Support Specialist	27	Computer Technician	22

Source: Burning Glass

**Industry Concentration****Table 5. Industries hiring IT Essentials Workers in Bay Region**

Industry – 6 Digit NAICS (No. American Industry Classification) Codes	Jobs in Industry (2019)	Jobs in Industry (2024)	% Change (2019-24)	% Occupation Group in Industry (2019)
Custom Computer Programming Services	6,702	8,267	23%	21%

Industry – 6 Digit NAICS (No. American Industry Classification) Codes	Jobs in Industry (2019)	Jobs in Industry (2024)	% Change (2019-24)	% Occupation Group in Industry (2019)
Computer Systems Design Services	3,834	4,476	17%	12%
Software Publishers	3,213	4,132	29%	10%
Internet Publishing and Broadcasting and Web Search Portals	2,026	2,462	22%	6%
Electronic Computer Manufacturing	1,795	2,005	12%	6%
Data Processing, Hosting, and Related Services	1,488	1,906	28%	5%
Other Computer Related Services	962	1,270	32%	3%
Corporate, Subsidiary, and Regional Managing Offices	819	763	-7%	2%
Colleges, Universities, and Professional Schools (State Government)	640	661	3%	2%
Colleges, Universities, and Professional Schools	637	671	5%	2%

Source: EMSI 2020.4

**Table 6. Top Employers Posting IT Essentials Occupations in Bay Region and Silicon Valley Sub-Region (Feb 2020 - Jan 2021)**

Employer	Bay	Employer	Silicon Valley
Amazon	252	Amazon	46
Best Buy	135	IBM	43
IBM	46	Palo Alto Networks	40
Palo Alto Networks	40	Best Buy	35
Excell	37	Cloudious Llc	24
Wells Fargo	35	Matchpoint Solutions Incorporated	23
Thermo Fisher Scientific Inc	35	Vmware Incorporated	22
Facebook	35	Excell	19
Matchpoint Solutions Incorporated	31	Wipro	15
Infobahn Softworld Incorporated	31	KLA-Tencor	15
Svk Technology Solutions	30	Infobahn Softworld Incorporated	15
Cloudious Llc	29	Trinamix	14
Sunpower Corporation	27	Nsys Design Systems	14
Milestone Technologies	27	Microsoft Corporation	14

Source: Burning Glass

## Educational Supply

There are six (6) community colleges in the Bay Region issuing 39 awards on average annually (last 3 years ending 2018-19) on TOP 0701.00 - Information Technology, General. In the Silicon Valley Sub-Region, there are no community colleges that issued awards on average annually (last 3 years) on this TOP code.

**Table 7. Community College Awards on TOP 0701.00 - Information Technology, General in Bay Region**

College	Subregion	Associate	Certificate Low	Total
Diablo Valley	East Bay	1	1	2
Los Medanos	East Bay	0	8	8
Monterey	SC-Monterey	4	0	4
Ohlone	East Bay	1	2	3

College	Subregion	Associate	Certificate Low	Total
San Francisco	Mid-Peninsula	0	12	12
Santa Rosa	North Bay	0	10	10
<b>Total</b>		<b>6</b>	<b>33</b>	<b>39</b>

Source: Data Mart

Note: The annual average for awards is 2016-17 to 2018-19.

## Gap Analysis

Based on the data included in this report, there is a large labor market gap in the Bay region with 3,803 annual openings for the IT Essentials occupational cluster and 39 annual (3-year average) awards for an annual undersupply of 3,764 students. In the Silicon Valley Sub-Region, there is also a gap with 1,521 annual openings and no annual (3-year average) awards for an annual undersupply of 1,521 students.

## Student Outcomes

**Table 8. Four Employment Outcomes Metrics for Students Who Took Courses on TOP 0701.00 - Information Technology, General**

Metric Outcomes	Bay All CTE Program	Foothill All CTE Program	State 0701.00	Bay 0701.00	Silicon Valley 0701.00	Foothill 0701.00
Students with a Job Closely Related to Their Field of Study*	75%	88%	62%	56%	57%	N/A
Median Annual Earnings for SWP Exiting Students	\$45,864	\$67,768	\$30,192	\$36,328	\$40,530	N/A
Median Change in Earnings for SWP Exiting Students	31%	46%	34%	34%	38%	N/A
Exiting Students Who Attained the Living Wage	53%	72%	51%	41%	44%	N/A

Source: Launchboard Strong Workforce Program (Version 2018-19). \*Data from Version 2017-18

