



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES**

MEETING: Meeting in November 2015
DATE: Tuesday, November 10, 2015, at 5:30 p.m.
PLACE: Anaheim Campus Board Room
 1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 and 4**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
 Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

Public records related to the public session agenda, and are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- f. **Reports:**
 - Chancellor**
 - * **Cypress College Annual Report and Institutional Effectiveness Report**
By: Bob Simpson, Cypress College President
 - * **Adult Education Block Grant: Assembly Bill 104 Presentation**
By: Valentina Purtell and Jesse Crete

- g. **Comments:**
College Presidents/Provost
Resource Table Personnel
Members of the Board of Trustees
2. a. **Approval of Minutes of the Regular Meeting of October 27, 2015.**
 b. **CLOSED SESSION: Per the following sections of the Government Code:**
- Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**
- Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
- Section 54957: PUBLIC EMPLOYEE APPOINTMENTS: Chancellor and Fullerton College President**
- Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: One (1) Potential Case**
- Per Section 54956.9(d)(2): SIGNIFICANT EXPOSURE TO LITIGATION:**
- | | |
|--------------------------------|--------------------------|
| Claimant: | Geoffrey B. Trapp |
| Agency Claimed Against: | NOCCCD |
3. **FINANCE & FACILITIES**
- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District’s Business Office.)**
- [b] Authorization is requested for the 2015-2016 General Fund transfers and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolution is available for review in the District’s Business Office.)**
- c. It is recommended that the Board receive the Quarterly Investment Report for the quarter ended September 30, 2015.
- d. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2015, as required by §58310 of Title 5.
- [e] Authorization is requested to enter into a contract with GI Energy for the service and maintenance of the co-generation plant engine at Cypress College.

- [f] Authorization is requested for the acquisition of the necessary system software, application software, database, technical training and services to complete the implementation of the Ellucian Banner Data Defense system.

4. **INSTRUCTIONAL RESOURCES**

- [a] Authorization is requested for the Cypress College summary of curriculum deactivations, additions, and revisions, effective Fall 2015 and Fall 2016.
- [b] It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2016.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:

- Change in Retirement Date
- New Personnel
- Additional Duty Days @ Per diem
- Leave of Absence
- Administrative Leave with Pay
- Temporary Academic Hourly

- [b] Request approval of the following items concerning classified personnel:

- Retirement
- Resignation
- New Personnel
- Promotion
- Voluntary Changes in Assignment
- Leave of Absence
- New Classified Job Descriptions
- New Confidential Job Description

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- [f] Request approval of the revised Confidential Salary Schedule, effective July 1, 2015.
- g. Request approval to increase the employee group fringe benefit allowance, effective January 1, 2016, per the Memorandum of Understanding signed by each employee group.

6. GENERAL

- a. It is recommended that the Board schedule on the agenda for November 24, 2015, the establishment of December 8, 2015, as the date of its Organizational Meeting.
- b. It is recommended that the Board adopt proposed, revised Board Policy 3540, Sexual Assaults and Other Sexual Misconduct, and direct that it be placed on the District's web site, where it will be readily accessible by students, employees, and the general public.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the North Orange County Community College District will attempt to accommodate you in every reasonable manner. Please contact the Chancellor's Office, at (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

**BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015
BOARD MEETING 11/10/2015**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0102334	Xerox Corporation	1185.88		CC	Copier Lease Payments
P0105246	Marcive Inc.	\$1,485.00		CC	Annual Subscription for Library Services
P0105250	Amazon com	\$1,926.89		CC	Office Supplies
P0105251	Sodexo Inc and Affiliates	\$425.25		FC	Catering - Welcome New Instructors
P0105252	Vision Communications Company	\$2,000.00		AC	Blanket Order for Safety Communications Supplies
P0105254	Duxbury System Inc	\$669.62		SCE	Computer Software
P0105255	Computerland of Silicon Valley	\$82,555.00		AC	Microsoft License Renewal for AC, CC, and SCE
P0105258	McMurray Stern Inc	\$83,700.00	Bond	AC	Custom Designed Suspended Plan Storage System (Warehouse)
P0105259	American Reprographics Co LLC	\$29,380.00	Bond	AC	Document Information Management
P0105260	Kelly Paper Co	\$583.20		CC	Copier Paper
P0105261	Orange County Register	\$1,386.00		CC	Legal Ad for Bid 2015-19 Soccer Field Leveling Project
P0105262	Gaylord Bros	\$1,350.00		CC	Blanket Order for Library Supplies
P0105263	Office Depot	\$5,000.00		CC	Blanket Order for Office Supplies
P0105264	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105265	Time Clock Sales & Service	\$300.00		AC	Blanket Order for Time Clock Repairs
P0105266	SCIAC	\$100.00		FC	Institutional Membership with Southern CA Intersegmental Articulation Council
P0105267	Parks, Catherine	\$268.82		FC	Reimbursement for Electronic Supplies
P0105268	Transportation Charter Services Inc	\$20,000.00		CC	Blanket Order for Transportation Services
P0105269	Pierce Chemicals Royal Bond	\$1,275.22		CC	Mortuary Science Lab Supplies
P0105270	ACEN	\$2,625.00		CC	Annual Accreditation Fee for Associate Degree Nursing Program
P0105271	Willis of New York	\$4,880.00		CC	Insurance for Seven (7) Loan Art Pieces
P0105272	Huntington T Block Ins Agcy Inc	\$4,360.00		FC	Art Gallery Insurance
P0105286	Corporate Business Interiors Inc	\$150.00		CC	Workstation Reconfiguring
P0105288	YBH Restaurants Inc	\$585.90		CC	Catering for Legacy Program Mentor Dinner
P0105289	Vision Marking Devices	\$24.68		AC	Stamp Pads
P0105290	Down Beat	\$2,600.00		FC	Advertisement for Fine Arts of Downbeat Magazine
P0105291	Anaheim Union High School District	\$396.00		SCE	Classroom Rental
P0105292	Pearson	\$40,000.00		CC	On Line Tutoring Services
P0105297	CDW Government Inc	\$1,776.37		FC	Computer
P0105298	Hsieh, Betina	\$400.00		CC	Independent Contractor for Conference Presentation
P0105299	Council of Chief Librarians	\$150.00		CC	Annual Institutional Membership Renewal
P0105306	Nth Generation Computing Inc	\$8,559.00		AC	Software Maintenance - Data Protection
P0105307	Jaywill Software Development Inc	\$136.08		SCE	Barcode Labels

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105308	Apple Computer Inc	\$2,943.84		AC	Computers
P0105309	Apple Computer Inc	\$2,973.13		AC	Computer
P0105311	Dimitriadis, Philip	\$875.00		FC	Reimbursement for Software License Fee
P0105312	Cell Business Equipment	\$3,000.00		CC	Blanket Order for Repairs to Copier
P0105313	Lawson Screen & Digital Products Inc	\$777.82		FC	Classroom Supplies
P0105314	Amazon com	\$153.49		CC	Chemistry Lab Supplies
P0105315	B & H Photo Video Inc	\$845.71		CC	Instructional Supplies
P0105316	SCS Flooring Systems	\$39,568.90		AC	Carpet Replacement 8th & 9th Floors
P0105317	Coast Arbor	\$2,000.00		AC	Irrigation Repairs
P0105318	Paper Depot	\$300.00		FC	Blanket Order for Document Destruction Service
P0105319	Paper Depot	\$271.35		SCE	Document Destruction Service
P0105320	Sodexo Inc and Affiliates	\$46.40		FC	Catering for International Club Meeting
P0105321	Orange County Air Conditioning	\$2,080.00		FC	HVAC Repairs
P0105322	Scantron Corporation	\$155.87		FC	Scantron Forms
P0105323	Art Supply Warehouse	\$1,152.07		SCE	Paint Supplies
P0105324	E Sam Jones Distributor Inc	\$6,879.60		CC	Light Poles
P0105325	JM McConkey Co Inc	\$4,452.46		FC	Horticulture Lab Supplies
P0105326	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105327	B & H Photo Video Inc	\$1,497.90		CC	Instructional Supplies
P0105328	Apple Computer Inc	\$5,946.24		AC	Computers
P0105329	Foundation for California Community Colleges	\$15,778.98		FC	Compass Test Units
P0105330	Source Graphics	\$5,155.75		CC	Computer Equipment
P0105331	Mountain Measurement Inc	\$425.00		CC	Nursing Program Reports
P0105332	Ideapaint Inc	\$1,039.52		CC	Office Supplies
P0105334	Buddy's All Stars, Inc.	\$4,468.20		FC	Athletic Uniforms
P0105335	Riddell/All American Sports Group	\$574.58		FC	Athletic Supplies
P0105336	Higher One, Inc	\$13,500.00		CC	Debit Card Services Agreement for CC and FC; B/A 1/27/2009
P0105337	Sodexo Inc and Affiliates	\$822.15		FC	Catering for Event Planning Meetings
P0105338	Community College Week	\$52.00		FC	Community College Week Journal Subscription
P0105339	S&S Worldwide	\$459.86		SCE	Instructional Supplies
P0105340	C&H Baseball Inc	\$7,596.21		CC	Baseball Cage
P0105341	Accent Medical Systems, Inc.	\$3,300.00		CC	Equipment Rental

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105342	Scantron Corporation	\$2,689.54		FC	Instructional Supplies
P0105343	Allsteel Inc	\$7,306.64		CC	Office Furniture
P0105344	The Progressive Woman	\$1,950.00		AC	Employment Advertising Fee
P0105345	Southern 30/EEDEC	\$300.00		AC	Institutional Membership
P0105346	Jim's Music Center, Inc.	\$8,451.43		FC	Purchase of Two Bassoon's
P0105347	LeadThem Consulting LLC	\$17,274.00		AC	Groupwise for Exchange Migration
P0105348	B & H Photo Video Inc	\$1,115.86		CC	Photography Supplies
P0105349	B & H Photo Video Inc	\$503.74		CC	Photography Supplies
P0105350	B & H Photo Video Inc	\$3,346.93		CC	Instructional Equipment
P0105351	Clahane, Dana	\$514.50		AC	Reimbursement for Sabbatical Bond
P0105352	J W Pepper of Los Angeles	\$1,000.00		FC	Blanket Order for Music Supplies
P0105377	Enterprise Rent A Car	\$1,000.00		FC	Blanket Order for Van Rentals
P0105378	Anaheim Union High School District	\$476.00		CC	Bus Transportation Fees
P0105379	Toshiba America Information Systems Inc	\$5,609.20	Capital Outlay	CC	Purchase New Copier
P0105380	R2A Architecture	\$24,802.00	Capital Outlay	AC	Architectural Services for FC Rm 905 Machine Lab Electrical Design
P0105381	B & H Photo Video Inc	\$13,515.55		CC	Photography Supplies
P0105382	Amazon com	\$270.61		SCE	Instructional Supplies
P0105383	Psychological Assessment Resources Inc	\$1,442.67		SCE	Test Forms
P0105384	Pearson	\$7,296.14		SCE	Textbooks
P0105385	Executive Environmental Services Corporation	\$1,155.00		AC	Environmental Services for the FC 1300 Building
P0105386	Academic Advertising LLC	\$495.00		AC	Employment Advertising Fees
P0105387	Amazon com	\$67.21		SCE	Instructional Supplies
P0105388	Cynmar Corporation	\$199.10		CC	Chemistry Lab Supplies
P0105389	iT1 Source LLC	\$565.54		SCE	Software
P0105390	School Specialty Inc	\$622.43		SCE	Instructional Supplies
P0105393	Office Depot	\$3,694.00		CC	Blanket Order for Office Supplies
P0105394	Landauer Inc	\$60.60		CC	Dental Lab Supplies
P0105395	Apple Computer Inc	\$1,965.79		AC	Computer
P0105398	OCLB Consortium	\$150.00		CC	Institutional Membership for Nursing Department
P0105399	Goss Engineering Inc	\$3,000.00	Capital Outlay	AC	Air Handling Unit Replacement Feasibility Study
P0105400	Kelly Paper Co	\$2,511.00		AC	Blanket Order for Copier Paper
P0105401	Presidents' Round Table	\$500.00		CC	Registration Fees for Men of Color Event

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105402	Matco Tools	\$463.30		CC	Auto Instructional Supplies
P0105403	A-A Backflow Testing & Maintenance	\$236.00		AC	Backflow Plumbing Repairs
P0105405	Community College Search Services	\$22,500.00		AC	Community College Search Services for Fullerton College President
P0105406	VR Mason	\$20,009.21		AC	Building B Upstairs Remodel
P0105407	TruWest Inc	\$589.68		FC	Men's Water Polo Suits
P0105408	WMFY We Mail For You	\$2,730.00		SCE	Class Schedules
P0105409	McDonald, Robert	\$500.00		FC	Blanket Order for Alignment Equipment Repairs
P0105410	Sodexo Inc and Affiliates	\$1,171.97		FC	Catering for ESL Events
P0105412	S & R Sport	\$466.18		FC	Swimming Supplies
P0105413	B & H Photo Video Inc	\$5,581.98		CC	Photography Supplies
P0105417	Penn-Jersey X-Ray	\$138.01		CC	Radiology Lab Supplies
P0105418	Alternative Energy Store	\$12,204.65		CC	Instructional Equipment
P0105419	Laerdal Medical Corp	\$5,925.00		CC	Equipment Maintenance/Warranty
P0105420	Home Depot	\$402.97		CC	Classrooms Supplies
P0105421	Biospherical Instruments Inc	\$150.00		FC	Equipment Evaluation Fee
P0105422	Accrediting Commission for Community and Junior Colleges	\$750.00		CC	Accreditation Fee - Mortuary Science
P0105423	HRC Catering	\$2,650.00		AC	Bistro Catering for New Faculty Welcome
P0105424	HRC Catering	\$184.50		CC	Catering for Adjunct Counselor and New Staff
P0105425	iT1 Source LLC	\$279.10		SCE	Office Supplies
P0105426	Westberg - White Inc	\$41,000.00	Capital Outlay	AC	Architectural Services for CC Theater Bldg Adjustable Stage Extension
P0105427	Westberg - White Inc	\$21,500.00	Capital Outlay	AC	FC Veterans' Resource Center Renovation
P0105428	Westberg - White Inc	\$20,650.00	Capital Outlay	AC	Architectural Services for Accessibility Upgrades to FC Baseball Field
P0105429	Westberg - White Inc	\$17,000.00	Capital Outlay	AC	Architectural Services for Replacement of FC Gym Wood Floor
P0105430	Amazon com	\$156.37		SCE	Instructional Supplies
P0105433	Associated Business Products Inc	\$1,050.00		FC	Maintenance and Ink Supplies for Time Clocks
P0105434	Horizon Educational	\$10,325.62		CC	Tech Ed Instructional Supplies
P0105435	Amazon com	\$183.05		SCE	Instructional Supplies
P0105436	Amazon com	\$146.13		SCE	Instructional Supplies
P0105437	Amazon com	\$40.10		SCE	Reference Book
P0105438	Armstrong, Joanne	\$324.24		SCE	Reimbursement for Stationary Supplies
P0105461	Snap-on Business Solutions	\$43.12		CC	Hardware Supplies
P0105462	Varidesk Inc	\$3,564.00		FC	Office Supplies

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P0105463	Evisions Inc	\$8,525.00		FC	Argos Training
P0105464	Blackfisk Creative Inc	\$24,500.00		FC	Video Services
P0105465	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0105466	Office Depot	\$179.23		FC	Office Supplies
P0105467	Allsteel Inc	\$4,449.92		AC	Furniture Installation
P0105468	ACCO Engineered Systems	\$16,150.00	Capital Outlay	AC	Rebuild the Cooling Tower for the 2100 Wilshire Building
P0105469	Council of Chief Librarians	\$150.00		FC	Institutional Membership
P0105470	Trane	\$9,380.00		AC	Cooling Tower Repairs
P0105471	Buddy's All Stars, Inc.	\$755.25		FC	Athletic Supplies
P0105472	Amazon com	\$155.08		FC	Office Supplies
P0105473	Scantron Corporation	\$91.69		FC	Instructional Supplies
P0105474	Instant Signs & Banners	\$189.01		CC	Custom Signage
P0105475	Strata Information Group	\$32,440.00		CC	Programming & Technical Consulting for CC and FC
P0105476	Norwalk-La Mirada Unified School District	\$2,200.00		CC	Blanket Order for CalWORKs Childcare
P0105477	Integrated Interiors Inc	\$3,980.00		CC	Power Services for the Blinds in the Theater Lobby
P0105478	Computerland of Silicon Valley	\$158.00		FC	Computer Software
P0105479	Aerial Media Pros	\$9,467.28		CC	Cameras
P0105480	CollegeSource Inc	\$6,294.00		FC	Software User License
P0105481	Public Economics Inc	\$15,000.00		AC	Blanket Order for Financial Consulting Services
P0105482	Postmaster - Cypress	\$1,270.00		CC	Annual P.O. Box Fees for Cypress College
P0105483	Paper 360 Inc	\$989.28		FC	Computer Lab Supplies
P0105484	Willis of New York	\$130.00		CC	Insurance for Loan Artwork
P0105485	United States Plastic Corporation	\$182.80		CC	Chemistry Lab Supplies
P0105486	Division of the State Architect	\$10,162.50	Bond	AC	DSA Fee for AC 1st Floor
P0105487	Fisher Scientific Co LLC	\$544.24		CC	Chemistry Lab Supplies
P0105488	YBH Restaurants Inc	\$500.00		CC	Food Vouchers
P0105489	Sodexo Inc and Affiliates	\$59.91		FC	Catering for Tutor Center Meeting
P0105490	Orange County Designers Inc	\$661.42		FC	Custom Signage
P0105491	YBH Restaurants Inc	\$151.20		CC	Catering for CC and FC Admissions and Records
P0105492	Environmental Management Technologies	\$9,689.50		CC	Hazardous Waste Removal
P0105493	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105494	951 Designs	\$201.83		FC	Athletic Uniforms

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105495	BSN Sports Inc	\$896.48		FC	Athletic Clothing
P0105496	Esqueda, Janet	\$211.74		FC	Reimbursement for Textbooks
P0105497	Martinez, Lucia	\$101.20		FC	Reimbursement for Textbooks
P0105498	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105499	Material Flow & Conveyer Systems Inc	\$81.49		CC	Divider Boxes
P0105500	Amazon com	\$294.44		CC	Lab Supplies
P0105501	CDW Government Inc	\$2,753.15		FC	Computer
P0105502	OSAP	\$136.02		CC	Books
P0105503	State of California	\$3,900.00		CC	Student Right to Know Reporting Subscription
P0105504	Start Fresh Building Maintenance Inc	\$8,200.00	Capital Outlay	AC	Restroom Tile Restoration Building 2000 1st Floor
P0105505	Holiday Inn Express	\$2,225.16		CC	Hotel Fees for EOPS Northern University Trip
P0105506	Transportation Charter Services Inc	\$4,490.00		CC	Transportation Fees for Field Trip
P0105507	Ssentongo, Melbendict	\$341.20		CC	Reimbursement for Travel Expenses
P0105508	Sodexo Inc and Affiliates	\$285.64		FC	Catering for Library Division Luncheon Meeting
P0105509	SHRM	\$279.73		CC	Textbook Manual
P0105510	Transportation Charter Services Inc	\$3,292.50		CC	Transportation Fees for Field Trips
P0105511	Office Depot	\$1,500.00		FC	Blanket Order for Office Supplies
P0105512	The Research & Planning Group for CCC	\$3,700.00		AC	Independent Contractor for New Faculty Orientation & District Consultation Council Retreat
P0105513	University of Wisconsin Press	\$20.00		FC	Library Article Rental Fees
P0105514	Displays2Go	\$334.20		FC	Display Signs
P0105515	Jacobsen West	\$1,000.00		FC	Blanket Order for Grounds Equipment Repairs
P0105516	Covoc Corp	\$14,999.99		CC	Window Shade Installation
P0105517	Amazon com	\$87.18		CC	Physics Lab Supplies
P0105518	Ellucian Company LP	\$45,060.00		AC	Banner Consulting & Project Management
P0105519	Priority Neopost	\$181.75		AC	Mailing Supplies
P0105520	WMFY We Mail For You	\$9,275.00		AC	Printing & Mailing Services
P0105521	Orange County Department of Education	\$3,700.00		AC	County Courier Services
P0105522	California Placement Association	\$150.00		FC	Annual Institutional Membership Fees
P0105523	California College & University Police Chiefs Association	\$125.00		CC	Annual Institutional Membership Fees
P0105524	International Association of Campus Law Enforcement	\$225.00		CC	Annual Institutional Membership Fees
P0105525	California Ultimate Designs Inc	\$1,100.36		FC	Athletic Uniforms
P0105526	PRG Lighting	\$986.62		FC	Theatre Arts Instructional Materials