## Skills, Certifications and Education

**Table 9. Top Skills for IT Essentials Occupations in Bay Region (Feb 2020 - Jan 2021)**

Skill	Posting	Skill	Posting
Technical Support	4,301	SAP	810
Customer Service	2,932	SQL	808
Repair	1,894	Software Installation	764
Printers	1,406	Project Management	748
It Support	1,359	Hardware and Software Configuration	742
Help Desk Support	1,357	Computer Installation and Setup	726
Microsoft Active Directory	1,324	Network Troubleshooting	718
Hardware and Software Installation	1,252	Scheduling	640
Microsoft Operating Systems	1,015	Python	638
Customer Contact	983	Virtual Private Networking (VPN)	638
Linux	938	Transmission Control Protocol / Internet Protocol (TCP / IP)	632
Hardware Troubleshooting	925	Oracle	589
MacIntosh OS	901	Information Systems	576
Troubleshooting Technical Issues	870	Hardware Experience	575

Skill	Posting	Skill	Posting
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Source: Burning Glass

**Table 10. Certifications for IT Essentials Occupations in Bay Region (Feb 2020 - Jan 2021)**

Certification	Posting	Certification	Posting
Driver's License	793	CompTIA Security+	96
Certified A+ Technician	604	Certified Information Systems Security Professional (CISSP)	52
IT Infrastructure Library (ITIL) Certification	476	Cisco Certified Network Professional (CCNP)	44
CompTIA Network+	263	Certified Information Systems Auditor (CISA)	42
Microsoft Certified Professional (MCP)	229	Microsoft Certified Desktop Support Technician (Legacy)	40
Cisco Certified Network Associate (CCNA)	211	ITIL Foundation	35
Security Clearance	174	Environmental Protection Agency Certification	26
Microsoft Certified Solutions Expert (MCSE)	146	Microsoft Technology Associate (MTA)	25
Microsoft Certified Solutions Associate (MCSA)	145	Certified Information Security Manager (CISM)	25
Project Management Certification	115	Project Management Professional (PMP)	24

Source: Burning Glass

Note: 76% of records have been excluded because they do not include a certification. As a result, the chart below may not be representative of the full sample.

**Table 11. Education Requirements for IT Essentials Occupations in Bay Region**

Education (minimum advertised)	Latest 12 Mos. Postings	Percent 12 Mos. Postings
High school or vocational training	1,358	27%
Associate's degree	553	11%
Bachelor's degree	3,058	62%

Source: Burning Glass

## Methodology

Occupations for this report were identified by use of skills listed in O\*Net descriptions and job descriptions in Burning Glass. Labor demand data is sourced from Economic Modeling Specialists International (EMSI) occupation data and Burning Glass job postings data. Educational supply and student outcomes data is retrieved from multiple sources, including CTE Launchboard and CCCCCO Data Mart.

## Sources

O\*Net Online  
 Labor Insight/Jobs (Burning Glass)  
 Economic Modeling Specialists International (EMSI)  
 CTE LaunchBoard [www.calpassplus.org/Launchboard/](http://www.calpassplus.org/Launchboard/)  
 Statewide CTE Outcomes Survey  
 Employment Development Department Unemployment Insurance Dataset  
 Living Insight Center for Community Economic Development  
 Chancellor's Office MIS system

## Contacts

For more information, please contact:

- Leila Jamoosian, Research Analyst, for Bay Area Community College Consortium (BACCC) and Centers of Excellence (CoE), [leila@baccc.net](mailto:leila@baccc.net)
- John Carrese, Director, San Francisco Bay Center of Excellence for Labor Market Research, [jcarrese@ccsf.edu](mailto:jcarrese@ccsf.edu) or (415) 267-6544

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**FOOTHILL COLLEGE**  
**Temporary Program Creation Process**  
**Feedback Form for New Programs**

Until the new permanent program creation process has been determined, as part of the temporary program creation process this form shall be used by a department to gather feedback on a new program from key governance committees on campus. A complete program narrative and supporting documentation must be submitted to the groups listed below (simultaneous submission is recommended). Each committee will provide initial feedback via email within two weeks but might also provide additional feedback after their monthly meetings.

After a two-week period, regardless of whether feedback has been received from the three committees, the Division Curriculum Committee may consider the new program for approval. Following Division CC approval, please forward this completed form to the Office of Instruction.