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105527	Store Supply Warehouse LLC	\$179.31		SCE	Instructional Supplies
P0105528	Amazon com	\$49.42		FC	Instructional Resources
P0105529	Office Depot	\$1,000.00		SCE	Blanket Order for Instructional Supplies
P0105530	Office Depot	\$750.00		SCE	Blanket Order for Office Supplies
P0105531	CDW Government Inc	\$224.46		AC	Software
P0105532	Stored Value Marketing	\$10,022.62		FC	Gas Cards for CARE Program Students
P0105533	Sodexo Inc and Affiliates	\$824.07		FC	Catering for Foster Youth Success Initiative Mini Conference
P0105534	Heart to Heart CPR	\$2,500.00		AC	Independent Contractor for CPR/ First Aid Training
P0105537	Amazon com	\$259.04		CC	Lab Supplies
P0105538	CDW Government Inc	\$516.85		FC	Office Supplies
P0105539	Fullerton College	\$1,666.00		FC	EOPS Student Health Fees
P0105540	Fullerton College	\$1,235.00		FC	EOPS Student Parking Permit Fees
P0105541	Ellis, Pilar	\$329.58		FC	Reimbursement for International Students Welcome Dinner
P0105542	Ellis, Pilar	\$280.00		FC	Reimbursement for Harbor Cruise Field Trip Tickets For International Students
P0105543	Animoto Inc	\$239.88		FC	Annual Software Subscription Fees
P0105544	Leonard Chaidez Tree Service	\$25,000.00		FC	Blanket Order for Tree Trimming Services
P0105545	Airgas USA LLC	\$104.27		CC	First Aid Supplies
P0105559	Allsteel Inc	\$1,255.29		CC	Office Furniture Installation
P0105560	CDW Government Inc	\$1,086.50		FC	Office Equipment
P0105561	Honors Transfer Council of California	\$120.00		CC	Institutional Membership
P0105562	GST	\$1,042.09		FC	Office Supplies
P0105565	Comfort Audio Inc	\$3,348.98		FC	Audio Supplies
P0105567	Pivot Point International Inc	\$3,630.00		FC	Lease Fees for Cosmetology Department
P0105568	GST	\$112,190.56		AC	Computer Equipment
P0105569	P2S Engineering Inc	\$102,500.00	Capital Outlay	AC	Engineering Services for CC Central Plant & Chilled Water Distribution; B/A 9/22/15
P0105570	American 3B Scientific	\$8,091.40		FC	Scientific Supplies
P0105571	Pat 605 Cyclery	\$3,106.35		FC	Campus Safety Supplies
P0105572	Vernes Plumbing Inc	\$3,350.00		CC	Plumbing Valve Replacement
P0105574	Hydroscape Products Inc	\$2,140.76		CC	Plumbing Supplies
P0105575	Western Indoor Environmental Services	\$7,995.00		CC	HVAC Repairs
P0105576	The Westin	\$603.12		CC	Field Trip Hotel Fees
P0105588	HRC Catering	\$919.43		AC	Catering Services for District Wide Equal Employment Opportunity Training

**BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015**

BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105589	Spinitar Presentation Products Inc	\$302.69		CC	Thermal Paper
P0105590	J W Pepper of Los Angeles	\$651.33		CC	Textbooks
P0105591	School Outfitters LLC	\$201.52		FC	Educational Supplies
P0105592	Ran Graphics Inc	\$38,289.25		SCE	SCE Winter 2016 Class Schedule Printing
P0105593	Orange Coast Petroleum Equipment, Inc	\$970.74		CC	Fuel Service Pump Repairs
P0105594	Dell Marketing LP	\$2,030.59		CC	Computer Equipment
P0105595	GST	\$710.32		CC	Computer Supplies
P0105596	BSN Sports Inc	\$351.00		FC	Softballs
P0105597	Office Depot	\$1,846.71		FC	Office Supplies
P0105598	J W Pepper of Los Angeles	\$2,000.00		FC	Blanket Order for Music Materials
P0105599	Office Depot	\$310.56		FC	Office Supplies
P0105600	Hillco Fastener Warehouse	\$800.00		CC	Blanket Order for Instructional Supplies
P0105611	City of Fullerton	\$65.00		SCE	Fullerton Founder's Day Participation Fee
P0105612	Crystal Factory	\$2,025.00		AC	Board of Trustees Retiree Recognition Plaques
P0105613	Scantron Corporation	\$178.53		FC	Scantron Forms
P0105614	Cypress College Foundation	\$56,350.00		CC	Title V Grant Payment to the Foundation
P0105615	Media Education Foundation	\$246.60		FC	DVD
P0105616	CN School and Office Solutions Inc	\$6,897.12		AC	Office Chairs
P0105617	IC Compound Co Inc	\$217.38		FC	Office Supplies
P0105618	State of California	\$2,159.00		CC	Radiology Tech School Certificate Fee
P0105619	State of California	\$224.00		CC	Radiologic Tech Fluoroscopy Permit Fee
P0105620	Dell Marketing LP	\$983.97		CC	Office Supplies
P0105621	Southwestern Bag Co LP	\$646.00		FC	Instructional Supplies
P0105622	The Giust Gallery	\$1,403.91		FC	Instructional Supplies
P0105623	Russell, Paul	\$500.00		AC	Appraisal Service Fee for Property Purchase
P0105624	Society for College and University Planning	\$375.00		FC	Institutional Membership Fee
P0105625	Sodexo Inc and Affiliates	\$641.26		FC	Catering for Fall 2015 Information Booth Event
P0105626	Morrow Meadows Corp	\$700.00		AC	Cables Services
P0105642	Diablo Valley College	\$300.00		CC	Cisco Academy Support Annual Fee
P0105643	Uline Inc	\$181.94		FC	Instructional Art Supplies
P0105644	Accelerations Educational Software	\$900.00		SCE	Software License
P0105645	Apple Computer Inc	\$1,282.88		SCE	Computers

BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015
BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105646	Hayden, Regina	\$94.00		CC	Fingerprinting Reimbursement
P0105647	Silva, Joana	\$96.00		CC	Fingerprinting Reimbursement
P0105648	Machado, Gil Patricia	\$96.00		CC	Fingerprinting Reimbursement
P0105649	Office Depot	\$150.00		FC	Blanket Order for Office Supplies
P0105650	WMFY We Mail For You	\$864.00		AC	Mailing Services
P0105652	Souza, Ashley	\$94.00		CC	Fingerprinting Reimbursement
P0105653	Moore Medical Corp	\$5,835.64		SCE	Instructional Supplies
P0105654	DVSport Inc	\$2,106.00		FC	Instructional Materials
P0105655	BSN Sports Inc	\$591.98		FC	Athletic Uniforms
P0105656	Davenport, Christina	\$94.00		CC	Fingerprinting Reimbursement
P0105657	McPherson, Debra	\$379.62		CC	Reimbursement for ESL Mini Conference Catering
P0105658	Office Depot	\$1,700.00		SCE	Blanket Order for Office Supplies
P0105659	Integrated Interiors Inc	\$5,440.00	Capital Outlay	CC	Plates for Women & Men's Locker Room Windows
P0105660	Office Depot	\$500.00		FC	Blanket Order for Office Supplies
P0105661	Case & Sons Construction Inc	\$122,300.00	Capital Outlay	AC	Bid #2015-16, FC Utility Tunnel Emergency Lighting Project
P0105662	Office Depot	\$200.00		FC	Blanket Order for Office Supplies
P0105663	Ripors, Allen	\$92.00		CC	Fingerprinting Reimbursement
P0105664	Cho, Grace	\$96.00		CC	Fingerprinting Reimbursement
P0105665	JM & J Contractors	\$2,994.50	Capital Outlay	AC	Labor and Materials for Removal of Glass Wall
P0105666	Royal Plywood Co LLC	\$4,500.00		FC	Blanket Order for Instructional Supplies
P0105667	Lakeshore Learning Materials	\$1,348.52		SCE	Instructional Supplies
P0105668	Belvedere USA Corp	\$1,654.05		FC	Shampoo Chairs
P0105669	CI Solutions	\$1,290.00		AC	ID Card Service Agreement
P0105670	Music Theatre International	\$4,191.60		FC	Music Performance Royalties Fees
P0105672	AEDSuperstore.com	\$374.77		CC	Classroom Supplies
P0105673	Art Supply Warehouse	\$195.11		SCE	Art Supplies
P0105686	Office Depot	\$400.00		FC	Blanket Order for Office Supplies
P0105687	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0105688	Anaheim Embroidery Inc	\$800.00		CC	Blanket Order for Custom T Shirts
P0105689	GST	\$521.05		FC	Office Supplies
P0105690	Amazon com	\$106.44		FC	Books
P0105691	Preter, Amanda	\$90.00		CC	Fingerprinting Reimbursement

BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015
BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105692	Herrington, Karly	\$84.00		CC	Fingerprinting Reimbursement
P0105693	Lifesigns Inc	\$1,000.00		CC	Blanket Order for Interpreting Services
P0105694	Bone Clones Inc	\$1,077.86		FC	Educational Supplies
P0105695	Home Depot	\$109.90		CC	Office Supplies
P0105696	Nagao, Angela	\$10,000.00		AC	Independent Contractor for Cultural Intelligence Training Districtwide
P0105697	J W Pepper of Los Angeles	\$2,000.00		FC	Blanket Order for Musical Supplies
P0105698	Orange County Air Conditioning	\$30,285.01	Capital Outlay	AC	HVAC Repairs at FC
P0105699	Delta Biologicals	\$1,245.86		FC	Biology Lab Supplies
P0105700	Sodexo Inc and Affiliates	\$298.36		FC	Catering for Basic Skills Student Event
P0105702	Guitar Center Inc	\$3,000.00		FC	Blanket Order for Musical Instrument Repairs
P0105703	Stage Accents & Performance Concepts	\$4,000.00		FC	Blanket Order for Choir Uniforms and Supplies
P0105706	E Sam Jones Distributor Inc	\$71,296.44	Capital Outlay	AC	Retrofit Lighting Kits for CC
P0105707	Machining Time Savers Inc	\$710.00		FC	Blanket Order for Machining Tool Repairs
P0105708	Compview	\$9,063.36	Capital Outlay	CC	Projectors
P0105709	American Bicycle Security Company	\$1,978.62		FC	Bicycle Racks
P0105710	GST	\$327.47		FC	Office Supplies
P0105711	Sodexo Inc and Affiliates	\$889.86		FC	Catering for Honors Transfer Council Meeting
P0105712	Transportation Charter Services Inc	\$739.00		FC	Bus Transportation to Long Beach Aquarium
P0105713	Fullerton College	\$2,696.00		FC	Child Care Services
P0105714	Galaxy Int'l Connections Inc	\$14.82		CC	Country Flags
P0105715	SolarWinds Inc	\$11,777.00		CC	Software Maintenance Renewals
P0105716	CDW Government Inc	\$902.77		FC	Classroom Supplies
P0105717	Medical Billing Technologies Inc	\$10,650.00		FC	Medical Admin. Activities Program Fees
P0105718	Dell Marketing LP	\$488.93		CC	Office Supplies
P0105719	CDW Government Inc	\$798.23		FC	Office Supplies
P0105720	Sodexo Inc and Affiliates	\$173.34		FC	Catering for Kinder Caminata
P0105721	Office Depot	\$431.91		FC	Office Supplies
P0105722	Office Depot	\$349.68		FC	Office Supplies
P0105724	Cookies by Design Long Beach	\$300.00		CC	Cookies for Counselor Breakfast Event
P0105725	Amazon com	\$814.42		FC	Instructional Supplies
P0105726	Amazon com	\$323.72		CC	Office Supplies
P0105727	Office Depot	\$4,500.00		FC	Blanket Order for Office Supplies

BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015
BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105728	Dick Blick Co	\$1,562.24		FC	Instructional Art Supplies
P0105729	GoEngineer Inc	\$1,620.00		FC	Software
P0105730	Sodexo Inc and Affiliates	\$87.42		FC	Catering for the Latino Students Forum
P0105731	Scantron Corporation	\$77.29		CC	Scantron Forms
P0105732	Silva, Juan	\$250.00		CC	Prep-Focused Conference Presentation
P0105733	Sodexo Inc and Affiliates	\$903.66		FC	Catering for New Faculty Seminar
P0105746	Printed Stiches	\$3,500.00		AC	Blanket Order for Custom Shirts
P0105747	Computerland of Silicon Valley	\$558.00		AC	Software Licenses
P0105748	iT1 Source LLC	\$646.82		SCE	Software Licenses
P0105749	PEC Digital Solutions	\$199.81		AC	Office Supplies
P0105750	B & H Photo Video Inc	\$960.50		FC	Video Equipment
P0105751	Rancho Santiago Community College	\$8,000.00		SCE	Fees for Hosting Orange County Regional Counseling Event
P0105752	Home Depot	\$358.97		FC	Instructional Art Supplies
P0105753	Sodexo Inc and Affiliates	\$1,756.08		FC	Catering for Staff Development Event
P0105754	Sodexo Inc and Affiliates	\$1,232.28		FC	Catering for EOPS Outreach Night Fair
P0105755	Office Depot	\$508.44		FC	Office Supplies
P0105756	Apple Computer Inc	\$5,453.28		CC	Computers
P0105757	Matco Tools	\$1,000.00		CC	Blanket Order for Automotive Supplies
P0105758	Apple Computer Inc	\$10,077.28		CC	Computers
P0105759	Grainger Inc	\$600.00		CC	Blanket Order for Hardware Supplies
P0105760	Center for Professional Development	\$815.00		FC	IT Network Services Training
P0105761	EBSCO	\$2,104.71		FC	Subscriptions for Tech & Engineering Dept.
P0105762	JM & J Contractors	\$9,994.24		FC	Office Wall Installation
P0105763	The CPR Hero Training Center	\$1,440.00		SCE	Pediatric First Aid/CPR Certification
P0105764	Refrigeration Supplies Distributor	\$2,100.00		CC	Blanket Order for Refrigeration Supplies
P0105765	Amazon com	\$90.84		FC	Instructional Media Supplies
P0105766	Graphaids Inc	\$395.75		FC	Film Roll
P0105767	Walters Wholesale Electric Co	\$458.59		FC	Lighting Supplies
P0105768	Eldersong Publications Inc	\$434.02		SCE	Textbooks
P0105769	Ziabicki Import Company Inc	\$266.18		FC	Theater Art Supplies
P0105770	MSC Industrial Supply Co Inc	\$166.53		FC	Hardware Supplies
P0105771	MS Abrasive Cleaning Equipment	\$169.04		FC	Cleaning Supplies

**BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015**

BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105772	J W Pepper of Los Angeles	\$1,000.00		FC	Blanket Order for Music Supplies
P0105773	California Tool & Welding Supply	\$5,000.00		FC	Blanket Order for Welding Supplies
P0105774	JE Halliday Sales Inc	\$24,706.00		AC	Creasing Machine for AC Production Center
P0105775	Noel-Levitz	\$3,423.00		CC	Student Satisfaction Survey
P0105776	Dell Marketing LP	\$326.90		CC	Office Supplies
P0105777	Sam Ash Megastores LLC	\$497.83		FC	Music Supplies
P0105778	Art.com	\$208.36		FC	Instructional Supplies
P0105779	Anaheim Glass Inc	\$11,620.60	Capital Outlay	CC	Installation of Bullet Proof Glass Storefront Windows for Men & Women Locker Rooms
P0105780	Steve Weiss Music Inc	\$2,705.88		FC	Musical Supplies
P0105781	Nth Generation Computing Inc	\$7,099.00		AC	Software/Hardware Support
P0105782	Geo-Advantec Inc	\$11,225.00	Capital Outlay	AC	Underground Utility Tunnel Repair @ FC
P0105783	Sheet Music Plus	\$79.78		FC	Sheet Music
P0105784	Banuelos, Raul	\$17,250.00		FC	Horticulture Equipment
P0105785	Air Conditioning Control System Inc	\$13,440.00	Capital Outlay	AC	Cogen Plant Software and Hardware Upgrade at CC
P0105786	HRC Catering	\$525.04		CC	Catering - Dental Hygiene Accreditation Lunch
P0105787	General Camera Repair	\$730.05		FC	Projector
P0105788	Freedom Scientific BLV Group Lilac	\$1,951.29		CC	Software Maintenance Agreement
P0105789	Digital Art Supplies	\$1,584.81		CC	Printer Ink and Paper
P0105790	Demco Inc	\$331.56		CC	Contemporary Floor Display
P0105792	Baker & Taylor Inc	\$17,500.00		CC	Blanket Order for Library Supplies
P0105793	Placentia Yorba Linda USD	\$11,730.00		FC	Blanket Order for Football Stadium Rental
P0105794	CDW Government Inc	\$6,366.88		FC	Computers
P0105796	Rochester Art Supply Inc	\$390.81		FC	Instructional Art Supplies
P0105797	CDW Government Inc	\$175.00		FC	Office Supplies
P0105798	Rennie, Nancy	\$314.22		FC	Reimbursement for Instructor Manual
P0105799	Strata Information Group	\$6,600.00		AC	IS Technical Consulting
P0105801	Time Warner Cable LLC	\$7,200.00		FC	Blanket Order for Data Circuit
P0105802	Ollivier Corporation	\$4,636.50		FC	Software License Renewal
P0105803	Strata Information Group	\$13,580.00		AC	IT Technical Training
P0105804	BSE Engineering Inc	\$78,000.00	Capital Outlay	AC	HVAC & Energy Management System Assessment at FC
P0105806	St Justin Martyr School	\$2,360.40		CC	Blanket Order for CalWORKs Childcare
P0105807	KT Industries Inc	\$22,800.00		AC	Maintenance Agreement for Electrical Power Plant

BOARD RECAP
FOR THE PERIOD SEPTEMBER 12, THROUGH OCTOBER 13, 2015
BOARD MEETING 11/10/2015

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105808	KT Industries Inc	\$137,237.17	Capital Outlay	FC	Emergency Electrical Switchboard Replacement at FC; B/A 10/13/15

\$2,230,653.88

Approved by: _____
Brian Fahnestock, Interim Vice Chancellor

Budget Transfers
11-10-2015

1.	From:	11100-3310-44110-6120	CC	Noninstructional Supplies – Prior Year Fund	10,000
	To:	11100-3310-23100-6120	CC	Noninstructional Clerical Hourly Salaries – Prior Year Fund	10,000
		Transfer to cover student hourly salaries.			
2.	From:	17725-5980-14200-6320	FC	Noninstructional Hourly Counselor Salaries – SSSP	77,469
		17725-5980-23100-6320	FC	Noninstructional Clerical Hourly Salaries – SSSP	10,000
	To:	17725-5980-50000-6320	FC	Other Operating Expenses – SSSP	87,469
		Transfer to cover expenses related to SSSP supported projects and travel/conference expenses.			
3.	From:	11100-1000-79450-7900	AC	Innovation Fund – Prior Year Fund	40,150
	To:	11100-2540-23400-6010	CC	Noninstructional Professional Hourly – Prior Year Fund	6,000
		11100-2540-4xxxx-1200	CC	Supplies and Materials – Prior Year Fund	9,250
		11100-2540-51950-6010	CC	Contracted Services-Food/Hospitality – Prior Year Fund	3,600
		11100-2600-60000-6110	CC	Equipment – Prior Year Fund	21,300
		Transfer to cover expenses of the Innovation Funds awarded to Cypress College.			
4.	From:	11100-1000-79460-7900	AC	Strategic Plan Fund – Prior Year Fund	172,473
	To:	11100-1700-5xxxx-6780	AC	Other Operating Expenses – Prior Year Fund	80,073
		11100-1700-64310-6780	AC	Computer Equipment – Prior Year Fund	92,400
		Transfer to cover the purchase of Ellucian Pilot application software, implementation and training services, and maintenance, for the Information Systems Department to improve student performance.			
5.	From:	11100-1315-79300-6600	AC	Budget Center – Prior Year Fund	29,500
	To:	11100-1405-44400-6730	AC	Noninstructional Supplies-Food/Hospitality – Prior Year Fund	7,000
		11100-1405-51900-6730	AC	Personal & Consultant Services – Prior Year Fund	22,500
		Transfer to cover the cost of consultants for Fullerton College President search and off-site Chancellor interviews.			
6.	From:	11100-1315-79300-6600	AC	Budget Center – Prior Year Fund	148,712
	To:	11100-1700-44500-6780	AC	Computer & Related Supplies – Prior Year Fund	32,065
		11100-1700-51200-6780	AC	Contracted Services – Prior Year Fund	674
		11100-1700-64310-6780	AC	Computer Equipment – Prior Year Fund	115,973
		Transfer to cover computer replacement for Anaheim Campus staff.			
7.	From:	11100-1315-79300-6600	AC	Budget Center – Prior Year Fund	1,660
	To:	11100-1315-73000-6720	AC	Interfund Transfers Out – Prior Year Fund	1,660
		Transfer to cover shortfall in Interfund Transfers Out budgeted for Anaheim Campus projects.			

Budget Transfers
11-10-2015

8.	From:	11100-1000-79450-7900	AC	Innovation Fund – Prior Year Fund	24,975
	To:	11100-7850-40000-6720	FC	Supplies and Materials – Prior Year Fund	24,975
		Transfer to cover expenses of the Innovation Funds awarded to Fullerton College.			
9.	From:	17050-xxxx-4xxxx-xxxx	CC	Supplies and Materials – Restricted Lottery Fund	11,879
	To:	17050-3310-63000-6120	CC	Library Books – Restricted Lottery Fund	11,879
		Transfer to re-allocate budgets to the appropriate accounts.			
10.	From:	11100-1000-79460-7900	AC	Strategic Plan Fund – Prior Year Fund	8,600
	To:	11100-5420-40000-1500	FC	Supplies and Materials – Prior Year Fund	8,600
		Transfer to cover expenses of the Strategic Funds awarded to Fullerton College.			
11.	From:	11200-74xx-64110-65xx	FC	Equipment – Current Year Fund	11,314
	To:	11200-74xx-4xxxx-6xxx	FC	Supplies and Materials – Current Year Fund	3,314
		11200-74xx-5xxxx-6xxx	FC	Other Operating Expenses – Current Year Fund	8,000
		Transfer to cover anticipated expenses in Fullerton college grounds maintenance and repair.			
12.	From:	11100-1420-79430-6750	AC	Other Reserve for Contingencies – Prior Year Fund	10,000
	To:	11100-1420-51900-6750	AC	Personal & Consultant Services – Prior Year Fund	10,000
		Transfer to cover the cost of Cultural Intelligence training sessions by Angela Nagao-Hoppe at Fullerton College and Cypress College.			
13.	From:	11100-1420-79430-6750	AC	Other Reserve for Contingencies – Prior Year Fund	5,000
	To:	11100-1420-44110-6750	AC	Noninstructional Supplies – Prior Year Fund	5,000
		Transfer to cover the cost of T-shirts and other necessary materials needed for new faculty welcome.			
14.	From:	18156-6060-23xxx-6120	FC	Noninstructional Salaries – Basic Skills	28,350
	To:	18156-6060-24100-1600	FC	Hourly Instructional Aide Salaries/Direct Instruction – Basic Skills	2,520
		18156-6060-30000-xxxx	FC	H&W Benefits – Basic Skills	1,145
		18156-6060-40000-6120	FC	Supplies and Materials – Basic Skills	24,685
		Transfer to re-allocate budgets to appropriate accounts.			
15.	From:	11100-5525-40000-0100	FC	Supplies and Materials – Prior Year Fund	17,500
	To:	11100-5525-64110-0100	FC	Equipment – Prior Year Fund	17,500
		Transfer to cover Innovation Grant Fund expenses.			
16.	From:	11100-1420-79430-6750	AC	Other Reserve for Contingencies – Prior Year Fund	20,000
	To:	11100-1420-52715-6750	AC	Other Operating Expenses & Services – Prior Year Fund	20,000
		Transfer to cover increase deposit for UCLA Lake Arrowhead Center for off-site district wide professional development event.			

Budget Transfers
11-10-2015

17.	From:	11100-1505-44110-6090	AC	Noninstructional Supplies – Prior Year Fund	10,000
		11100-1505-64120-6090	AC	Equipment – Prior Year Fund	21,700
	To:	11100-1505-51900-6090	AC	Personal & Consultant Services – Prior Year Fund	31,700

Transfer to cover the expense of Hanover Research twelve-month contract to provide grant writing and grant funding strategies.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 10, 2015
SUBJECT: Quarterly Investment Report as of September 30, 2015

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The Quarterly Investment Report for the quarter ended September 30, 2015, is submitted in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of September 30, 2015, the District had **\$203,126,690.50** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$3,404,132,754** and the market value was **\$3,408,767,845**. This represents an unrealized gain for accounting purposes of approximately 0.14%, which equates to **\$276,579** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended September 30, 2015, was **0.48%**. Net interest earned for the quarter totaled **\$240,325.60**.
2. **Cypress College and Fullerton College Investments.** As of September 30, 2015, the colleges' investments total **\$2,065,580.69**. Of this amount, **\$1,961,096.76** was invested in certificates of deposit and **\$104,483.93** was invested in savings or money market accounts. The interest rates vary from **0.30%** to **1.98%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton colleges' investments meet Board Policy 6320, Investments, adopted by the Board of Trustees on February 12, 2002, and revised on June 14, 2005. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report for the quarter ended September 30, 2015.

Brian Fahnestock
Recommended by

Approved for Submittal

3.c
Item No.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▾

Fiscal Year: 2015-2016

District: (860) NORTH ORANGE

Quarter Ended: (Q1) Sep 30, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	158,388,978	171,384,348	180,429,355	218,450,604
A.2	Other Financing Sources (Object 8900)	57,224	14,225	41,568	2,549,514
A.3	Total Unrestricted Revenue (A.1 + A.2)	158,446,202	171,398,573	180,470,923	221,000,118
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	156,512,817	160,353,104	170,774,281	191,931,468
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,603,893	9,538,770	11,337,715	15,959,439
B.3	Total Unrestricted Expenditures (B.1 + B.2)	163,116,710	169,891,874	182,111,996	207,890,907
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-4,670,508	1,506,699	-1,641,073	13,109,211
D.	Fund Balance, Beginning	46,862,666	42,192,158	43,698,857	42,057,784
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	46,862,666	42,192,158	43,698,857	42,057,784
E.	Fund Balance, Ending (C. + D.2)	42,192,158	43,698,857	42,057,784	55,166,995
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.9%	25.7%	23.1%	26.5%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	32,542	35,593	36,036	36,087
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		As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds		36,839,846	60,162,439	50,251,193
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	41,489,945	36,839,846	60,162,439	50,251,193

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	218,450,604	218,450,604	16,199,596	7.4%
I.2	Other Financing Sources (Object 8900)	2,549,514	2,549,514	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	221,000,118	221,000,118	16,199,596	7.3%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	191,492,058	191,931,468	37,650,502	19.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	15,957,779	15,959,439	496,081	3.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	207,449,837	207,890,907	38,146,583	18.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	13,550,281	13,109,211	-21,946,987	
L	Adjusted Fund Balance, Beginning	42,057,784	42,057,784	42,057,784	
L.1	Fund Balance, Ending (C. + L.2)	55,608,065	55,166,995	20,110,797	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	26.8%	26.5%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Permanent		Temporary		Total Cost Increase	% *
			Total Cost Increase	% *	Total Cost Increase	% *		
a. SALARIES:								
Year 1: 2014-15					675,355	6%	789,302	3%
Year 2: 2015-16					1,748,655	6%	788,811	3%
Year 3:								
b. BENEFITS:								
Year 1: 2014-15					99,480	6%	173,418	3%
Year 2: 2015-16					257,577	6%	173,909	3%
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The settled amounts for Classified Staff are for on-schedule salary increases that were retroactive to July 1, 2014 and are being funded by ongoing general fund apportionment dollars.

The settled amounts for Academic - Temporary are for on-schedule salary increases that were retroactive to the Spring 2015 semester and are being funded by ongoing general fund apportionment dollars.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2015

SUBJECT: Quarterly Financial Status Report Ended
September 30, 2015

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended September 30, 2015. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended September 30, 2015, as required by §58310 of Title 5.

Brian Fahnestock

Recommended by

Approved for Submittal

3.d

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	November 10, 2015	Information	
		Enclosure(s)	
SUBJECT:	Ellucian Banner Data Defense Acquisition		

BACKGROUND: Security of District data is a high priority given the significant rise in data breach reports over the last several years in both educational and private sector entities. With the implementation of a new fiber ring network and increased storage of data, District Information Services felt it wise to investigate options to further protect the District's data.

Ellucian's Banner Data Defense product was identified as a tool which will encrypt all data at rest in the database, support the encryption of data moving through the District network and across the internet, monitor database usage and report any suspicious activity, add a database focused firewall in addition to the general firewall to further protect data and exempt the District from certain reporting under California Information Practices Act (California Civil Code sections 1798, et seq.) in the event of a breach.

Although this product does not protect the District from all possible intrusions, it does further protect the District from data breach incidents by making intrusion more difficult, by encryption of the data so that it is not easily identifiable and by proactively monitoring database usage to detect suspicious behavior; this overall strategy helps build another layer of protection further posturing the District to mitigate risk of breach, and protect against exploits. District Information Services conducted a thorough review of the product including investigating the use of the product by other Banner users and recommends the purchase of this product.

The first year costs are presented in the table below:

Item	Estimated Cost
Ellucian Banner Data Defense Software Bundle	\$129,360
Ellucian Banner Data Defense Implementation Services (fixed fee)	\$28,740
Ellucian Banner Data Defense Annual Maintenance	\$35,050
Ellucian Travel for Implementation Services	\$3,750
TOTAL	\$196,900

Future year maintenance cost increases will be limited to 4%. In addition, the contract period for this product is aligned with the associated Ellucian Banner and Oracle products protected by this software. Implementation services will not be billed until project completion. This agenda item was submitted by Deborah Ludford, District Director, Information Services.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3720, Computer and Electronic Communication Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be provided from Information Services operating allocation and carryover funds.

RECOMMENDATION: Authorization is requested to expend \$196,900 for the acquisition of the necessary system software, application software, database, technical training and services to complete the implementation of the Ellucian Banner Data Defense system. The implementation project is scheduled to begin December 1, 2015, and is expected to be completed by June 30, 2016. Authorization is also requested to continue to incur maintenance cost increases at a rate not to exceed 4% each year thereafter. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreements on behalf of the District.

Deborah Ludford
Recommended by

Approved for Submittal

3.f.2
Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda
November 10, 2015

(DCCC approved October 9, 2015)

REVISED DEGREE/CERTIFICATE – Board approved 3/24/2015		
COURSE ID	EFF DATE	JUSTIFICATION
AS in Energy and Sustainable Technologies	2015 Fall	Adjusted courses within degree to reflect option of or between EST 130 or EST 135 and EST 140 or EST 145 which adjusted total units from 35 to 29
Sustainable Energy Certificate	2015 Fall	Adjusted courses within certificate to reflect option of or between EST 130 or EST 135 and EST 140 or EST 145 which adjusted total units from 28 to 22

DELETE COURSES/CERTIFICATES		
COURSE ID	EFF DATE	JUSTIFICATION
HRC 121 C	2016 Fall	Course is no longer offered.
HRC 298CC	2016 Fall	Course no longer offered
MGT 298 C	2016 Fall	Course is not a part of a program.
MKT 206 C	2016 Fall	Course is not currently part of a program.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 160 C UAV/UAS Basic Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: None * CSU Transfer * Distance Education/Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 161 C UAV/UAS Basic Simulator Units:1 Lecture:1 Laboratory:1	* New Course * Prerequisite: None * Advisory: Concurrent enrollment in or completion of ATC 160 C * CSU Transfer * Distance Education/Hybrid	25	This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds."	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.
ATC 162 C UAV/UAS Basic Flight Units:2 Lecture:1 Laboratory:3	* New Course * Prerequisite: None * Advisory: Concurrent enrollment in or completion of ATC 160 C and ATC 161 C * CSU Transfer * Distance Education/Hybrid	25	This is a flight lab conducted with UAVs and flight simulators which require individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds."	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.
ATC 260 C UAV/UAS Advanced Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: None * Advisory: Concurrent enrollment in or completion of ATC 160 C, ATC 161 C and ATC 162 C or the equivalent * CSU Transfer * Distance Education/Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 261 C UAV/UAS Advanced Simulator Units:1 Lecture:1 Laboratory:1	* New Course * Prerequisite: None * Advisory: Concurrent enrollment in or completion of ATC 260 C * CSU Transfer * Distance Education/Hybrid	25	This is a flight lab conducted in the flight simulators with individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds."	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.
ATC 262 C UAV/UAS Advanced Flight Units:2 Lecture:1 Laboratory:3	* New Course * Prerequisite: None * Advisory: Concurrent enrollment in or completion of ATC 260 C and ATC 261 C * CSU Transfer * Distance Education/Hybrid	25	This is a flight lab conducted with UAVs and flight simulators which require individualized instruction. Consistent with the class size document for 25: "Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds."	2016 Fall	This course is part of a new UAV/UAS certificate/degree program being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.
ECON 120 C International Economics Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: Min grade of C in ECON 100 C * UC/CSU Transfer * AAGE: Area D * CSUGE: Area D2 * IGETC: Area 4B * Distance Education/Hybrid	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	New course for AAT for Economics

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HRC 170 C Beverage Management Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: A minimum grade of C in HRC 152C * CSU Transfer * Distance Education/Hybrid	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	The HRC Advisory has recommended the addition of a beverage management course to enhance our program offerings.
PE 126 C Sand Volleyball Beginning Units:1 Lecture:0 Laboratory:3	* New Course * Prerequisite: None * CSU Transfer * UC Credit Limitation * AAGE: Area E * CSUGE: Area E	30	Individualized Instruction/Group Learning/ Student Presentations-Class time focuses on individualized instruction, student presentation time, and/or group learning.	2016 Fall	AAT Kinesiology requirement (1 unit requirement)
PE 128 C Sand Volleyball - Intermediate Units:1 Lecture:0 Laboratory:3	* New Course * Advisory: PE 126 C * CSU Transfer * UC Credit Limitation * AAGE: Area E * CSUGE: Area E	30	Individualized Instruction/Group Learning/ Student Presentations-Class time focuses on individualized instruction, student presentation time, and/or group learning.	2016 Fall	AAT Kinesiology requirement (1 unit requirement)

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 036 C Refrigerants, Charging and Recovery Units: 1 Lecture: .5 Laboratory: 1.5	* Textbook Update * Prerequisite: AC/R 100 C * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 050 C HVAC/R Special Projects Units: .5-1 Lecture: 0 Laboratory: 1.5-3	* Outline Update * Prerequisite: AC/R 100 C or AC/R 105 C * Class size from 25 to 20 * Textbook Update * Repeatability removed	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Outline & textbook updated to better reflect course content. Class size changed to meet accreditation standard 5.2.
AC/R 055 C Technician Customer Relations Units: 2 Lecture: 1.5 Laboratory: 1.5	* Textbook Update * Class size from 25 to 20 * FSAs added A35 Business, B90 Management	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated Class size changed to meet accreditation standard 5.2.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 105 C Electricity for Air Conditioning and Refrigeration I Units: 3 Lecture: 1.5 Laboratory: 4.5	* Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated to better reflect course content.
AC/R 106 C Electricity for Air Conditioning and Refrigeration II Units: 3 Lecture: 1.5 Laboratory: 4.5	* Prerequisite revalidated * Title expanded * Textbook Update	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Title &Textbook updated to better reflect course content.
AC/R 110 C Air Conditioning I Units: 3 Lecture: 1.5 Laboratory: 4.5	* Textbook Update * Class size from 25 to 20	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated Class size changed to meet accreditation standard 5.2.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 125 C Boiler and Hydronic Heating Units: 2 Lecture: 1.5 Laboratory: 1.5	* Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated
AC/R 135 C Solar Energy for Heat and Cool Units: 2 Lecture: 1.5 Laboratory: 1.5	* Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated
AC/R 140 C Plumbing Principles/Practices Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Textbook Update * Class size from 24 to 20	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher	2016 Fall	Program Review Outline & textbook updated to better reflect course content. Class size changed to meet accreditation standard 5.2.

			voltages demands more care.		
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 145 C Load Calculations for Heating and Cooling Units: 2 Lecture: 1.5 Laboratory: 1.5	* Prerequisite revalidated * Textbook Update * Class size from 25 to 20 * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated Class size changed to meet accreditation standard 5.2.
AC/R 205 C Commercial Air Conditioning Units: 3 Lecture: 1.5 Laboratory: 4.5	* Outline Update * Textbook Update * Advisory change to Prerequisite AC/R 105 C * Prerequisite added AC/R 100 C	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Outline & textbook updated to better reflect course content.
AC/R 210 C Commercial Refrigeration Units: 3 Lecture: 1.5 Laboratory: 4.5	* Outline Update * Textbook Update * Advisory change to Prerequisite AC/R 100 C * Prerequisite added AC/R 105 C	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of	2016 Fall	Program Review Outline & textbook updated to better reflect course content.

			electrical circuits at higher voltages demands more care.		
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 215 C Codes and Estimating for HVACR Units: 3 Lecture: 1.5 Laboratory: 4.5	* Outline Update * Advisory change from AC/R 105 C to AC/R 137 C * Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Outline & textbook updated to better reflect course content.
AC/R 225 C Green A/C and Auditing Units: 2 Lecture: 1.5 Laboratory: 1.5	* Outline Update * Advisory AC/R 105 C revalidated and added AC/R 100 C * Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Outline & textbook updated to better reflect course content.
AC/R 230 C Heat Pumps Units: 2 Lecture: 1.5 Laboratory: 1.5	* Prerequisites revalidated * Textbook Update	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and	2016 Fall	Program Review Textbook updated

			oils. Also, the handling of electrical circuits at higher voltages demands more care.		
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AC/R 235 C Air Conditioning Capstone Units: 2 Lecture: 1.5 Laboratory: 1.5	* Advisories revalidated * Textbook Update * Class size from 25 to 20	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Textbook updated Class size changed to meet accreditation standard 5.2.
AC/R 240 C Green Refrigeration and Auditing Units: 2 Lecture: 1.5 Laboratory: 1.5	* Outline Update * Advisory AC/R 100 C revalidated & AC/R 105 added * Textbook Update * Title expanded	20	HVAC EXCELLENCE Standard 5.2 –Classes should consist of no more than a maximum of 20 students per instructor. This standard is not only for the quality of education allowing for more individual instruction, but also takes into account safety and health reasons as this industry is involved with the handling of hazardous materials such as refrigerants, oxygen and acetylene and oils. Also, the handling of electrical circuits at higher voltages demands more care.	2016 Fall	Program Review Outline & textbook updated to better reflect course content.
AT 102 C Automotive History Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Add Distance Education * Class Size from 25 to 35	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. Class

					size increased to align with class size Planning & Resource document guidelines.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 120 C Auto Engine Repair/Machining Units: 12 Lecture: 9 Laboratory: 9	* Outline Update * Prerequisite change to min grade of "C" in AT 105 C & AT 109 C or AT 110 C * Textbook Update	24	Automotive Technology courses at Cypress College involve lecture/individualized instruction and lab that involves extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was to follow the industry standard of 12:1. While this is not feasible in our educational model, the student to instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups of 4.	2016 Fall	Program Review Outline and textbooks updated to reflect current technology and realignment to automotive courses. The prerequisites were incorrectly created. There should be two prerequisites; AT 109 or AT 110 and AT 105
AT 195 C Automotive Service Advisor Units: 4 Lecture: 3 Laboratory: 3	* Advisory revalidated * Textbook Update	24	Automotive Technology courses at Cypress College involve lecture/individualized instruction and lab that involves extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was to follow the industry standard of 12:1. While this is not feasible in our educational model, the student to instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups of 4.	2016 Fall	Program Review Outline and textbooks updated to reflect current industry input.
AT 209 C Toyota Portfolio TPORT Units: 1	* Prerequisite: AT 109 C or consent of Toyota T-Ten Coordinator	35	Class time focuses on individualized work plans. Student work in groups to develop presentations/projects for	2016 Fall	Prerequisite added for Program development

Lecture: 1 Laboratory: 0			evaluation. Discussion of requirements of Toyota TTEN program and planning continue throughout the course.		
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 215 C ASE Test Prep - Heating and A/C Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Class size from 24 to 35 * Remove Distance Education * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline, catalog, schedule updated to better reflect course content. This course is being revised to reflect current NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 225 C ASE Test Prep - Engine Repair Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 235 C ASE Test Prep - Brakes Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35 * Remove Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect current NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 236 C ASE Test Prep - Steering/Suspension Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35 * Remove Distance Education * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect current ASE and NATEF standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 245 C ASE Test Prep - Manual	* Outline Update * Class size from 24 to 35	35	While the instructor does lecture, much of the class time focuses on	2016 Fall	Outline updated to better reflect course content. This course is being

Transmission Units: .5 Lecture: .5 Laboratory: 0	* Remove Distance Education * Title expanded		discussion, group learning, and/or formal/informal student presentations.		revised to reflect NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 246 C ASE Test Prep- Automatic Transmission Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Title expanded * Class size from 24 to 35 * Remove Distance Education * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 255 C ASE Test Prep - Engine Performance Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35 * Remove Distance Education * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 256 C ASE Test Prep – Advanced Engine Performance Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35 * Remove Distance Education * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect NATEF and ASE standards. Class size increased to align with class size Planning & Resource document guidelines.
AT 265 C ASE Test Prep - Electrical Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Class size from 24 to 35 * Remove Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline updated to better reflect course content. This course is being revised to reflect NATEF and ASE standards. Class size increased to align with

					class size Planning & Resource document guidelines.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 280 C Introduction to Alternative Fuels Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Course number change from AT 180 to AT 280 * Lab hours from 1 to 3 * Units from 3 to 4 * Catalog Description Update * Schedule Description Update * Title expanded	24	Automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involves extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was to follow the industry standard of 12:1. While this is not feasible in our educational model, the student to instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups of 4.	2016 Fall	Outline, catalog, schedule, units, lab hours, course number, updated to better reflect course content and current relevant industry standards based on NATEF. Lab hours & units increased to meet Toyota certification (CEED).
AT 281 C Introduction to Electric/Hybrid Vehicles Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Course number change from AT 181 to AT 281 * Lecture hours from 2 to 3 * Lab hours from 1 to 3 * Units from 2 to 4 * Prerequisite: A minimum grade of "B" in AT 105 C and AT 110 C * Title expanded	24	Automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involves extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was to follow the industry standard of 12:1. While this is not feasible in our educational model, the student to instructor ratio of 24:1 allows us to maintain a safe working environment by creating collaborative work groups	2016 Fall	Outline, units, lecture & lab hours, course number, updated to better reflect course content. Update the course to reflect current relevant industry standards based on NATEF standards and Advisory Council recommendations. Lab hours and units increased to meet Toyota certification requirements (CEED).

			of 4.		
ATC 102 C Career Communication/ Portfolio Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 123 C Travel Sales and Tour Operations Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review Outline updated to better reflect course content.
ATC 175 C Destinations: Africa/Pacific Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review Outline & textbook updated to better reflect course content.
ATC 196 C Flight Simulator Private Pilot Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Advisory revision/revalidated * Distance Education added * Textbook Update	25	Flight lab in flight simulators. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Outline & textbook updated to better reflect course content. Online component requested for the lecture portion, to increase student access and meet student demands.
ATC 197 C Flight Simulator Instrument Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Prerequisite changed to advisory with added info * Distance Education added	25	Flight lab in flight simulators. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Outline updated to better reflect course content. Online component requested for the lecture portion, to increase student access and meet student demands.
ATC 198 C Flight Simulator	* Outline Update * Advisory addition	25	Flight lab in flight simulators. Most of the	2016 Fall	Outline updated to better reflect course content. Online component

Commercial Units: 1 Lecture: 1 Laboratory: 1	ATC 196 C, ATC 197 C * Distance Education added		time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.		requested for the lecture portion, to increase student access and meet student demands.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ATC 199 C Flight Simulator Instructor Units: 1 Lecture: 1 Laboratory: 1	* Outline Update * Advisory addition ATC 196 C, ATC 197 C, ATC 198 C * Distance Education added	25	Flight lab in flight simulators. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Outline updated to better reflect course content. Online component requested for the lecture portion, to increase student access and meet student demands.
ATC 278 C Public Relations Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline & textbook updated to better reflect course content.
COUN 105 C Stress and Anxiety Management Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Title change * Units from 1 to 3 * Lecture hours from 1 to 3 * Catalog Description Update * Schedule Description Update * Textbook Update * Add Letter Grade Option to Pass/No Pass * Add hybrid * Remove \$3.00 fee	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content. More research on stress management necessitates comprehensive coverage of psycho, social, environmental issues, thus the increase in units to address multiple issues and the varieties of stress reduction techniques available.
COUN 150 C Academic and Life Success Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline & textbook updated to better reflect course content.