**Faculty Author(s):** Mike Murphy and Bitia Mazloom  
**Division:** STEM (PSME)

**Program Title:** Network Computing  
**Program Units:** 13.5

**Workforce/CTE Program (Y/N):** Y  
*Please note that Workforce/CTE status is dependent on the TOP Code assigned to the program.*

**Type of Award:**

- |  |   |
|--|---|
| <input type="checkbox"/> Non-transcriptable credit certificate | <input type="checkbox"/> AA/AS Degree (local)   |
| <input checked="" type="checkbox"/> Certificate of Achievement | <input type="checkbox"/> AA-T/AS-T Degree (ADT) |
| <input type="checkbox"/> Noncredit certificate                 |   |

<b>EQUITY &amp; EDUCATION</b> <a href="https://foothill.edu/gov/equity-and-education/">https://foothill.edu/gov/equity-and-education/</a>
<b>Date of meeting:</b>
<b>Comments:</b> Submitted to Equity & Education committee on February 11, 2021. No feedback has been received.

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<b>REVENUE &amp; RESOURCES</b> <a href="https://foothill.edu/gov/revenue-and-resources/">https://foothill.edu/gov/revenue-and-resources/</a>
<b>Date of meeting:</b>
<b>Comments:</b> Submitted to Revenue & Resources committee on February 11, 2021. No feedback has been received.

<b>ADVISORY COUNCIL</b> <a href="https://foothill.edu/gov/council/">https://foothill.edu/gov/council/</a>
<b>Date of meeting:</b>
<b>Comments:</b> Submitted to Advisory Council on February 11, 2021. No feedback has been received.

**Division Curriculum Committee Approval Date:** 2/25/21

**Division CC Representative:** Zach Cembellin

**FOOTHILL COLLEGE**  
**College Curriculum Committee**  
**Guided Pathways Program Map Approval Process**

Background

Guided Pathways Program Maps are an essential tool for helping Foothill College students achieve their educational goals in a timely fashion. During the 2020-21 year, the Guided Pathways Team worked with department faculty/chairs and division deans to create Program Maps for programs across campus. Although a formal process for the creation of Program Maps has not yet been written, there exists an immediate need for an approval process for these Maps. During the upcoming 2021-22 year, a process/instructions for creation of Program Maps shall be formalized, which will also include updating existing Program Maps. In order for effective development of Program Maps to occur, it is essential that the Guided Pathways Team, Counseling faculty, department faculty/chair, and division dean work together to assure the viability of the Program Map.

Because Program Maps are related to curriculum, the College Curriculum Committee is the most appropriate group for review and approval of finalized Maps.

Policy

The College Curriculum Committee hereby delegates the power to approve Guided Pathways Program Maps to the relevant Division Curriculum Committee.

Process

~~Department faculty/chair and the division dean will work in collaboration with the Guided Pathways Team and Counseling faculty to create the Guided Pathways Program Map.~~ The finalized Program Map must then shall be submitted to the Division Curriculum Committee for approval. The approved Program Map shall then be submitted to the College Curriculum Committee as an information item.

During its review, if the Division Curriculum Committee would like to request a revision to the Program Map, the Reps should follow up with the Guided Pathways Team.

If the Program Map includes core coursework from a department outside of the Division, the relevant Division Curriculum Committees shall engage in collegial consultation before approving the final Program Map.

# Denial of Program Elimination Request for Diagnostic Medical Sonography

The BHS division curriculum committee received a request to eliminate the Diagnostic Medical Sonography program on 4/27/2021.

The full time faculty in the division had a detailed discussion on this topic and have voted **against** elimination of the program and **in favor** of pursuing another search for a director.

The division acknowledges that previous search processes have failed. Therefore, the division is recommending that the college consider novel approaches to hiring, such as partnership with clinics in the area, in order to be successful with the hiring. The college must face larger challenges associated with recruiting directors for programs in allied health.

In making this decision, faculty noted the following:

- High demand on the part of students
- High demand in the workforce, including the local workforce
- Ultrasound continues to be an important expertise, now starting from the time a paramedic interfaces with a patient
- Ultrasound technicians provide information directly to physicians and this information is used as-is in determining treatment of patients
- Projected growth in the field
- High wage earnings for students upon completion
- Pathway into a valuable career that is otherwise difficult to attain. Private colleges offering this training cost upward of \$50K per year. Foothill is almost the only (not for profit) institution offering this program
- Students in other Allied Health programs feed into the DMS program and therefore the loss of this program may negatively impact other Allied Health programs

BHS Division Curriculum Committee and Full BHS Division Approval: 5/20/2021