DMS 170 C Sonography Physics Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revised: “Acceptance to the Diagnostic Medical Sonography Program” and previously listed prereq courses removed * Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. We can only accept as many students as we have clinical training site placements.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DMS 175 C Abdomen Sonography Units: 4 Lecture: 3 Laboratory: 1.5	* Outline Update * Prerequisite revised: “Acceptance to the Diagnostic Medical Sonography Program” and previously listed prereq courses removed * Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. We can only accept as many students as we have clinical training site placements.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content
DMS 176 C Pathology and Small Parts Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisites/ Corequisites revalidated * Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. We can only accept as many students as we have clinical training site placements.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content
DMS 186 C Ob/Gyn Sonography Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisites revalidated and removed RADT 262 and HS 165 C * Corequisite change DMS 186 C to DMS 207 C * Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. The class size is limited to the number of	2016 Fall	Program Review. Outline & textbook updated to better reflect course content

			available training sites.		
DMS 210 C Review Seminar Units: 2 Lecture: 2 Laboratory: 0	* Outline Update * Prerequisite change from DMS 208 C to DMS 217C * Corequisite change from DMS 209 C to DMS 227C * Textbook Update	20	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. The class size is limited to the number of available training sites.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HRC 100 C Nutrition Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content Update of schedule and catalog description and learning objectives to more clearly align with C-ID descriptor for NUTR 110.
HRC 101 C Introduction to Hospitality Careers Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Catalog Description Update * Schedule Description Update * Textbook Update * Title expanded	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline, catalog, schedule & textbook updated to better reflect course content Program review and minor update of content to reflect proposed curriculum addition of Beverage Management. Approved by HRC Advisory Board on March 24, 2015.
HRC 120 C Sanitation and Safety Units: 3 Lecture: 3 Laboratory: 0	* Prerequisite revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review Textbook updated to better reflect course content
HRC 125 C Restaurant Management Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Title change * Catalog Description Update * Schedule Description Update * Prerequisite revalidated	25	Labs in which the instructor provides extensive individualized feedback/ evaluation on a regular basis.	2016 Fall	Outline, title, catalog, schedule & textbook updated to better reflect course content. Change course title from Restaurant and Banquet Operations to Restaurant Management to reflect curriculum updates and focus on management skills as

	*Textbook Update				recommended and approved by HRC Advisory Board on 3-24-15 .
HRC 152 C Hospitality Purchasing Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HRC 160 C Hotel Operations Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Title change * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review. Outline, title, catalog, schedule & textbook updated to better reflect evolving needs of the hotel industry and university partners.
HRC 164 C Hospitality Law Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Add Hybrid * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Program Review. Outline, textbook & hybrid addition updated to better reflect course content.
HRC 230 C Hospitality Leadership Units: 3 Lecture: 3 Laboratory: 0	* Title change * Catalog Description Update * Schedule Description Update * Advisory: HRC 160 C * Prerequisite revalidation * Distance Education added * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline, title, catalog, schedule, textbook & Distance Education addition updated to better reflect course content. Change title of course from Hotel Management to Hospitality Leadership and content update to reflect emphasis on leadership and ethics based on recommendations of industry and university partners. Updates approved by the HRC Advisory Board on March 24, 2015.
HRC 231 C	* Outline Update	35	While the instructor does	2016	Update course per

Cost Control in Hospitality Units: 3 Lecture: 3 Laboratory: 0	* Prerequisite changed to Advisory * Textbook Update		lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	Fall	program review and advisory board, deletion of prerequisite, addition of advisory, to facilitate matriculation towards certificate, degree, and transfer achievement.
HRC 232 C Special Event Management Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Update course per program review and advisory board.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HRC 236 C Baking Fundamentals II Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Prerequisites revalidated * Textbook Update * Hybrid added	25	Labs in which the instructor provides extensive individualized feedback/ evaluation on a regular basis.	2016 Fall	Program Review. Outline, textbook & hybrid addition updated to better reflect course content.
HRC 290 C Hospitality Career Capstone Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Advisory added verbiage * Class size from 35 to 30	30	Individualized Instruction/Group Learning/ Student Presentations Class time focuses on individualized instruction, student presentation time, and/or group learning.	2016 Fall	Program Review. Outline updated to better reflect course content. Class size aligns with Individualized Instruction in the Planning & Resource document guidelines.
HS 165 C Ethical and Legal Issues Units: 1.5 Lecture: 1.5 Laboratory: 0	* Outline Update	30	Individualized Instruction/Group Learning/ Student Presentations Class time focuses on individualized instruction, student presentation time, and/or group learning.	2016 Fall	Program Review. Outline updated to better reflect course content.

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																
Aviation and Travel Careers	<p>UAV/UAS Advanced Certificate Required courses are listed in numeric sequence:</p> <table border="1" data-bbox="347 310 1052 877"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>ATC102 C</td><td>Career Communication/Portfolio</td><td>3</td></tr> <tr><td>ATC132 C</td><td>Private Pilot</td><td>4</td></tr> <tr><td>ATC136 C</td><td>Air Navigation</td><td>3</td></tr> <tr><td>ATC140 C</td><td>Meteorology</td><td>3</td></tr> <tr><td>ATC144 C</td><td>Aircraft and Engines</td><td>3</td></tr> <tr><td>ATC160 C</td><td>UAV/UAS Basic</td><td>3</td></tr> <tr><td>ATC161 C</td><td>UAV/UAS Basic Simulator</td><td>1</td></tr> <tr><td>ATC162 C</td><td>UAV/UAS Basic Flight</td><td>2</td></tr> <tr><td>ATC197 C</td><td>Flight Simulator Instrument</td><td>1</td></tr> <tr><td>ATC232 C</td><td>Instrument Rating</td><td>3</td></tr> <tr><td>ATC256 C</td><td>Crew Resource Management</td><td>3</td></tr> <tr><td>ATC260 C</td><td>UAV/UAS Advanced</td><td>3</td></tr> <tr><td>ATC261 C</td><td>UAV/UAS Advanced Simulator</td><td>1</td></tr> <tr><td>ATC262 C</td><td>UAV/UAS Advanced Flight</td><td>2</td></tr> <tr><td colspan="2">Total Units</td><td>35</td></tr> </tbody> </table>			Units	ATC102 C	Career Communication/Portfolio	3	ATC132 C	Private Pilot	4	ATC136 C	Air Navigation	3	ATC140 C	Meteorology	3	ATC144 C	Aircraft and Engines	3	ATC160 C	UAV/UAS Basic	3	ATC161 C	UAV/UAS Basic Simulator	1	ATC162 C	UAV/UAS Basic Flight	2	ATC197 C	Flight Simulator Instrument	1	ATC232 C	Instrument Rating	3	ATC256 C	Crew Resource Management	3	ATC260 C	UAV/UAS Advanced	3	ATC261 C	UAV/UAS Advanced Simulator	1	ATC262 C	UAV/UAS Advanced Flight	2	Total Units		35	2016 Fall	This certificate is part of a new UAV/UAS career path being proposed in response to the 2014 Advisory Board recommendations and in coordination with CTE Enhancement Funding.
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REVISED DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																										
Hotel, Restaurant, Culinary Arts	<p>ASSOCIATE IN SCIENCE DEGREE CULINARY ARTS</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="289 367 982 865"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>HRC100 C</td><td>Nutrition</td><td>3</td></tr> <tr><td>HRC101 C</td><td>Introduction to Hospitality Careers</td><td>3</td></tr> <tr><td>HRC120 C</td><td>Sanitation and Safety</td><td>3</td></tr> <tr><td>HRC125 C</td><td>Restaurant Management</td><td>3</td></tr> <tr><td>HRC135 C</td><td>Culinary Fundamentals I</td><td>3</td></tr> <tr><td>HRC136 C</td><td>Baking Fundamentals I</td><td>3</td></tr> <tr><td>HRC145 C</td><td>The Art of Garde Manger</td><td>3</td></tr> <tr><td>HRC152 C</td><td>Hospitality Purchasing</td><td>3</td></tr> <tr><td>HRC231 C</td><td>Cost Control in Hospitality</td><td>3</td></tr> <tr><td>HRC235 C</td><td>Culinary Fundamentals II</td><td>3</td></tr> <tr><td>HRC255 C</td><td>American Regional Cuisine</td><td>3</td></tr> <tr><td>HRC290 C</td><td>Hospitality Career Capstone</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>36</td></tr> </tbody> </table>			Units	HRC100 C	Nutrition	3	HRC101 C	Introduction to Hospitality Careers	3	HRC120 C	Sanitation and Safety	3	HRC125 C	Restaurant Management	3	HRC135 C	Culinary Fundamentals I	3	HRC136 C	Baking Fundamentals I	3	HRC145 C	The Art of Garde Manger	3	HRC152 C	Hospitality Purchasing	3	HRC231 C	Cost Control in Hospitality	3	HRC235 C	Culinary Fundamentals II	3	HRC255 C	American Regional Cuisine	3	HRC290 C	Hospitality Career Capstone	3	Total Units		36	2016 Fall	Title change to HRC 125 C Restaurant Management
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	Total Units	36			
REVISED DEGREES/CERTIFICATES					
DEGREE			EFF DATE	JUSTIFICATION	
Hotel, Restaurant, Culinary Arts	SPECIAL EVENT MANAGEMENT CERTIFICATE		2016 Fall	Title change to HRC 125 C Restaurant Management	
	Required courses are listed in suggested sequence:				
		Units			
	HRC101 C	Introduction to Hospitality Careers			3
	HRC125 C	Restaurant Management			3
	HRC232 C	Special Event Management			3
	MKT222 C	Principles of Marketing			3
MGT261 C	Small Business Management	3			
Total Units		15			
Hotel, Restaurant, Culinary Arts	HOTEL FUNDAMENTALS CERTIFICATE		2016 Fall	Title change from Rooms Operations and add HRC 231 C Units from 12 to 15 Title change to HRC 160 C Hotel Operations Title change to HRC 230 Hospitality Leadership	
	Required courses are listed in suggested sequence:				
		Units			
	HRC101 C	Introduction to Hospitality Careers			3
	HRC160 C	Hotel Operations			3
	HRC164 C	Hospitality Law			3
	HRC230 C	Hospitality Leadership			3
HRC231 C	Cost Control in Hospitality	3			
Total Units		15			
Hotel, Restaurant, Culinary Arts	FOOD AND BEVERAGE MANAGEMENT CERTIFICATE		2016 Fall	Title change from Food Service Management and add HRC 170 & HRC 230 Units from 30 to 36 Title change to HRC 125 C Restaurant Management Title change to HRC 230 Hospitality Leadership	
	Required courses are listed in suggested sequence:				
		Units			
	HRC100 C	Nutrition			3
	HRC101 C	Introduction to Hospitality Careers			3
	HRC120 C	Sanitation and Safety			3
	HRC125 C	Restaurant Management			3
	HRC135 C	Culinary Fundamentals I			3
	HRC152 C	Hospitality Purchasing			3
	HRC164 C	Hospitality Law			3
	HRC170 C	Beverage Management			3
	HRC230 C	Hospitality Leadership			3
	HRC231 C	Cost Control in Hospitality			3
HRC232 C	Special Event Management	3			
HRC290 C	Hospitality Career Capstone	3			
Total Units		36			
Hotel, Restaurant, Culinary Arts	ASSOCIATE IN SCIENCE DEGREE FOOD AND BEVERAGE MANAGEMENT		2016 Fall	Title change from AS Degree Food Service Management and add HRC 170 & HRC 230 Units from 30 to 36 Title change to HRC 125 C Restaurant Management Title change to HRC 230 Hospitality Leadership	
	Required courses are listed in suggested sequence:				
		Units			
	HRC100 C	Nutrition			3
	HRC101 C	Introduction to Hospitality Careers			3
	HRC120 C	Sanitation and Safety			3
	HRC125 C	Restaurant Management			3
	HRC135 C	Culinary Fundamentals I			3
	HRC152 C	Hospitality Purchasing			3
	HRC164 C	Hospitality Law			3
	HRC170 C	Beverage Management			3
	HRC230 C	Hospitality Leadership			3
HRC231 C	Cost Control in Hospitality	3			
HRC232 C	Special Event Management	3			

	HRC290 C	Hospitality Career Capstone	3		
	Total Units		36		
REVISED DEGREES/CERTIFICATES					
DEGREE				EFF DATE	JUSTIFICATION
Hotel, Restaurant, Culinary Arts	FOOD SERVICE FUNDAMENTALS CERTIFICATE			2016 Fall	Title change from Dining Room Operations and add HRC 100 C Units from 12 -15 Remove HRC 125 C & HRC 164 C Add HRC 135 C & HRC 231 C
	Required courses are listed in suggested sequence:				
			Units		
	HRC100 C	Nutrition	3		
	HRC101 C	Introduction to Hospitality Careers	3		
	HRC120 C	Sanitation and Safety	3		
	HRC135 C	Culinary Fundamentals I	3		
	HRC231 C	Cost Control in Hospitality	3		
	Total Units		15		
Hotel, Restaurant, Culinary Arts	HOSPITALITY MANAGEMENT CERTIFICATE			2016 Fall	Title change from Hotel Operations, add HRC 170 C Remove MKT 222 C No total unit change Title change to HRC 125 C Restaurant Management Title change to HRC 160 C Hotel Operations Title change to HRC 230 Hospitality Leadership
	Required courses are listed in suggested sequence:				
			Units		
	HRC101 C	Introduction to Hospitality Careers	3		
	HRC120 C	Sanitation and Safety	3		
	HRC125 C	Restaurant Management	3		
	HRC152 C	Hospitality Purchasing	3		
	HRC160 C	Hotel Operations	3		
	HRC164 C	Hospitality Law	3		
	HRC170 C	Beverage Management	3		
	HRC230 C	Hospitality Leadership	3		
	HRC231 C	Cost Control in Hospitality	3		
	HRC232 C	Special Event Management	3		
	HRC290 C	Hospitality Career Capstone	3		
ECON105 C	Principles of Economics-Micro	3			
	Total Units		36		
Hotel, Restaurant, Culinary Arts	ASSOCIATE IN SCIENCE DEGREE HOSPITALITY MANAGEMENT			2016 Fall	Title change from AS Degree Hotel Management, add HRC 170 C and add or ECON 105HC No total unit change Remove MKT 222 C Title change to HRC 125 C Restaurant Management Title change to HRC 160 C Hotel Operations Title change to HRC 230 Hospitality Leadership
	Required courses are listed in suggested sequence:				
			Units		
	HRC101 C	Introduction to Hospitality Careers	3		
	HRC120 C	Sanitation and Safety	3		
	HRC125 C	Restaurant Management	3		
	HRC152 C	Hospitality Purchasing	3		
	HRC160 C	Hotel Operations	3		
	HRC164 C	Hospitality Law	3		
	HRC170 C	Beverage Management	3		
	HRC230 C	Hospitality Leadership	3		
	HRC231 C	Cost Control in Hospitality	3		
	HRC232 C	Special Event Management	3		
	HRC290 C	Hospitality Career Capstone	3		
	ECON105 C	Principles of Economics-Micro	3		
		or			
ECON105HC	Honors Principles of Economics	3			
	Total Units		36		

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 10, 2015	Resolution	<u> </u>
SUBJECT:	Fullerton College Curriculum	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: The Office of Instruction and the Curriculum Committee at Fullerton College and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of Fullerton College and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; and (6) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair and Dr. Jose Ramon Nunez, Vice President of Instructional Services.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.

How does this relate to Board Policy: The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for all curricula comes from the campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective fall 2016. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

Curriculum Proposal Agenda
Board of Trustees Meeting
November 10, 2015

Approved by DCCC 10/9/2015

NEW COURSES					
COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 113 F Income Tax Procedure - Business	Units: 3 Lecture: 3 Laboratory: 0 Prerequisites: NONE GE: CSU Transfer Course	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This new business tax course recommended by our Advisory Committee.
ACCT 205 F Ethics in Accounting	Units: 3 Lecture: 3 Laboratory: 0 Prerequisite: ACCT 100BF Or ACCT 101AF or ACCT 102HF GE: AA GE Area D1	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This proposal for a new course is needed to fulfill professional ethics part of the new 150 unit requirement for the CPA examination. CSUF also requested we provide this course to students as part of their program.
ART 141 F Typography	Units: 3 Lecture: 2 Laboratory: 3 Advisory: ART 140 F GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Instructor provides extensive individualized feedback/evaluation on a regular basis.	2016 Fall	New Course. Creative use of typography is necessary skill in any design related career and it is a subject that is only lightly touched on in other classes. A dedicated typography class will give students the needed experience and practice with typographic problem solving for print and digital platforms.
ART 198 F Intermediate Watercolor	Units: 3 Lecture: 2 Laboratory: 4 Prerequisite: ART 188 F GE: UC/CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Extensive individualized instruction with each student is essential as they acquire the skill sets that are necessary for success.	2016 Fall	ART 188 watercolor, was originally a repeatable class. ART 198 Intermediate Watercolor, is to provide an opportunity for deeper understanding and a continued study of watercolor.

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 219 F Visual Storytelling: Image and Sequence	Units: 3 Lecture: 2 Laboratory: 4 Advisory: ART 182 F GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This is a new course which will greatly benefit both the Illustration and the proposed Entertainment Arts Certificates. Also, there is a great amount of interest in the subject matter of this course.
ART 220 F Genre and Style in Entertainment Art	Units: 3 Lecture: 2 Laboratory: 4 Advisory: ART 182 F And DART 100 F GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This is a new course which will greatly benefit both the Illustration and the proposed Entertainment Arts Certificates. Also, there is a great amount of interest in the subject matter of this course.
ART 221 F Staging and Scene Development	Units: 3 Lecture: 2 Laboratory: 4 Prerequisite: ART 182 F Advisory: ART 243 F GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	The material in this course is spread out over several other courses, including Basic Design, Basic Drawing, Life Drawing, and Painting classes. Composition is foundational to picture making, and warrants a semester devoted exclusively to picture-making, independent of subject matter, technique, or medium.
ART 222 F Composition for Artists I	Units: 3 Lecture: 3 Laboratory: 0 Advisory: ART 182 F And DART 100 F GE: CSU Transfer Course	30	Although this course is recognized as a lecture course, there is also a great amount of time in which the Instructor supervises, observes, and assesses student presentations, and/or group learning. All projects need to be assessed by the Instructor on an individual basis, both verbally and in writing; assessments in this course are not through standardized tests or papers.	2016 Fall	This is a new course which will greatly benefit both, the Illustration and the proposed Entertainment Arts Certificates, as well as becoming an important complement for all 2-dimensional art and design courses.
ART 247 F Sketching for Animators and Illustrators- Traditional Media Techniques	Units: 3 Lecture: 2 Laboratory: 4 Prerequisite: ART 182 F Advisory: ART 186 F And ART 243 F GE: CSU Transfer Course	25	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction.	2016 Fall	New Course. This course is being created to allow for additional skill-building in sketching needed for students preparing for careers as Animators and Illustrators.

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 190 F Introduction to Biotechnology	Units: 3 Lecture: 3 Laboratory: 0 Prerequisites: NONE GE: AA GE Area B1 CSU GE Area B2 IGETC Area 5B	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This course is being created as a general education course to introduce students to the field of Biotechnology. This is the first course in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).
BIOL 190LF Introduction to Biotechnology Lab	Units: 1 Lecture: 0 Laboratory: 3 Prerequisites: NONE GE: CSU GE Area B3: IGETC Area 5C	25	Lab – Individualized feedback and evaluation. This is a lab course in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, development of lab skills, data collection, and lab reports).	2016 Fall	This course is being created as a general education laboratory course to introduce students to the field of Biotechnology. This is the first course in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 191 F Biotechnology A: Basic Laboratory Skills	Units: 4 Lecture: 3 Laboratory: 3 Prerequisites: NONE GE: CSU Transfer Course	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2016 Fall	This course is being created as an introduction to the fundamental skills necessary for any biotechnology laboratory. This is the first course in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).
BIOL 192 F Biotechnology B: Protein Biochemistry	Units: 4 Lecture: 3 Laboratory: 3 Prerequisites: NONE GE: CSU Transfer Course	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2016 Fall	This course is being created as an advanced occupational training course for a student interested in Biomanufacturing or other Bioscience or Biotechnology career. This is a course in the second level certificate in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 193 F Biotechnology C: Molecular Biology	Units: 4 Lecture: 3 Laboratory: 3 Prerequisites: NONE GE: CSU Transfer Course	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2016 Fall	This course is being created as an advanced occupational training course for a student interested in Biomanufacturing or other Bioscience or Biotechnology career. This is a course in the third level certificate in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).
BIOL 194 F Quality and Regulatory Compliance in the Biosciences	Units: 2 Lecture: 2 Laboratory: 0 Prerequisites: NONE GE: CSU Transfer Course	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	This course is being created as an advanced occupational training course for a student interested in a Bioscience or Biotechnology career. This is a course in the second level certificate in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition).

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 196 F Tissue Culture Methods	Units: 2 Lecture: 1 Laboratory: 3 Prerequisites: NONE GE: CSU Transfer Course	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2016 Fall	This course is being created as an advanced occupational training course for a student interested in Bioscience or Biotechnology career. This is a course in the third level certificate in a series of classes as part of a three-tiered biotechnology certificate program. The Orange County Biotechnology Education Partnership, consisting of four community colleges, has coordinated a three-tiered certificate program, with two certificates in common with the partnership and each school has their own specialty for the third tier. The goal of this certificate program is to increase the number of students that are prepared for entry level positions in Biotechnology and Biosciences. According to the Bureau of Labor Statistics, employment of biological scientists is projected to grow 21 percent over the 2008—18 decade, much faster than the average for all occupations, as biotechnological research and development continues to drive job growth (From Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2010-11 Edition). This course is designed in accordance with CI-D descriptors for Biotechnology 230.
DART 119 F Interior Sketching	Units: 3 Lecture: 2 Laboratory: 3 Prerequisite: ART 182 F Advisory: DART 107 F and DART 109 F and ART 243 F GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Digital media and graphics instruction is largely performance-based and requires a high degree of student practice and interaction between the students and the instructor. The Instructor will spend time individually with each student demonstrating techniques personalized for the student's imagery.	2016 Fall	New Course. This course will become an important and necessary requirement for a new Entertainment Arts Certificate II focusing in Environment Design, which is being created in Digital Arts for 2017.

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGL 225HF Honors World Literature since the Early Modern Period	Units: 3 Lecture: 3 Laboratory: 0 Prerequisite: ENGL 100 F Or ENGL 100HF Advisory: ENGL 102 F Or ENGL 102HF GE: AA GE Area C2 CSU GE Area C2 IGETC Area 3B	25	The Fullerton College Honors Program Advisory Board recommends a maximum class size of 25 students for a seminar-style honors course. Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	<p>New Course Proposal. Honors Version of ENGL 225 F. CSU. UC (pending approval Fall 2015). Degree Credit. AA GE Area C2. CSU GE Area C2. IGETC Area 3B (pending approval Fall 2016). Multicultural Graduation Requirement.</p> <p>This proposal is designed to meet all of the same graduation and transfer requirements as the existing ENGL 225 F course. As an honors course, it will be taught using a seminar format rather than as primarily a lecture course. Fullerton College's non-honors version of this course, ENGL 224 F, meets all of the requirements listed above as well as requirements for major preparation under the AA-T in English.</p> <p>Other community colleges throughout the state offer honors credit for a similar course. However, most do not have stand-alone, honors-only courses for their literature survey courses. Instead, they have a course description and outline for what is, essentially, an "honors contract" or "honors addendum" in which individual students enroll in the regular or non-honors section of the survey course but complete additional work in order to receive honors credit. These "contract" courses are approved for transfer credit under both IGETC and CSU General Education in the same categories as the non-honors versions.</p> <p>Several other community colleges (e.g., Cerro Coso, Los Angeles City College, San Diego City) do not include a description of the honors contract or addendum in their catalog's course descriptions. However, they have been approved for transfer credit and are regularly offered to students who wish an honors option.</p> <p>Seventy-two community colleges have a comparable (non-honors) version of this course, and these courses are approved for the requirements listed above. Among the colleges in our area with a comparable course to ENGL 212 F</p>

				<p>which meets the same transfer requirements are Cerritos (ENGL 248B), Chaffey (ENGL 206), Citrus (ENGL 272), Glendale (ENGL 110), Mt. San Antonio College (LIT 11B), Santa Ana (ENGL 272), and Saddleback (ENGL 21B).</p> <p>Fullerton College and the English Department have not taken this contractual approach with its honors courses in the past, choosing instead to have an “immersive” or all-inclusive honors experience for every student enrolled in the course. The English department proposal would give every student in the honors class the same opportunities to earn honors credit and to participate in the seminar format that has been the hallmark of our existing honors courses.</p> <p>Most honors programs at the CSU and UC campuses have limited course offerings; a few of them, such as UCLA, operate under the “honors contract” system and allow honors students to complete extra work for honors credit when taking a non-honors course. None of the CSUs and UCS that I could locate offer honors literature survey courses such as the specific one being proposed. However, they accept, through IGETC and CSU Gen Ed, credit for numerous FC honors courses for which there is not a comparable honors course at their campus and they accept transfer credit through the same means for honors contracts for literature survey courses at other community colleges.</p>	
ESC 105LF Introduction to Weather and Climate Laboratory	<p>Units: 1</p> <p>Lecture: .5</p> <p>Laboratory: 1.5</p> <p>Prerequisites: NONE</p> <p>GE: CSU GE Area B3</p> <p>IGETC Area 5C</p>	25	Lab – Individualized Feedback/Evaluation. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	<p>The department offers a lecture course that enrolls more than 200 students annually. However, unlike our other large, non-major, general education courses that have labs (ESC100, ESC101, ESC116, ESC130), this course does not. Addition of this lab provides an important lab option to students as this course fulfills the CSU physical science lab transfer requirement. This course wants approval for CSU GE and IGETC.</p>

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ESL 189 F Advanced Reading for Non-Native Speakers	Units: 3 Lecture: 3 Laboratory: 0 Prerequisites: NONE GE: UC/CSU Transfer Course	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Three or more writing assignments using advanced analytical and critical thinking skills are required. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	This is a course designed to improve reading skills of students whose language of origin is other than that of English. Proposed for the Reading Graduation Requirement for the Associate degree.
HORT 250 F Permaculture Design	Units: 5 Lecture: 4 Laboratory: 3 Prerequisites: NONE GE: CSU Transfer Course	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	The Permaculture Design Certificate (PDC) Course material was originally developed by Bill Mollison, the co-founder of Permaculture. PDC courses are taught internationally and adhere to standards created by Mollison. These standards include a set syllabus, as included in this course, along with 72 hours of direct contact with the instructor. Once a student has successfully completed the course, he/she is awarded a Permaculture Design Certificate. The instructor of this course must possess a PDC from an internationally recognized Permaculture program. This course is part of a series of courses that is being assembled for a certificate in Sustainable Horticulture.
HUM 299 F Humanities Independent Study	Units: 1 Lecture: 0 Laboratory: 3 Prerequisite: ENGL 100 F Or ENGL 100HF GE: CSU Transfer Course	25	Independent study courses in the Humanities are based on the premise of one-to-one instructor-student interaction and supervision, and include extensive individualized feedback on student work.	2016 Fall	This is a new course created in response to the change in state requirements for repeatability of college courses. Students who wish to take more than one independent study in the Humanities Division will be able to take both HUM 299 F and ENGL 299 F (English Independent Study).
MATH 170 F Discrete Structures	Units: 4 Lecture: 4 Laboratory: 0 Prerequisite: MATH 141 F And MATH 142 F Advisory: MATH 150AF GE: AA Area B2 CSU GE Area B4 IGETC Area 2A	30	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentation of problems. Requires two or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	FC currently has no single course that covers only Discrete Mathematics; rather, the material is spread over two courses. This course will bring FC more in line with the treatment of Discrete Mathematics at most colleges in this country and with California's Course ID Numbering System (C-ID MATH 160). The benefits of this include streamlined articulation and transfer, and a greater availability of quality instructional materials. Prerequisites: MATH 141 F and MATH 142 F required for C-ID. Advisory: MATH 150AF. Mathematical sophistication at the level of a successful calculus

					student is highly recommended, though this course is logically independent of calculus. Proposed for UC Transfer, AA GE Area B2, CSU GE Area B4, IGETC Area 2A.
MATH 255 F Linear Algebra	Units: 4 Lecture: 4 Laboratory: 0 Prerequisite: MATH 150BF GE: AA GE Area B2 CSU GE Area B4 IGETC Area 2A	30	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentation of problems. Requires two or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	FC currently has no course that covers only Linear Algebra. This course will bring FC more in line with the treatment of Linear Algebra at most colleges in this country and with California's Course ID Numbering System (C-ID MATH 250). The benefits of this include streamlined articulation and transfer, and a greater availability of quality instructional materials. Proposed for UC Transfer, AA GE Area B2, CSU GE Area B4, IGETC Area 2A.
MATH 260 F Ordinary Differential Equations	Units: 4 Lecture: 4 Laboratory: 0 Prerequisite: MATH 150BF GE: AA Area B2 CSU GE Area B4 IGETC Area 2A	30	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentation of problems. Requires two or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	FC currently has no course that covers only Ordinary Differential Equations (ODEs). This course will bring FC more in line with the treatment of ODEs at most colleges in this country and with California's Course ID Numbering System (C-ID MATH 240). The benefits of this include streamlined articulation and transfer, and a greater availability of quality instructional materials. Proposed for UC Transfer, AA GE Area B2, CSU GE Area B4, IGETC Area 2A.
PHOT 199 F Photography Independent Study	Units: 1-3 Lecture: 0 Laboratory: 3-9 Prerequisites: NONE GE: CSU Transfer Course	25	Independent Study. Instructor is working one-on-one with student.	2016 Fall	Students need a course to concentrate on specialized projects for portfolio presentation.
THEA 081 F Basic Electricity and Basic Electronics	Units: 2 Lecture: 1 Laboratory: 3 Prerequisites: NONE	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis while the students are engaged in practicing the skill(s) they are learning. During the laboratory sessions students will work directly on benchtop projects. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to have a class size of 15 students. This class size is supported by the Theme Park Technician CTE Advisory Committee.	2016 Fall	This course is being created to meet the training requirements for the Theme Park Technician Certificate Program and the Disneyland Sound Mechanic Training Program.

NEW COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 082 F Basics of Electric Motor Controls	Units: 2 Lecture: 1 Laboratory: 3 Prerequisites: NONE	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis while the students are engaged in practicing the skill(s) they are learning. During the laboratory sessions students will work directly on benchtop projects. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to have a class size of 15 students. This class size is supported by the Theme Park Technician CTE Advisory Committee.	2016 Fall	This course is required for the Disney Sound Mechanic Program and must be in place for the fall 2016 semester, when FC assumes full control of all Sound Mechanic curriculum. This course joins a series of new courses, which, when approved will be included in the new Theme Park Technician Certificate.
THEA 092 F Automated Scenery for the Theatre	Units: 2 Lecture: 1 Laboratory: 3 Prerequisites: NONE	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis while the students are engaged in practicing the skill(s) they are learning. During the laboratory sessions students will load in and install the equipment necessary for automated scenery. While working overhead students will climb ladders, use mast and scissor lifts and climb to the grid (above the stage house). Students will use the rigging systems of the theatres in the Theatre Arts building.	2016 Fall	This new course is being developed for the new Theatre Arts Theme Park Technician Certificate. There will be a proposal in CurricUNET that addresses the addition of this new course to the Theatre Arts Theme Park Technician Certificate.

REVISED COURSES

COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 203 F Auditing Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: ACCT 100BF ACCT 101AF or ACCT 102HF or ▪ Add Distance Education(online) ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ CSU Addition 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Updated Add Distance Education(hybrid), Distance Education(online), Assignments, CSU Addition, Catalog Description Update, Course Content, Hours, Method of Evaluation, Prerequisite Revision, Schedule Description Update, Student Learning Outcomes and Textbooks. The prerequisite is revised from a single course of ACCT 101BF to 100BF or ACCT 101AF or ACCT 102HF. The hours change was a correction to correct CurricUNET records.
ACCT 204 F Analysis of Financial Statements Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: ACCT 101AF ACCT 100BF or ACCT 102HF or ▪ Add Distance Education(online) ▪ Add Distance Education(hybrid) ▪ CIP Code Revision (520302.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Objectives Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2017 Fall	Updated Distance Education (hybrid), Distance Education(online), Assignments, CIP Code, Catalog Description, Course Content, Method of Evaluation, Method of Instruction, Objectives, , Schedule Description, Student Learning Outcomes, and Textbooks. Title changed FROM Analysis of Financial Statement TO Analysis of Financial Statements. Prerequisite revision to add additional prerequisite options of ACCT 101BF and ACCT 102HF to existing prerequisite of ACCT 101AF.
AJ 071 F Preventing Racial Profiling Units: .5 Lecture: .5 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	30	Class time will focus on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignment are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2015 Fall	Six-Year Review

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AJ 072 F Investigating Domestic Terrorism Units: 1 Lecture: 1 Laboratory: 0	<ul style="list-style-type: none"> ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Six-Year Review 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review
AJ 075 F Cultural Diversity Units: 1 Lecture: 1 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (430107.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Six-Year Review ▪ Objectives Revision 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Six-year Review
AJ 077 F Organized Crime Units: 1 Lecture: 1 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (430107.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review 	35	Class time focuses on Individualized Instruction, student presentation time and group learning.	2016 Fall	Six-Year Review
ART 122 F Museum Studies: Introduction to Gallery Practices Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Title Revision ▪ Class Size Revision (20 to 15) 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to change the class size from 20 students to 15 students. Students are handling valuable artwork and need to be closely supervised.	2016 Fall	Title revised from Introduction to Gallery Practices to Museum Studies: Introduction to Gallery Practices to better connect to Museum Studies program in development. Class size changed from 20 to 15 to reflect best practices of safety for the students.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 124 F Museum Studies: Exhibition Production Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Title Revision ▪ Prerequisite Validation ▪ Class Size Revision (20 to 15) 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to change the class size from 20 students to 15 students. Students are handling valuable artwork and need to be closely supervised.	2016 Fall	Title revised from Exhibition Production to Museum Studies: Exhibition Production to better connect to Museum Studies program in development. Class size changed from 20 to 15 to reflect safety requirements.
ART 125 F Museum Studies: Exhibition Design and Careers Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Title Revision ▪ Prerequisite Validation ▪ Class Size Revision (20 to 15) 	15	Through project based learning, the instructor of this course supervises and instructs students on an individual basis. During lab sessions, instructor provides individualized instruction and supervision on a regular basis as the students practice the skills they are learning. During the laboratory sessions students will hang valuable artwork, use power tools, adjust lighting equipment, and climb ladders. Students actively participate in the implementation of the exhibition designs for the art gallery. While under supervision of one instructor students divide into multiple groups and work in multiple areas within the gallery, storeroom and classroom areas. In order for the students and the instructor to maintain and practice industry standards of safety it is necessary to change the class size from 20 students to 15 students. Students are handling valuable artwork and need to be closely supervised.	2016 Fall	Title revised from Exhibition Design and Careers to Museum Studies: Exhibition Design and Careers to better connect to Museum Studies program in development. Class size changed from 20 to 15 to reflect safety requirements.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 180 F Rendering Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. This course requires a great deal of interaction between the students and the instructor. The current student/teacher ratio should be maintained in order for the students to receive the required amount of personalized instruction and in-class practice on a "one on one" basis with the Instructor. The Instructor will spend time individually with each student demonstrating techniques personalized for the student's imagery. Assessment of student work is through written evaluations of student projects, not standardized tests.	2016 Fall	The name of the class is being changed to "Rendering", dropping the "Perspective Drawing" from the title, as we now have a new perspective drawing class, ART 243 F Applied Perspective. As much of the original content will still be taught in this course, the course content will stay very much the same, with small changes in objectives and SLO's. There will also be a textbook revision.
ART 258 F Tile I Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Advisory Addition: ART 120 F And ART 153 F ▪ Textbooks ▪ Catalog Description Update ▪ Prerequisite Deletion (ART 153 F) 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Change Prerequisite to an advisory, and add another course as an advisory in order to recognize that students will benefit from different art backgrounds, but they are not necessary for success in this course.
CHEM 100 F Chemistry for Daily Life Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. Added CSU GE Area B3 and IGETC Area 5C to update CNET records to match Catalog listed approvals.
CHEM 101 F Chemistry for Allied Health Science Units: 5 Lecture: 4 Laboratory: 4	<ul style="list-style-type: none"> ▪ Prerequisite Addition: MATH 040 F or math skills clearance ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Hours (5 to 4 Lec, 3 to 4 Lab) ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. CSU GE Area B3 and IGETC Area 5C added to update CNET records and match approvals listed in the College Catalog. Title revised to better describe the course content. WSCH changed from 5 hours lecture/3 hours lab to 4 hours lecture/4 hours lab to align with Carnegie system (5 unit course).

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CHEM 103 F Chemistry in a Changing World Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year Review. TOP Code added to correct records.
CHEM 107 F Preparation for General Chemistry Units: 5 Lecture: 4 Laboratory: 4	<ul style="list-style-type: none"> ▪ Prerequisite Addition: MATH 040 F or math skills clearance ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Hours (5 to 4 Lec, 3 to 4 Lab) ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. Title revised to better describe the course content. WSCH changed from 5 hours lecture/3 hours lab to 4 hours lecture/4 hours lab to align with Carnegie system (5 unit course).
CHEM 111AF General Chemistry I Units: 5 Lecture: 3 Laboratory: 6	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (6 to 3 Lec, 3 to 6 Lab) ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. Addition of CSU GE Area B3 and IGETC Area 5C to reflect approvals as listed in College Catalog. WSCH Lecture/Lab Hours changed to align the course hours with the Carnegie unit system: 3 hours lecture + 6 hours lab = 5 units. As the units are not changing, this will not impact any programs.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CHEM 111BF General Chemistry II Units: 5 Lecture: 3 Laboratory: 6	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (6 to 3 Lec, 3 to 6 Lab) ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. CSU GE B1 removed and B3 added to reflect catalog records. IGETC 5C added to reflect catalog records. WSCH changed from 6 hours lecture/3 hours lab to 3 hours lecture/6 hours lab to align with Carnegie system (5 units).
CHEM 201 F Biochemistry for Allied Health Science Units: 5 Lecture: 4 Laboratory: 4	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Hours (5 to 4 Lec, 3 to 4 Lab) ▪ Title Revision ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six-year review. Title revised to better describe the course content. WSCH changed from 5 hours lecture/3 hours lab to 4 hours lecture/4 hours lab to align with Carnegie system (5 unit course).
CHEM 211AF Organic Chemistry I Units: 5 Lecture: 3 Laboratory: 6	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem solving, scientific experiments, lab reports). Students work with hazardous materials and constant faculty supervision is required for safety.	2016 Fall	Six-year review.
CHEM 211BF Organic Chemistry II Units: 5 Lecture: 3 Laboratory: 6	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Lab – Individualized Feedback/Evaluation: Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, use of specialized equipment, lab reports). Students work with hazardous materials and constant faculty supervision is required for safety.	2016 Fall	Six-year review.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 109 F Personal Computer Security Units: 2 Lecture: 1.5 Laboratory: 1.5	<ul style="list-style-type: none"> ▪ CIP Code Revision (111003.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review ▪ Objectives Revision 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-Year Review; Updated textbooks, SLOs, TOPS Code, methods of Evaluation, Methods of Instruction, Catalog Description, and Assignments.
CIS 212 F Robotic Programming Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (2 TO 0 Lab) ▪ Catalog Description Update ▪ CIP Code Revision (110201.00) ▪ CSU Addition ▪ Objectives Revision 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Revised CIP Code, Catalog Description, Hours (Lecture and/or Lab), Hours (WSCH and/or Instructor), Method of Evaluation, Method of Instruction, Objectives, TOPS Code, and Textbooks. Lab tasks have been Integrated into class lecture presentations. All lab hours are being removed on most CIS classes as they are an artifact of older instructional methods when students moved to a computer classroom to perform practical applications exercises. This is now being done in the context of a lecture instructional format as students work on computers simultaneously as lecture and practical application is done simultaneously.
CIS 221 F Introduction to C# Programming Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (110201.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (1 to 0 Lab) ▪ Catalog Description Update ▪ Schedule Description Update 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytic and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Revised CIP Code, Catalog Description, Hours (Lecture and/or Lab), Hours (WSCH and/or Instructor), Method of Evaluation, Method of Instruction, Schedule Description, Student Learning Outcomes, TOPS Code and Textbooks. Lab hours changed from 1 to 0 as lab tasks are integrated into lecture time of class.
CRTV 121 F American Cinema to the 1960's Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (90701.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision ▪ Objectives Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review, Title Revision from "The American Cinema" to "American Cinema to the 1960's" Catalog Description Update Change Weekly Hours to Term Hours Schedule Description Update Course Content Revision C-ID Designation Align Student Learning Outcomes with Campus Database

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CRTV 131 F Contemporary American Cinema Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (90701.00) ▪ Catalog Description Update ▪ Method of Instruction ▪ Objectives Revision ▪ SAMS Code Revision (C to D) ▪ Schedule Description Update ▪ Textbooks ▪ Title Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Title Revision in preparation for transfer degree. Catalog Description Update. Change Weekly Hours to Term Hours in catalog description.. Schedule Description Update. C-ID Designation Add Course Title to Student Learning Outcomes and align with Campus Database Title change from Contemporary Cinema to Contemporary American Cinema to better reflect content of course and align with the transfer model curriculum for the Film, Television, and Electronic Media Associate in Arts Degree for Transfer.
CRTV 160 F Introduction to 16mm Film Production and Digital Cinematography Units: 3 Lecture: 2 Laboratory: 3	<ul style="list-style-type: none"> ▪ Prerequisite Revision: CRTV 157 or DART 180 ▪ CIP Code Revision (90701.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Class size is limited to 25 students due to volume and frequency of rotating contact between instructor and each student during equipment orientation and drills. This manner of contact is needed to provide effective instruction, monitoring student performance with individualized reinforcement or correction that usually involves close-range observation and tailored demonstration. It is also needed to monitor individual student and equipment safety during early and mid-stages of class until student comprehension and competencies have been demonstrated.	2016 Fall	Six-Year Review Textbook update. Catalog Description Update Prerequisite Validation Title Revision Assignment Revision Add DART 180 F as an additional prerequisite. Students can learn the needed skills for this course in DART 180 F as well as CRTV 157 F, and this additional option will benefit vocational diversity.
DANC 111 F Jazz I Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	25	Most of the time the students are engaged in practicing skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review Update textbook.
DANC 116 F Social Dance Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Class Size Revision (30 to 25) ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Catalog Description Update. Class Size Revision from 30 to 25. Class size revised to correlate to Class Size Planning and Resource Document. Course Content (that do not change the overall scope of the course). Method of Evaluation. Method of Instruction. Objectives Revision. Schedule Description Update. Six-Year Review. Student Learning Outcomes. Textbooks.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DANC 119 F Dance for Theatre Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision ▪ Class Size Revision (30 to 25) ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Assignments Revision. Catalog Description Update. Class Size Revision from 30 to 25. Justification for class size revision is to correlate with the class size resource and planning document. Course Content (that do not change the overall scope of the course). Method of Evaluation. Method of Instruction. Objectives Revision. Schedule Description Update. Six-Year Review. Student Learning Outcomes TOPS Code Revision. Textbooks.
DANC 122 F Middle Eastern Dance Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Class Size Revision (30 to 25) 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individualized instruction as the class proceeds.	2016 Fall	Six-Year Review Catalog Update Revision. Class size revision from 30 to 25.
ENGL 105 F Introduction to Creative Writing Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (231302.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Class Size Revision (25 to 27) 	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course.	2016 Fall	Six-Year Review. Textbooks. Class size revision from 25 to 27 in alignment with the class size planning and resource document.
ENGL 201 F Intermediate College Writing Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Class Size Revision (25 to 27) ▪ Objectives Revision ▪ Course Content (Changing the overall scope of the course) 	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course.	2016 Fall	Six-Year Review. Textbooks. Class size increase from 25 to 27 given the nature of the course as an "extensive writing" class; the description in the Class Size document reflects the assignments, methods of instruction and evaluation, and the course content and scope of other writing courses in the department. Update of the course outline in order to maintain currency with the C-ID descriptor in order to facilitate student achievement of the ADT in English.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGL 234HF Honors Introduction to Shakespeare Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Advisory Validation ▪ Six-Year Review ▪ Objectives Revision 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. This honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2016 Fall	Six-Year Review. Textbooks.
ENGL 243 F Folklore and Mythology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Prerequisite Validation ▪ Advisory Validation ▪ Six-Year Review ▪ GE: AA GE Area C2 Language 	35	While the instructor does lecture, much of the class time focused on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Textbooks. Multicultural.
ENGL 243HF Honors Folklore and Mythology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Advisory Validation ▪ Six-Year Review ▪ GE: AA GE Area C2 	25	This is an honors course. The Honors Program caps literature courses at 25 students to facilitate a seminar exchange.	2016 Fall	Six-year review. Textbooks. SLOAs. Catalog Description Update. Schedule Description Update. Advisory Validation. Previously approved for Multicultural, updating cnet records.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGR 101AF Surveying I Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Prerequisite Revision: MATH 142 F ▪ CIP Code Revision (140102.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	25	This class has extensive individualized instruction and feedback as well as an extensive writing component. Students are encouraged to be interactive and collaborative in class and outside of class as they complete classroom assignments and projects. The course focuses on data and measurements for experiments that are conducted during class, which require supervision. Individual instruction is required for use of sophisticated measurement equipment. Supervision is needed for students at varying geographic locations.	2016 Fall	Six-Year Review Align the course with C-ID Add MATH 142 F pre-requisite to align with C-ID, see attached validation.
ENGR 105 F Engineering CAD Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Prerequisite Addition: MATH 142 F ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review Align the course with C-ID Add MATH 142 F pre-requisite to align with C-ID, see attached validation.
ENGR 110 F Introduction to Engineering Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Advisory Addition: ENGL 100 F Or ENGL 100HF ▪ CIP Code Revision (140102.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	30	This is an introductory course in which students are introduced to the Engineering profession as well as learn the basic skills necessary for studying Engineering. This class has frequent individualized instruction and feedback as well as an extensive writing component. There are several writing assignments on topics investigated by the students outside of class. Students are encouraged to be interactive and collaborative in class and outside of class as they complete classroom assignments and projects. Another component of the course is the discussion of Ethics in the Engineering Profession, which will require a very interactive class environment. Students are advised on an individual basis about the current state of preparation for their major, their future study plans and what they need to prepare for transfer to a four year school for a BS in Engineering. In addition a unit of the course focuses on data and measurements; several experiments are conducted in class, which require supervision. Individual instruction is required for the scientific experiments and reports on experiment outcomes. Multiple field trips to local area companies are usually limited in size.	2016 Fall	Six-Year Review Align the course with C-ID. Add Advisory requisite of ENGL 100 because this course includes extensive writing assignments about the Engineering profession, history and curriculum.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGR 201 F Statics Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review 	30	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentations of problems. Requires three or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-Year Review Align course with C-ID ENGR 130 (Statics)
ENGR 203 F Electric Circuits Units: 4 Lecture: 4 Laboratory: 0	<ul style="list-style-type: none"> ▪ SAMS Code Revision (E to D) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Corequisite Validation ▪ Six-Year Review ▪ Objectives Revision 	25	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentations of problems. Requires three or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. Lecture class that has a concurrent enrollment requirement with the lab course ENGR 203L, the two classes are treated as one course with instruction bridging both classes.	2016 Fall	Six-Year Review Align the course with C-ID (ENGR 260)
ENGR 203LF Electric Circuits Lab Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ CIP Code Revision (140102.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Corequisite Validation ▪ Six-Year Review 	25	This class has extensive individualized instruction and feedback as well as an extensive writing component. Students are encouraged to be interactive and collaborative in class and outside of class as they complete classroom assignments and projects. The course focuses on data and measurements for experiments that are conducted in class, which require supervision. Individual instruction is required for the scientific experiments, their analysis and reports on experiment outcomes. Lab class that has a concurrent enrollment requirement with the lecture course ENGR 203F, the two classes are treated as one course with instruction bridging both classes.	2016 Fall	Six-Year Review Align the course with C-ID

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENVS 105 F Environmental Biology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Class Size Revision (50 to 45) ▪ Objectives Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Class size changed from 50 to 45 to align with approved class sizes in the Fullerton/Cypress Class Size Planning and Resource Document.
ENVS 105LF Environmental Biology Lab Units: 1 Lecture: .5 Laboratory: 1.5	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Advisory Validation ▪ Six-Year Review ▪ Objectives Revision 	25	This course is a field-oriented course. Typically six of the eight meetings are conducted in the field. Background noise and cramped conditions often are present, making it hard for students in a large group to hear or see the instructor, especially on narrow hiking trails. Certain field destinations limit group sizes to 25 or less. Often, instructor provides very frequent coaching individualized feedback to students in the course of their activities.	2016 Fall	Six-year review. IGETC Area 5B removed and Area 5C added to correct CNET records, and match Catalog listed approvals.
ENVS 106 F Conservation Biology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (260101.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Class Size Revision (50 to 45) ▪ Objectives Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Class size changed from 50 to 45 to align with approved class sizes in the Fullerton/Cypress Class Size Planning and Resource Document.
ENVS 126 F Natural History of California Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (309999.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENVS 126FF Natural History of California Field Lecture Units: 2 Lecture: 2 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (309999.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Corequisite Validation ▪ Six-Year Review 	25	Labs/field exercises in which the instructor provides extensive individualized supervision and feedback/evaluation on a regular basis. (e.g. scientific experiments, observational skills, lab reports, field collection and notebooks) Course includes 2 weekend fieldtrips to somewhat remote areas of California. Many of these areas limit camping and/or hiking access to small groups, limiting class size. Instructors cannot safely supervise large groups of students in such areas. The field experience is very hands-on, requiring individualized and small group instruction. Interaction with the ecological community and sample collection is a significant part of the field experience. This instructional element is limited or impossible with larger groups.	2016 Fall	Six-year review.
ENVS 170 F Astrobiology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (50 to 35) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Advisory Validation ▪ Six-Year Review ▪ TOPS Code Revision (0401.00) ▪ Class Size Revision (50 to 35) ▪ Objectives Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Class size changed from 50 to 35 to align with approved class sizes in the Fullerton/Cypress Class Size Planning and Resource Document. Note that the class size revision from 50 to 35 is based on lessons learned from first-time design of class activities upon its initial offering in spring 2015. The most effective format is 1/3 lecture and 2/3 in-class activities involving individual work, group work, discussion and student presentations.
ESC 105 F Introduction to Weather and Climate Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update 	50	Lecture/Discussion: The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Title revision FROM Introduction to Meteorology TO Introduction to Weather and Climate. Students appear to interpret meteorology as the study of meteors rather than the study of weather and climate, so a name change will help better identify the topic of the course. We also want to update the course to conform to the latest curriculum recommendations and guidelines.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ESL 049 F Advanced Academic Vocabulary for Non-Native Speakers Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Title Revision ▪ Six-Year Review ▪ Class Size Revision (25 to 30) ▪ Objectives Revision 	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-year review and title revision. Furthermore, the class size is being increased, from 25 to 30 students per section, because the assignments, methods of instruction and evaluation, and the course content and scope reflect the recommended class size according to the class size document.
FASH 244 F Ethnic Costume Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ CIP Code Revision (190901.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (2 to 3 Lec) ▪ Units Revision (2 to 3) ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Deletion (Learning skills evaluation recommended) ▪ Class Size Revision (24 to 35) ▪ Objectives Revision ▪ Course Content (Changing the overall scope of the course) ▪ GE: AA Area C1 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	The addition of one unit is needed to include the topics of contemporary apparel choices of various religious groups. Unit revision from 2 to 3. Changed textbook and expanded course content. Class size revision from 24 to 35 to reflect the CSPRD. This course is already approved for MULT CULT REQ, updating cnet records. Inaccurate prereq language removed to updated cnet records.
HIST 110 F Western Civilization I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ GE: CSU GE Area C2 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is through objective and essay exams. Writing assignments are assessed for concepts and structure.	2016 Fall	Six-year review. Add Multicultural Requirement (to allow access to screen to update CurricUNET records - this is not a new MC proposal). Update Multicultural Requirement justification. Assignments Revision. Catalog Description Update. Method of Evaluation. Method of Instruction. Six-Year Review. Student Learning Outcomes. Textbooks. Assignments Revision. Schedule Description Update. Adding CSU GE Area C2

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HIST 110HF Honors Western Civilization I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. This honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2016 Fall	Six-year review. Assignments Revision. Add Distance Education(hybrid). Catalog Description Update Add Multicultural Requirement to update C-Net records (course already approved for MC) Method of Evaluation. Method of Instruction. Schedule Description Update. Student Learning Outcomes. Textbooks. Objectives Revision
HIST 111 F Western Civilization II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review ▪ CSU GE Addition Area C2 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, formal/informal student presentations and several types of writing, such as essay, book review, research paper, journal, original source analysis, and news analysis. Evaluation is based on objective and/or essay exams, and writing assignments which are assessed for critical analysis and structure.	2016 Fall	Six-year review. Catalog Description Update. Assignments Revision. Textbooks. Method of Evaluation. Method of Instruction. Student Learning Outcomes. Course Content (that do not change the overall scope of the course). Adding multicultural justification to update CurricUnet records. Adding CSU Area C2 to align with honors version of this course, for which Area C2 is already approved.
HIST 111HF Honors Western Civilization II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. The history honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2016 Fall	Six-year review. Add Distance Education (hybrid). Add Multicultural Requirement. Assignments Revision. Catalog Description Update. Course Content (that do not change the overall scope of the course). Method of Evaluation. Method of Instruction. Six-Year Review. Student Learning Outcomes. Textbooks.
HIST 113 F World Civilizations II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Textbooks ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Six-Year Review 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Catalog Description Update. Six-Year Review. Method of Evaluation. Method of Instruction. Updated frequency of DE Contact. Textbooks. Add Multicultural Requirement to correct CurricUNET records.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HIST 127 F Survey of American History Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Catalog Description Update. Student Learning Outcomes. Schedule Description Update. Method of Instruction. Course Content (that does not change the overall scope of the course). Textbooks.
HIST 151 F Survey of British History I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, formal/informal student presentations, and several types of writing, such as essay, research papers and original source analysis. Evaluation is based on objective and/or essay exams, and writing assignments which are assessed for critical analysis and structure.	2016 Fall	Six-year review. Assignments Revision. Catalog Description Update. Method of Evaluation. Method of Instruction. Objectives Revision. Schedule Description Update. Student Learning Outcomes. Method of Evaluation. Textbooks.
HIST 152 F Survey of British History II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, formal/informal student presentations, and several types of writing, such as essays, research papers and original source analyses. Evaluation is based on objective and/or essay exams, and writing assignments which are assessed for critical analysis and structure.	2016 Fall	Six-year review. Catalog Description Update. Schedule Description Update. Student Learning Outcomes. Method of Evaluation. Textbooks. Assignments Revision.
HIST 170 F History of the United States I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Catalog Description Update. Schedule Description Update. Student Learning Outcomes. Textbooks.
HIST 170HF Honors History of the United States I Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. The history honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2016 Fall	Six-year review. Catalog Description Update. Schedule Description Update. Add Distance Education(hybrid). Assignments Revision. Student Learning Outcomes. Method of Evaluation. Objectives Revision. Textbooks.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HIST 171 F History of the United States II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Assignments Revision. Catalog Description Update. Student Learning Outcomes. Schedule Description Update. Method of Evaluation. Method of Instruction. Objectives Revision. Textbooks.
HIST 171HF Honors History of the United States II Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. The history honors course will be taught as a seminar to allow for in-depth class discussion and student presentations.	2016 Fall	Six-year review. Catalog Description Update. Schedule Description Update. Assignments Revision. Student Learning Outcomes. Textbooks. Method of Evaluation. Method of Instruction. Objectives Revision. Add Distance Education (hybrid).
MATH 172 F Graph Theory and Linear Algebra Units: 4 Lecture: 4 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: MATH 141 F MATH 141HF or MATH 142 F and ▪ Textbooks ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update 	30	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentation of problems. Requires three or more written exams and multiple homework assignments using advanced analytical and critical thinking skills. Exams and assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Change prerequisite from MATH 171 F to MATH 141 F or MATH 141HF, and MATH 142 F to match transfer institution(s)'s prerequisite for the course. The content of MATH 171 F is not needed prior to taking MATH 172 F for student success.
MUS 113 F Jazz History - An Appreciation Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ SAMS Code Revision (D to E) ▪ Add Distance Education(online) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Hours (1 to 0 lab) ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Class Size Revision (50 to 60) ▪ Objectives Revision 	60	Raising class size from 50-60 to create consistency between MUS 118, MUS 119, and ART 110, which exceeds the resource document requirement but reflects the faculty's agreement to generate higher FTES to balance the smaller classes in Fine Arts programs.	2016 Fall	Six-Year Review

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MUS 256 F Advanced Jazz Improvisation - Instrumental Units: 1 Lecture: 1 Laboratory: 2	<ul style="list-style-type: none"> ▪ SAMS Code Revision (E to D) ▪ CIP Code Revision (500901.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Hours (3.25 to 2 lab) ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Class Size Revision (10 to 15) 	15	Extensive individual instruction involving lecture, demonstration, student performance and faculty critiquing of student work. The instructor spends an extensive amount of time giving individualized instruction and feedback on attainment of skills. Students perform individually and must be assessed individually by the instructor. Students' progress and success is proportional to this individualized instruction. The more advanced the class, the longer and more challenging the music performed by the student. For an explanation of how the Music Department approaches class size, please see attachment entitled "Music Class Size."	2016 Fall	Six-Year Review; For an explanation of how the Music Department approaches the assignment of credit units, please see attachment entitled "Carnegie Units."
PE 102 F Yoga Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ CIP Code Revision (310501.00) ▪ FSA Code Revision (Remove M35) ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review, FSA removal of M35 Coaching
PE 103 F Aikido Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ CIP Code Revision (310501.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Units Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ FSA Revision (remove M35) ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review, Change 0.5-1.00 TO 1 unit (remove variable unit). CIP Code change from 36108 TO 310501, FSA Code deletion of M35.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PE 104 F Spinning Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ FSA Code Revision (remove M35) ▪ CSU GE Addition Area E ▪ Objectives Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review, Added SLO's, FSA Revision
PE 163 F Kickboxing Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ CIP Code Revision (310501.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ FSA Code Revision (remove M35) 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review
PE 189 F Soccer Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ CIP Code Revision (310501.00) ▪ FSA Code Revision (remove M35) ▪ Class Size Revision (30 to 25) 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review. Class revision from 30 to 25 to align with the Class Size Planning and Resource Document.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PE 209 F Intercollegiate Soccer - Men and Women Units: 2 Lecture: 0 Laboratory: 10	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review Intercollegiate course revised repeatability from 2 to 3 it will allow non-qualifying student to participate in the class and is in compliance with new state regulations. Class size 32 to 25 to align with CSPRD. Title change aligns with all of our intercollegiate classes.
PE 244 F Techniques and Principles of Coaching Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ CIP Code Revision (310501.00) ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ TOPS Code Revision (0835.00) ▪ FSA Code Revision (remove M35, add C65) ▪ CSU GE Addition Area E: 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Proposed for CSU GE Area E. Updated Master Data Base Tops/CIP/FSA to align with PE 248.
PE 270 F Exercise Nutrition Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Hours (2 to 3 Lab, 3 to 0 Lec) ▪ Title Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review (no changes) ▪ CIP Code Revision (310501.00) ▪ Objectives Revision ▪ Addition UC Transfer 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review, changing title from Diet and Exercise for Athletes To Exercise Nutrition. Lecture revision from 2 to 3 hrs and Lab 3 to 0 hrs to articulate for transferability.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHIL 105 F World Religions Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Add Distance Education(online) ▪ Add Distance Education(hybrid) ▪ CIP Code Revision ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Six-Year Review ▪ FSA Code Revision (380201.00) ▪ Objectives Revision ▪ GE: AA GE Area C2 	35	Lecture /Discussion/ Group Learning / Student Presentations/Individualized Instruction. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Class time focuses on individualized instruction. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-Year Review; Add Distance Education(hybrid); Add Distance Education(online); Student Learning Outcomes; Objectives Revision; Method of Instruction; Method of Evaluation; CIP Code Revision (corrected code to align with TOP code) Faculty originator wants REL STUDIES codes instead of PHIL; TOPS Code Revision (PHIL to Religious Studies); FSA revision (from Philosophy and Religious Studies, to solely Religious Studies); Textbooks updated; Hours (WSCH and/or Instructor) Corrected Instructor hours (0 to 3); Assignments Revision; Add Multicultural Requirement
PHIL 105HF Honors World Religions Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Multicultural Requirement ▪ Add Distance Education(hybrid) ▪ CIP Code Revision (380201.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision (1510.00) ▪ FSA Code Revision (remove C30) ▪ Objectives Revision ▪ GE: AA GE Area C2 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. As an Honors section, this class will employ enhanced teaching methods such as a seminar approach, more research-based writing assignments, and assignments calling for a higher level of critical thinking.	2016 Fall	Six-Year Review: Add Distance Education(hybrid); Catalog Description Update; Added honors verbiage to justification; Student Learning Outcomes; Objectives Revision; Method of Evaluation; FSA revision (from Philosophy and Religious Studies, to solely Religious Studies, per faculty originator); Textbooks; Method of Instruction; Add Multicultural Requirement information (to correct CurricUNET records - course is already approved for MC) Revise CIP code to correspond with TOP code; TOPS Code Revision; Schedule Description Update.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHIL 160 F Introduction to Ethics Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review 	35	Lecture /Discussion/ Group Learning / Student Presentations/Individualized Instruction. While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Class time focuses on individualized instruction. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-Year Review. Catalog Description Update. Student Learning Outcomes. Textbooks. Assignments Revision. Method of Instruction.
PHIL 170 F Logic and Critical Thinking Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Evaluation ▪ Assignments Revision ▪ Six-Year Review 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	Six-Year Review. Textbooks. Student Learning Outcomes. Method of Evaluation. Assignments Revision. Hours (WSCH and/or Instructor) - corrected Instructor hours.
PHOT 101 F Introduction to Photography Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Individualized Instruction - Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 104 F Wedding Photography Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Advisory Revision: PHOT 111 F or PHOT 112 F or PHOT 216 F or Demonstrate competency in performing a variety of basic camera functions. ▪ CIP Code Revision (100201.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision (1012.00) ▪ FSA Code Revision (remove C35, add R10) 	25	Individualized Instruction-Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review Deleted advisory option of PHOT 101 F and included PHOT 216 F because students are advised to have a strong foundation in digital photography to be prepared for this course.
PHOT 112 F Introduction to Professional Digital Photography Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ CIP Code Revision (100201.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision (1012.00) ▪ FSA Code Revision (remove C35, add R10) 	25	Individualized Instruction-Course - Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review
PHOT 114 F Professional Portrait Photography I Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Prerequisite Addition: PHOT 111 F ▪ CIP Code Revision (100201.00) ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Advisory Deletion (PHOT 101, 111, 112) ▪ Six-Year Review ▪ TOPS Code Revision (1012.00) ▪ FSA Code Revision (remove C35, add R10) 	25	Lab-Individualized Feedback/Evaluation- Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review Deleted advisory option of PHOT 101 F or PHOT 111 F or PHOT 112 F; replaced with prerequisite PHOT 111 F because students are required to have a strong foundation in digital photography to be prepared for this course.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 196 F Photography Seminar Units: .5-4 Lecture: 0-4 Laboratory: 0-12	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Advisory Validation ▪ Six-Year Review ▪ FSA Code Revision (remove C35, add R10) 	25	Individualized Instruction: Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Six-Year Review
PHOT 214 F Professional Portrait II Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Textbooks ▪ Catalog Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ FSA Code Revision (remove C35, add R10) 	25	Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review
PHOT 216 F Advanced Digital Photography Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Advisory Revision: PHOT 111 F or PHOT 112 F or Demonstrate competency in performing various digital photography skills. ▪ CIP Code Revision (100201.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision (1012.00) ▪ FSA Code Revision (remove C35, add R10) 	25	Lab-Individualized Feedback/Evaluation Course, necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review
PHOT 217 F Applied Digital Photography Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ CIP Code Revision (100201.00) ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ FSA Code Revision (remove C35, add R10) 	25	Lab-Individualized Feedback/Evaluation-Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 221 F Studio Specialties I Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ Advisory Revision: PHOT 111 F or PHOT 112 F or PHOT 216 F Demonstrate competency in performing various digital photography functions. or ▪ CIP Code Revision (100201.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ TOPS Code Revision (1012.00) ▪ FSA Code Revision (remove C35, add R10) ▪ Objectives Revision 	25	Lab – Individualized Feedback/Evaluation-Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2016 Fall	Six-Year Review Deleted advisory option of PHOT 101 F and included PHOT 216 F because students are advised to have a strong foundation in digital photography to be prepared for this course.
PHYS 120 F Relativity for Poets Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: MATH 040 F or MATH 041 F or MATH 043 F or math skills clearance ▪ Textbooks ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-year review. Update catalog and schedule descriptions to reflect IGETC approval and CSU GE articulation. Allow any of Math 40, 41, and 43 to satisfy the prerequisite. Delete Math 30 prereq, which based on classroom experience doesn't seem as relevant as Math 40.
PHYS 130 F Elementary Physics Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Prerequisite Revision: MATH 020 F math skills clearance or ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) Labs having a high level of technical sophistication (ex. computer-based data acquisition hardware and analysis software) so as to require the instructor to often provide students with immediate technical assistance. Labs in which the students work in small groups so as to ensure active participation by all students and provide a more beneficial learning environment.	2016 Fall	Six-Year Review. "Math skills clearance" is being added as an additional prerequisite option.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHYS 206 F Physics for the Life Sciences II Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ AA GE Addition Area B1 	25	This course includes a lab in which the instructor provides extensive individualized feedback and evaluation on a regular basis (problem sets, scientific experiments, lab reports).	2016 Fall	Six-year review. Changes to textbooks. Corrected C'Net records to show AA GE Area B1 approval.
PHYS 210 F Physics with Calculus for the Life Sciences I Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Corequisite Revision: MATH 150AF or MATH 150HF ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Method of Evaluation ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review 	25	This course includes a lab in which the instructor provides extensive individualized feedback and evaluation on a regular basis (problem sets, scientific experiments, lab reports).	2016 Fall	Six-year review. Changes to textbooks. Allow Math 150HF to satisfy Corequisite.
PHYS 221 F General Physics I Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Corequisite Validation ▪ Six-Year Review ▪ IGETC Addition Area 5C ▪ Objectives Revision ▪ GE:AA GE Area B1: 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	6-year review. CSU GE Area B3 and IGETC Area 5C added to update cnet records per catalog records.
PHYS 223 F General Physics III Units: 4 Lecture: 3 Laboratory: 3	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Prerequisite Validation ▪ Six-Year Review ▪ Objectives Revision ▪ AA GE Addition Area B1 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Update textbooks. 6-year review. Corrected General Ed screen to match catalog listed approvals (AA GE).

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PSY 101 F General Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Six-Year Review ▪ Objectives Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Course Content (that do not change the overall scope of the course). Textbooks. Student Learning Outcomes. Method of Instruction. Objectives Revision.
PSY 101HF Honors General Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	The Fullerton College Honors Advisory Board recommends a maximum number of 25 students for a seminar-style honors course. Compared to the non-honors section, in this honors section there is more emphasis on collaborative learning, individual research, and student-driven discussions.	2016 Fall	Six-Year Review. Catalog Description Update. Schedule Description Update. Add Distance Education(hybrid). Student Learning Outcomes. Course Content (that do not change the overall scope of the course). Textbooks. Assignments Revision.
PSY 110 F Introduction to Applied Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Though some objective exams may be used, evaluation is primarily through writing assignments and projects. Writing assignments are assessed mostly for concepts and structure. Class size is being changed from 30 to 35 as per the Class Size Document.	2016 Fall	Six-Year review. Schedule Description Update. Objectives Revision. Method of Instruction. Course Content (that do not change the overall scope of the course). Textbooks. Assignments Revision. Corrected GE screen - added CSU transfer.
PSY 120 F Human Sexuality Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Schedule Description Update ▪ Six-Year Review ▪ FSA Code Revision (add C75) ▪ Objectives Revision 	40	While the instructor does lecture, much of the class time focuses on discussions and group learning. Because of the sensitive nature of many of the topics discussed, more students seek out the instructor outside of class for private discussion than in other Psychology classes. In addition to multiple choice exams, students are assessed on both short (1-2 page) and long (3-6 page) writing assignments for content, application, and critical thinking.	2016 Fall	Six-Year Review. Method of Instruction. Objectives Revision. Six-Year Review. Student Learning Outcomes. Textbooks. Schedule Description Update.
PSY 139 F Developmental Psychology: Life Cycle Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: PSY 101HF or PSY 101 F ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Schedule Description Update ▪ Six-Year Review 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Textbooks. Method of Instruction. Schedule Description Update. Add PSY 101HF as an additional prerequisite option. Student Learning Outcomes.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PSY 145 F Child Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision ▪ Remove Multicultural Requirement 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review; Textbook updates; Removal of multicultural component which then modified the catalog description, schedule description, course content, and course objectives; Reduction of SLOS; Minor changes made in method of evaluation, method of instruction, and assignments.
PSY 199 F Psychology Independent Study Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Add Distance Education(online) ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Student Learning Outcomes ▪ Hours (1 to 0 lec, 0 to 3 lab) ▪ Six-Year Review ▪ Objectives Revision 	25	Class size is based on the premise of a one-to-one instructor - student ratio, with instructor supervising the independent study.	2016 Fall	Six-Year Review. Hours (Lecture and/or Lab) (From 1 lect to 3 lab), per CC recommendation. Hours (WSCH and/or Instructor) (WSCH from 1 to 0) Student Learning Outcomes. Objectives Revision. Textbooks. add Distance Education(hybrid). add Distance Education(online)
PSY 219 F The Human Services Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review 	30	Much of class time focuses on individualized instruction, student presentations, and/or group learning. Individual service learning projects, field visits and guest speakers are supervised by the instructor. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2016 Fall	6-year Review with SLO and Textbook updates. Catalog Description Update. Method of Instruction. Assignments Revision.
PSY 222 F Abnormal Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Prerequisite Revision: PSY 101 F or PSY 101HF ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review ▪ Objectives Revision 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Catalog Description Update. Prerequisite Revision (revised entry skills and add Honors 101). Student Learning Outcomes. Objectives Revision. Assignments Revision. Course Content (that do not change the overall scope of the course). Method of Instruction. Textbooks.

REVISED COURSES

COURSE	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PSY 233 F The Psychology of Adjustment Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Six-Year Review ▪ Objectives Revision 	35	While the instructor does lecture, guest speakers are also frequent, students complete individual service learning projects, and students practice skills in groups. Evaluation is a mix of multiple choice and short answer exams as well as portfolios consisting of interviews, library research papers, personal reflections, and a compilation of a community resource booklet. Students make presentations singly or in pairs or small groups. Some instructors may arrange a field trip.	2016 Fall	Six-Year Review; update SLOs, textbooks, minor updates in methods. Catalog Description Update. Objectives Revision. Assignments Revision.
PSY 251 F Social Psychology Units: 3 Lecture: 3 Laboratory: 0	<ul style="list-style-type: none"> ▪ Textbooks ▪ Student Learning Outcomes ▪ Catalog Description Update ▪ Six-Year Review 	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Six-Year Review. Textbooks. Include missing class size justification. Catalog Description Update. Student Learning Outcomes.
PSY 299 F Psychology Independent Study - Advanced Units: 1 Lecture: 0 Laboratory: 3	<ul style="list-style-type: none"> ▪ Add Distance Education(online) ▪ Add Distance Education(hybrid) ▪ Textbooks ▪ Student Learning Outcomes ▪ Hours (1 to 0 lec, 0 to 3 lab) ▪ Title Revision ▪ Six-Year Review 	25	Independent study is based on the premise of a one-to-one, instructor-student ratio, with the instructor supervising the independent study.	2016 Fall	Six-Year Review. Add Distance Education(hybrid). Add Distance Education(online). Hours (Lecture and/or Lab) Lecture FROM 1 TO 0. Lab FROM 0 TO 3 to reflect independent study. Student Learning Outcomes. Textbooks. Title revision from Psychology Independent Study to Psychology Independent Study - Advanced.
THEA 265 F Theatre Management Units: 2 Lecture: 2 Laboratory: 0	<ul style="list-style-type: none"> ▪ Add Distance Education(online) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update 	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2016 Fall	Adding Distance Education (Online). THEA 265 F Theatre Management is one of the many courses that are co requisites of courses in the Theatre Arts program. Adding the online component to the course will allow students another type of enrollment option.

DELETE COURSES/CERTIFICATES

COURSE	EFF DATE	JUSTIFICATION
ART 090CF	2016 Fall	This course has been replaced with ART 255 F Tile 1.
ENGL 039 F	2016 Fall	The English department has been redesigning its basic skills/developmental writing program, with the intention of making ENGL 059 F the introductory-level basic skills composition course in the sequence.
ENVS 098AF	2016 Fall	Course has not been offered in over ten years. There is no interest among current Natural Sciences faculty to teach the course. There are no objections among Natural Sciences faculty to remove the course.
ENVS 143 F	2016 Fall	COURSE DELETION

NEW DEGREES/CERTIFICATES

DEGREE	PROPOSAL TYPES	EFF DATE	JUSTIFICATION																																																																														
Business	<p>Retail Management Certificate The Certificate in Retail Management will prepare a student to obtain a supervisory position in a retail business. The Retail Management Certificate requires a total of 31-33 units of which 9 units are required courses. The remaining 22-24 units must be chosen from the lists below. Honors sections of identical classes are granted equivalent credit.</p> <p>Required Courses (9 units)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">MKT203 F Principles of Retail Management</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS267 F Principles of Supervision</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>MKT100 F Introduction to Marketing</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>One course from the following for a total of 3-5 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>ACCT001 F Accounting for Small Business</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ACCT100BF Financial Accounting Principle</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>ACCT101AF Financial Accounting</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">5</td> </tr> <tr> <td>One course from the following for a total of 3 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>BUS100 F Introduction to Business</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS180 F Small Business Management</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>One course from the following for a total of 3 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>BUS240 F Legal Environment of Business</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS241AF Business Law</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Two courses from the following for a total of 6 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>MKT103 F Principles of Advertising</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>MKT151 F New Media Marketing</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>MKT201 F Small Business Promotions</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>MKT208 F Principles of Selling</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>One course from the following for a total of 3 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>BUS110 F Business English</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS111 F Business Communications</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BUS211 F Writing for Business</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">3</td> </tr> <tr> <td>One course from the following for a total of 4 units:</td> <td style="text-align: right;">Units</td> <td></td> </tr> <tr> <td>CIS100 F Introduction to Personal Computers</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">4</td> </tr> <tr> <td>CIS111 F Introduction to Information Systems</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">4</td> </tr> <tr> <td>Total Units</td> <td></td> <td style="text-align: right;">31 - 33</td> </tr> </table>	MKT203 F Principles of Retail Management	Units	3	BUS267 F Principles of Supervision	Units	3	MKT100 F Introduction to Marketing	Units	3	One course from the following for a total of 3-5 units:	Units		ACCT001 F Accounting for Small Business	Units	3	ACCT100BF Financial Accounting Principle	Units	3	ACCT101AF Financial Accounting	Units	5	One course from the following for a total of 3 units:	Units		BUS100 F Introduction to Business	Units	3	BUS180 F Small Business Management	Units	3	One course from the following for a total of 3 units:	Units		BUS240 F Legal Environment of Business	Units	3	BUS241AF Business Law	Units	3	Two courses from the following for a total of 6 units:	Units		MKT103 F Principles of Advertising	Units	3	MKT151 F New Media Marketing	Units	3	MKT201 F Small Business Promotions	Units	3	MKT208 F Principles of Selling	Units	3	One course from the following for a total of 3 units:	Units		BUS110 F Business English	Units	3	BUS111 F Business Communications	Units	3	BUS211 F Writing for Business	Units	3	One course from the following for a total of 4 units:	Units		CIS100 F Introduction to Personal Computers	Units	4	CIS111 F Introduction to Information Systems	Units	4	Total Units		31 - 33	2016 Fall	Students and employers have been asking for certification of skills in the retail area and education in retail management. Orange County, California has one of the largest numbers of retail locations in the United States and provides employment to many residents in the Southern California area.
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Chemistry	<p>Chemistry Associate in Science Degree The Chemistry Associate in Science Degree is designed to prepare students for further study in the sciences, in particular chemistry. It may also support attempts to gain entry-level employment in government agencies or various areas of industry, including environmental, pharmaceutical, and material chemistry. The Chemistry Associate in Science Degree requires 20 units of required courses.</p> <p>Required (20 units)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CHEM111AF General Chemistry I</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CHEM111BF General Chemistry II</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CHEM211AF Organic Chemistry I</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">5</td> </tr> <tr> <td>CHEM211BF Organic Chemistry II</td> <td style="text-align: right;">Units</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Total Units</td> <td></td> <td style="text-align: right;">20</td> </tr> </table>	CHEM111AF General Chemistry I	Units	5	CHEM111BF General Chemistry II	Units	5	CHEM211AF Organic Chemistry I	Units	5	CHEM211BF Organic Chemistry II	Units	5	Total Units		20	2016 Fall	New degree to satisfy State recommendations for AS degrees in sciences.																																																															
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MODIFY DEGREES/CERTIFICATES

DEGREE	PROPOSAL TYPES	EFF DATE	JUSTIFICATION																																								
Chemistry	<p>Chemistry Associate in Arts Degree The Chemistry Associate in Arts Degree prepares students for further study in chemistry or related physical and life science disciplines. This degree will provide a background in general chemistry while providing skills for possible entry-level employment in science-related industries or laboratories. This degree requires 18-20 units of which 10 units are in required courses, and 8-10 units must be chosen from the restricted electives listed below.</p> <table border="0"> <tr> <td>Required Courses (10 units)</td> <td align="right">Units</td> </tr> <tr> <td>CHEM111AF General Chemistry I</td> <td align="right">5</td> </tr> <tr> <td>CHEM111BF General Chemistry II</td> <td align="right">5</td> </tr> <tr> <td>Restricted Electives (8-10 units)</td> <td align="right">Units</td> </tr> <tr> <td>CHEM211AF Organic Chemistry I</td> <td align="right">5</td> </tr> <tr> <td>CHEM211BF Organic Chemistry II</td> <td align="right">5</td> </tr> <tr> <td>PHYS205 F Physics for the Life Sciences I</td> <td align="right">4</td> </tr> <tr> <td>PHYS206 F Physics for the Life Sciences II</td> <td align="right">4</td> </tr> <tr> <td>PHYS210 F Physics with Calculus for the Life Sciences</td> <td align="right">4</td> </tr> <tr> <td>PHYS211 F Physics with Calculus for the Life Sciences II</td> <td align="right">4</td> </tr> <tr> <td>PHYS221 F General Physics I</td> <td align="right">4</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>PHYS221HF Honors General Physics I</td> <td align="right">4</td> </tr> <tr> <td>PHYS222 F General Physics II</td> <td align="right">4</td> </tr> <tr> <td>PHYS223 F General Physics III</td> <td align="right">4</td> </tr> <tr> <td>MATH150AF Calculus I</td> <td align="right">4</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>MATH150HF Honors Calculus I</td> <td align="right">4</td> </tr> <tr> <td>MATH150BF Calculus II</td> <td align="right">4</td> </tr> <tr> <td>Total Units</td> <td align="right">18 – 20</td> </tr> </table>	Required Courses (10 units)	Units	CHEM111AF General Chemistry I	5	CHEM111BF General Chemistry II	5	Restricted Electives (8-10 units)	Units	CHEM211AF Organic Chemistry I	5	CHEM211BF Organic Chemistry II	5	PHYS205 F Physics for the Life Sciences I	4	PHYS206 F Physics for the Life Sciences II	4	PHYS210 F Physics with Calculus for the Life Sciences	4	PHYS211 F Physics with Calculus for the Life Sciences II	4	PHYS221 F General Physics I	4	or		PHYS221HF Honors General Physics I	4	PHYS222 F General Physics II	4	PHYS223 F General Physics III	4	MATH150AF Calculus I	4	or		MATH150HF Honors Calculus I	4	MATH150BF Calculus II	4	Total Units	18 – 20	2016 Fall	Six-year review. Revised restricted electives from 8 units to 8-10 units. Added honors courses. Total units revised from 18 to 18-20 units.
Required Courses (10 units)	Units																																										
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Environmental Sciences	<p>Environmental Sciences Associate in Science Degree The Environmental Sciences Associate in Science Degree program emphasizes the development of skills in natural history and ecology. Specified coursework trains students to identify, describe, and analyze natural environments in terms of native species and ecological processes. The program's many field-oriented laboratory courses investigate a variety of natural settings including chaparral, woodland, estuary, coastal ocean, island, desert, and mountain environments. Accompanying lecture courses provide the theoretical foundation to support comprehensive field studies. The Environmental Sciences Associate in Science Degree requires a total of 22-25 units of which 8 units are in required courses. An additional 14-17 units must be chosen from the list of restricted electives listed below.</p> <table border="0"> <tr> <td>Required Courses (8 units)</td> <td align="right">Units</td> </tr> <tr> <td>ENVS105 F Environmental Biology</td> <td align="right">3</td> </tr> <tr> <td>ENVS105LF Environmental Biology Lab</td> <td align="right">1</td> </tr> <tr> <td>ESC130LF Introduction to Oceanography Field Experience</td> <td align="right">1</td> </tr> <tr> <td>ESC130 F Introduction to Oceanography</td> <td align="right">3</td> </tr> <tr> <td>or</td> <td></td> </tr> <tr> <td>ESC130HF Honors Introduction to Oceanography</td> <td align="right">3</td> </tr> <tr> <td>Restricted Electives (14-17 units)</td> <td align="right">Units</td> </tr> <tr> <td>BIOL274 F General Ecology</td> <td align="right">4</td> </tr> <tr> <td>ENVS106 F Conservation Biology</td> <td align="right">3</td> </tr> <tr> <td>ENVS126 F Natural History of California</td> <td align="right">3</td> </tr> <tr> <td>ENVS126FF Natural History of California Field Lecture</td> <td align="right">2</td> </tr> <tr> <td>ENVS140 F Introduction to the Natural History of Birds</td> <td align="right">1 - 2</td> </tr> <tr> <td>ENVS141 F Desert Natural History</td> <td align="right">1</td> </tr> <tr> <td>ENVS142 F Geology and Marine Biology of the Channel Islands</td> <td align="right">2</td> </tr> <tr> <td>ENVS145 F Marine Vertebrate Ecology of the Channel Islands</td> <td align="right">1</td> </tr> </table>	Required Courses (8 units)	Units	ENVS105 F Environmental Biology	3	ENVS105LF Environmental Biology Lab	1	ESC130LF Introduction to Oceanography Field Experience	1	ESC130 F Introduction to Oceanography	3	or		ESC130HF Honors Introduction to Oceanography	3	Restricted Electives (14-17 units)	Units	BIOL274 F General Ecology	4	ENVS106 F Conservation Biology	3	ENVS126 F Natural History of California	3	ENVS126FF Natural History of California Field Lecture	2	ENVS140 F Introduction to the Natural History of Birds	1 - 2	ENVS141 F Desert Natural History	1	ENVS142 F Geology and Marine Biology of the Channel Islands	2	ENVS145 F Marine Vertebrate Ecology of the Channel Islands	1		This revision attempts to greatly simplify and reorient the Environmental Sciences AS program at Fullerton College. Despite much recent effort, we have found no sensible way to construct a generic ES AS program specifically for the purpose of articulation with Environmental Sciences Bachelor's programs at southern California universities. This is because different Bachelor's ES programs vary widely in breadth, direction, and course requirements. So, instead of focusing on transfer, we are proposing a unique curriculum that serves educators, nature enthusiasts and lifelong learners. Our new approach organizes the present strengths of the Natural Sciences Division and creates a freestanding program that is interesting, rich and useful. The program consists of courses that emphasize natural history, biological, ecological and environmental concepts. The program's configuration is simple to understand and navigate. And each course adds enriching layers								
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ENVS142 F Geology and Marine Biology of the Channel Islands	2																																										
ENVS145 F Marine Vertebrate Ecology of the Channel Islands	1																																										

	<p>ESC105 F Introduction to Weather and Climate 3 GEOG102LF Physical Geography Lab 1 GEOG102 F Physical Geography 3 or GEOG102HF Honors Physical Geography 3 Total Units 22 - 25</p>	<p>of skills and knowledge to a well-defined core of environmental understanding. Deleting BIOL 274 F Restricted Electives DELETE AJ 100 F Introduction to Law Enforcement 3 units CHEM 111AF General Chemistry I 5 units CHEM 111BF General Chemistry II 5 units ESC 190 F Environmental Geology 3 units SOC 101 F Introduction to Sociology 3 units GEOG 170 F Urban Geography: Introduction to the City 3 units SOC 102 F Social Problems 3 units PSY 101 F General Psychology 3 units ECON 101 F Principles of Economics - Micro 3 units Courses to ADD Required Courses ADD ESC 130LF Introduction to Oceanography Field Experience 1 unit ESC 130 F Introduction to Oceanography 3 units or ESC 130HF Honors Introduction to Oceanography 3 units Restricted Electives ADD BIOL 274 F General Ecology 4 units ENVS 106 F Conservation Biology 3 units ENVS 126 F Natural History of California 3 units ENVS 126FF Natural History of California Field Lecture 2 units ENVS 140 F Introduction to the Natural History of Birds 1 – 2 units ENVS 141 F Desert Natural History 1 unit ENVS 142 F Geology and Marine Biology of the Channel Islands 2 units ENVS 145 F Marine Vertebrate Ecology of the Channel Islands 1 unit ESC 105 F Introduction to Weather and Climate 3 units GEOG 102LF Physical Geography Lab 1 unit GEOG 102HF Honors Physical Geography 3 units</p>
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2015 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

CHANGE IN RETIREMENT DATE

Majid, Rosalie	CC	Health Information Technology Instructor From: 01/22/2016 To: 12/14/2015 PN CCF876
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NEW PERSONNEL

Roth, Edward	FC	Director, Disabled Student Programs and Services Range 24, Column C + Doctorate (100%) Management Salary Schedule Eff. 12/07/2015 PN FCF959
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ADDITIONAL DUTY DAYS @ PER DIEM

Foster, Marcia	FC	Head Coach, Wmn's Basketball	15 days
See, Roger	FC	Asst. Coach, Men's Basketball	11 days
Webster, Perry	FC	Head Coach, Wmn's Basketball	15 days

LEAVE OF ABSENCE

Claassen, Mareike	FC	Mathematics/Engineering Instructor Load Banking Leave With Pay (34.00%) Eff. 2016 Spring Semester
Deutsch, Nancy	CC	Reading Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester
Dimitriadis, Philip	FC	Art/Computer Graphics Instructor Load Banking Leave With Pay (56.67%) Eff. 2016 Spring Semester
Dorado, David	FC	Health Education Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester
Gallo, Joseph	CC	Music Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester

Academic Personnel
November 10, 2015

Huerta, Flor	FC	Counselor Load Banking Leave With Pay (23.93%) Eff. 2016 Spring Semester
Klein, Margaret	CC	Reading Instructor Load Banking Leave With Pay (26.67%) Eff. 2016 Spring Semester
McCament, David	CC	Mortuary Science Instructor Load Banking Leave With Pay (6.67%) Eff. 2016 Spring Semester
Pummer, John	FC	Welding Technology Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester
Reilly, Joseph	FC	History Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester
Wilson, Marcus	FC	Business Instructor Load Banking Leave With Pay (20.00%) Eff. 2016 Spring Semester
Winckler, Janet	CC	Nursing Instructor Load Banking Leave With Pay (100%) Eff. 2016 Spring Semester
Young, Renee	FC	Fashion Instructor Load Banking Leave With Pay (20.00%) Eff. 2016 Spring Semester

ADMINISTRATIVE LEAVE WITH PAY

Rheingold, Todd	FC	Administration of Justice Instructor (ADJ) Eff. 10/21/2015 Until Further Notice
Smitson, Robert	FC	Administration of Justice Instructor Eff. 10/21/2015 Until Further Notice
Stokes, Jerry	FC	Administration of Justice Instructor Eff. 10/21/2015 Until Further Notice

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2015 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 10, 2015

Quach, Tony	FC	Student Services Specialist (100%) Temporary Change in Assignment To: FC Student Services Specialist (50%) Range 36, Step B AC IT Specialist, Systems Applications (50%) Range 44, Step A Classified Salary Schedule Eff. 11/01/2015 – 12/31/2015
Salcedo, Daniel	FC	Administrative Assistant I (100%) Temporary Change in Assignment To: FC Administrative Assistant II 12-month position (100%) Range 36, Step E + 10% Longevity Classified Salary Schedule Eff. 10/19/2015 – 11/20/2015
Sanchez, Alicia	FC	Administrative Assistant I (50%) Temporary Increase in Percent Employed From: 50% To: 100% Eff. 10/19/2015 – 11/20/2015
Taylor, Christopher	AC	IT Specialist, Systems Applications (100%) Temporary Change in Assignment To: AC IT Specialist, Systems Applications (50%) Range 50, Step E + 25% Longevity + PG&D AC IT Project Leader (50%) Range 57, Step C + 25% Longevity + PG&D Classified Salary Schedule Eff. 11/01/2015 – 12/31/2015

LEAVES OF ABSENCE

Diaz, Angela	SCE	Instructional Assistant (100%) Family Medical Leave (FMLA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/02/2015 -- 01/04/2016 (Consecutive Leave)
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Classified Personnel
November 10, 2015

Myers, Jill	SCE	Instructional Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/26/2015 -- 11/18/2015 (Intermittent Leave)
Whelchel, Carolyn	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 09/14/2015 -- 12/01/2015 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTIONS

Career Center Coordinator II
Health Education Coordinator
Interpreter Coordinator
Job Developer/Disabled Student Services
Student Services MIS Analyst

NEW CONFIDENTIAL JOB DESCRIPTION

Human Resources Coordinator

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2015 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
November 10, 2015

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Bacean, Dorel	SCE	Technical Expert II	Disneyland Resort Customized PLC Training	4	09/14/2015	12/18/2015
Banda, Sergio	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Berger, Margaret	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Cadena, Maria	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Carr, Preston	CC	Project Manager	Promotion of CIS Classes – PERKINS	10	11/25/2016	02/24/2016
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
DeLeon, Sharon	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Evanuska, Paulette	CC	Technical Expert I	Nursing Enrollment Growth Grant	12	02/01/2016	05/22/2016
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Henke, Carol	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Hinaro, Nahrin	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Holmes, Ian	CC	Technical Expert II	PERKINS IV – Digital Cinema Program	6	11/09/2015	06/30/2016
Ison, John	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Jean-Pierre, Kezzey	FC	Project Expert	Cosmetology Study Hour	12	10/19/2015	06/30/2016
Keery, Emily	CC	Project Manager	English Success Center Coordination	26	01/19/2016	03/18/2016
Keery, Emily	CC	Project Manager	English Success Center Coordination	26	03/28/2016	06/03/2016
Kyle, Diana	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Lee, Callista	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Mande, Anupama	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Markley, Karen	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
McGuthry, Katheryn	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015

Professional Experts
November 10, 2015

McMullin, Erika	FC	Project Expert	Laboratory Learning Facilitator	10	10/15/2015	12/11/2015
Mummery, Francis	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Negus, Anne	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Parikh, Jalpa	FC	Technical Expert I	Exam Study Sessions	6	10/01/2015	12/12/2015
Primm, John	CC	Technical Expert I	Photographer (archives, publicity)	10	11/04/2015	12/11/2015
Richardson, Kristy	FC	Project Coordinator	Adjunct Academy Program Coordinator	10	11/12/2015	02/16/2016
Rodriguez, Cristina	FC	Project Expert	CTC Survey & Reports	26	11/02/2015	06/30/2016
Shrout, Cynthia	CC	Technical Expert I	Mathematical Concepts Videos	40	11/13/2015	06/30/2016
Treloar, Timothy	CC	Project Manager	Math Learning Center Coordination	26	01/18/2016	03/18/2016
Treloar, Timothy	CC	Project Manager	Math Learning Center Coordination	26	03/28/2016	05/28/2016
Whalen, Kathleen	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Zarske, Cindy	FC	Technical Expert II	Curriculum Technical Development and Processing	10	10/05/2015	12/12/2015
Zerbe, James	FC	Project Expert	Laboratory Learning Facilitator	10	10/15/2015	12/11/2015

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 10, 2015 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District’s administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
November 10, 2015

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Billings, Ryan	CC	Clerical/Secretarial - Clerical assistance for Campus Communications	10/14/15	12/22/15	TE A 4
Clark, Asha	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Crady, Kathleen	FC	Direct Instr Support - Assist in lab for Disability Support Services	11/30/15	12/12/15	TE B 4
Crady, Kathleen	FC	Direct Instr Support - Assist in lab for Disability Support Services	01/11/16	03/18/16	TE B 4
Darakjian, Karam	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Djaparov, Bekjan	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Dowdalls, Rie	FC	Direct Instr Support - Assist in ACT computer lab	11/11/15	02/06/16	TE A 2
Egizi, Charlene	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Emley, Kayla	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Faller, Lorraine	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Flores, Jasmine	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	11/30/15	02/27/16	TE B 4
Flores-Fregozo, Ana	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	11/30/15	02/27/16	TE B 3
Gable, Asher	FC	Tech/Paraprof - Athletic Program Assistant - Swimming	11/11/15	05/24/16	TE H 4
Handria, Mark	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Henderson, Kaleigh	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Hernandez, Melody	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Hernandez, Omar	FC	Clerical/Secretarial - Mentor for AB540 students	11/12/15	02/12/16	TE B 4
Hernandez, Omar	FC	Clerical/Secretarial - Mentor for AB540 students	04/11/16	06/30/16	TE B 4
Hull, Sherri	FC	Tech/Paraprof - Assist with Dance Program	11/11/15	01/27/16	TE A 2
Hunter, Lauren	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Kimball, Marcia	SCE	Clerical/Secretarial - Assist in Admissions and Records	11/12/15	02/10/16	TE A 3
Longo Gomez, S.	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Mojica, Zimmo	CC	Clerical/Secretarial - Design support for Campus Outreach	11/12/15	02/10/16	TE B 3
Monroy, Rodger	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Montanez, Blanca	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	12/07/15	03/05/16	TE A 2

Hourly Personnel
November 10, 2015

Murakami, Brittani	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Newman, Alan	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	11/11/15	05/20/16	TE H 4
Nguyen, Amanda	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	01/04/16	04/02/16	TE A 2
Nguyen, Hannah	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	01/04/16	04/02/16	TE B 4
Pham, Lena	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	11/30/15	02/27/16	TE A 2
Pham, Tommy	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	11/30/15	02/27/16	TE A 1
Quiroz-Vega, Cindy	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Ramey, Anthony	FC	Tech/Paraprof - Artist Model for Art Department classes	11/25/15	12/11/15	TE F 4
Ramirez, Yvette	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Rios, Cristina	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Rolapp, Diane	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	01/04/16	04/02/16	TE A 3
Rosales, Estefanie	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Ruiz, Maria	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Sanchez, Ivette	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Shanks, Mariah	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Son, Annie	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Summerlin, Taylor	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Sybiak, Gavin	FC	Direct Instr Support - Assist in ACT computer lab	11/25/15	02/20/16	TE A 1
Tapia Ceballos, Karla	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Teran, Yara	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Trujillo Sanchez, L.	FC	Clerical/Secretarial - Mentor for AB540 students	11/12/15	02/12/16	TE B 4
Trujillo Sanchez, L.	FC	Clerical/Secretarial - Mentor for AB540 students	04/11/16	06/30/16	TE B 4
Trujillo, Gloria	SCE	Clerical/Secretarial - Assist in Student Success and Support Program	10/28/15	01/27/16	TE B 4
Trujillo, Gloria	SCE	Clerical/Secretarial - Assist in Student Success and Support Program	04/04/16	06/30/16	TE B 4
Vargas, Maria	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1
Vilchis, Rosemary	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	11/16/15	02/13/16	TE A 1
Vilchis, Rosemary	FC	Clerical/Secretarial - Clerical assistance for Counseling Department	04/11/16	06/30/16	TE A 1
Vuong, Carolyn	FC	Clerical/Secretarial - Assist in campus Bookstore	01/19/16	02/26/16	TE A 1

Hourly Personnel
November 10, 2015

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Ardalan, Alexander	FC	Direct Instr Support - Tutor students in campus Math Lab	11/11/15	12/12/15	TE A 2
Ardalan, Alexander	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Bergeron, Michael	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4
Bulone, Candace	SCE	Direct Instr Support - Tutor students with disabilities	11/11/15	06/30/16	TE A 2
Colin, Marc	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4
Colin, Marc	SCE	Direct Instr Support - Tutor students for Basic Skills	01/04/16	04/03/16	TE A 4
Colin, Marc	SCE	Direct Instr Support - Tutor students for Basic Skills	04/04/16	06/26/16	TE A 4
De Leon, Jennifer	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4
De Leon, Jennifer	SCE	Direct Instr Support - Tutor students for Basic Skills	01/04/16	04/03/16	TE A 4
De Leon, Jennifer	SCE	Direct Instr Support - Tutor students for Basic Skills	04/04/16	06/26/16	TE A 4
Flores, Anthony	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Ford, Alexis	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4
Ford, Alexis	SCE	Direct Instr Support - Tutor students for Basic Skills	01/04/16	04/03/16	TE A 4
Ford, Alexis	SCE	Direct Instr Support - Tutor students for Basic Skills	04/04/16	06/26/16	TE A 4
Forsuelo, Michael	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	11/11/15	12/11/15	TE A 2
Garza, Heriberto	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Ho, Phung Huy	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Jajo, Miryam	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4
Jajo, Miryam	SCE	Direct Instr Support - Tutor students for Basic Skills	01/04/16	04/03/16	TE A 4
Jajo, Miryam	SCE	Direct Instr Support - Tutor students for Basic Skills	04/04/16	06/26/16	TE A 4
Krause, Henry	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Maxwell, Marcel	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Milledge, Alexander	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	11/11/15	12/11/15	TE A 1
Milledge, Alexander	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	01/28/16	05/27/16	TE A 1
Monnazzam, Hesam	SCE	Direct Instr Support - Tutor students for Basic Skills	09/14/15	12/04/15	TE A 4

Hourly Personnel
November 10, 2015

Monnazzam, Hesam	SCE	Direct Instr Support - Tutor students for Basic Skills	01/04/16	04/03/16	TE A 4
Monnazzam, Hesam	SCE	Direct Instr Support - Tutor students for Basic Skills	04/04/16	06/26/16	TE A 4
Nguyen, Tho	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Qader, Amanda	FC	Direct Instr Support - Tutor students in campus Math Lab	02/01/16	03/19/16	TE A 2
Ramirez, Ashley	SCE	Direct Instr Support - Tutor students with disabilities	11/11/15	06/30/16	TE A 1
Ramos, Anthony	SCE	Direct Instr Support - Tutor for Basic Skills	11/12/15	12/04/15	TE A 4
Ramos, Anthony	SCE	Direct Instr Support - Tutor for Basic Skills	01/04/16	04/03/16	TE A 4
Sears, Antonio	SCE	Direct Instr Support - Tutor students with disabilities	11/11/15	06/30/16	TE A 1
Thomas, Jared	CC	Direct Instr Support - Tutor students in the Learning Resource Center	10/28/15	12/11/15	TE A 2

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Gallego, Robert	SCE	Service/Maint - Substitute for Classified employee on leave	10/29/15	12/18/15	TE A 4
Roman, Lourdes	FC	Service/Maint - Substitute for Classified employee on leave	10/30/15	01/05/16	TE B 1
St Romain, Rhonda	FC	Clerical/Secretarial - Substitute for Classified employee on leave	10/19/15	01/29/16	TE B 4
Steedman, Denise	FC	Clerical/Secretarial - Substitute for Classified employee on leave	10/19/15	01/29/16	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alfatal, Omar	CC	Work Study Student - Assist in Public Safety department	11/09/15	06/30/16	TE A 1
Avalos, Jessica	FC	Full-time Student - Assist in campus Bookstore	12/07/15	06/30/16	TE A 1
Correia, Sabrina	CC	Work Study Student - Assist in PE department	10/26/15	06/30/16	TE A 1
Cortez-Orozco, C.	FC	Full-time Student - Assist Campus Safety Dept with various duties	10/28/15	06/30/16	TE B 2
Crump, Craig	CC	Work Study Student - Assist in Public Safety department	11/09/15	06/30/16	TE A 1
Garcia, Mireya	FC	Full-time Student - Tutor students in campus Tutoring Center	10/21/15	06/30/16	TE A 1
Guillen, Karen	CC	Work Study Student - Assist in PE department	10/26/15	06/30/16	TE A 1
Martin, Claudio	FC	Work Study Student - Assist Athletic Trainer	10/21/15	06/30/16	TE A 1

Hourly Personnel
November 10, 2015

McMurry, Adrian	FC	Full-time Student - Assist with student outreach for UMOJA	11/04/15	06/30/16	TE A 4
Nguyen, Raymond	FC	Full-time Student - Clerical assistance for TAP Program	10/16/15	06/30/16	TE A 2
Nguyen, Thy	FC	Work Study Student - Assist in campus Skills Center	10/20/15	06/30/16	TE A 1
Price, Janae	FC	Full-time Student - Assist with student outreach for UMOJA	10/28/15	06/30/16	TE A 4
Ramirez, Christian	FC	Full-time Student - Tutor students in campus Tutoring Center	10/28/15	06/30/16	TE A 1
Songu, Ricky	FC	Full-time Student - Assist Campus Safety Dept with various duties	10/28/15	06/30/16	TE B 2
Spinney, Allison	FC	Full-time Student - TPP Tutor/Academic Coach	10/26/15	06/30/16	TE B 3
Vazquez, Carlos	FC	Full-time Student - Assist Campus Safety Dept with various duties	10/28/15	06/30/16	TE B 2
Walker, Justice	CC	Work Study Student - Assist in PE department	10/26/15	06/30/16	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 10, 2015

SUBJECT: Volunteers

Action	<u>X</u>
Resolution	_____
Information	_____
Enclosure(s)	<u>X</u>

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
November 10, 2015

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Alocer, Daniel	SCE	DSS - Personal Care Attendant	09/22/2015	06/30/2016
Choi, Johannah	SCE	Disability Support Services	11/01/2015	06/30/2016
Liang, Yuemeng	SCE	Internship - ESL Program	11/02/2015	12/21/2015

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 24, 2015 Resolution _____
Information _____
SUBJECT: Revised Confidential Salary Schedule Enclosure(s) X

BACKGROUND: With the addition of a new confidential classification and corresponding salary placement it was necessary to revise the Confidential Salary Schedule to add additional ranges 33 to 38.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached Confidential Salary Schedule, which reflects the addition of ranges 33 to 38, effective July 1, 2015, be approved.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

CONFIDENTIAL SALARY SCHEDULE
Effective July 1, 2015

STEP							
RANGE	A	B	C	D	E	F	RANGE
18C	3,710	3,893	4,091	4,300	4,519	4,749	18C
19C	3,800	3,990	4,193	4,410	4,631	4,866	19C
20C	3,893	4,091	4,300	4,519	4,749	4,990	20C
21C	3,990	4,193	4,410	4,631	4,866	5,118	21C
22C	4,091	4,300	4,519	4,749	4,990	5,237	22C
23C	4,193	4,410	4,631	4,866	5,118	5,369	23C
24C	4,300	4,519	4,749	4,990	5,237	5,506	24C
25C	4,410	4,631	4,866	5,118	5,369	5,642	25C
26C	4,519	4,749	4,990	5,237	5,506	5,781	26C
27C	4,631	4,866	5,118	5,369	5,642	5,921	27C
28C	4,749	4,990	5,237	5,506	5,781	6,072	28C
29C	4,866	5,118	5,369	5,642	5,921	6,218	29C
30C	4,990	5,237	5,506	5,781	6,072	6,377	30C
31C	5,118	5,369	5,642	5,921	6,218	6,532	31C
32C	5,237	5,506	5,781	6,072	6,377	6,692	32C
33C	5,368	5,644	5,926	6,224	6,536	6,859	33C
34C	5,502	5,785	6,074	6,379	6,700	7,031	34C
35C	5,640	5,929	6,226	6,539	6,867	7,207	35C
36C	5,781	6,078	6,381	6,702	7,039	7,387	36C
37C	5,925	6,230	6,541	6,870	7,215	7,571	37C
38C	6,073	6,385	6,704	7,042	7,395	7,761	38C

CLASSIFICATIONS

19C Senior Technician
 24C Human Resources Specialist
 24C Executive Assistant I
 27C Executive Assistant II
 30C Executive Assistant III
 37C Human Resources Coordinator

LONGEVITY PAY

Five years of continuous service = 5% of present step
 Ten years of continuous service = 10% of present step
 Fifteen years of continuous service = 15% of present step
 Twenty years of continuous service = 20% of present step
 Twenty-five years of continuous service = 25% of present step
 Thirty years of continuous service = 30% of present step

Step advancements are awarded on a yearly basis on the employee's anniversary date. The anniversary date is the first day of the month following twelve (12) full months of employment.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Career Center Coordinator II	Range:	45
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for the planning, coordinating and organizing a variety of Career Center services and activities to assist students and facilitate their educational goals; coordinates use of Career Center facilities with faculty, staff and students.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Serves as the lead for the institution in the strategic, fiscal and operational coordination of the Career Center to ensure student success. Provides direction and coordination in the implementation of the goals, objectives, policies and procedures of the Career Center. Provides technical information and expertise to students, instructors and staff regarding Career Center activities and services; collaborates with students, faculty and staff to understand students' academic needs, career goals and progress.
2.	Coordinates the design, implementation and facilitation of Student Learning Outcomes (SLOs), Student Support Services Quality Review (SSSQR), and the Student Services Master Plan (SSMP). Organizes, participates and serves as the chair for general meetings, committee meetings, and special projects as assigned. Coordinates programs and services related to Career Center coordination.
3.	Develops and coordinates informational materials, presentations and workshops regarding programs and services; develops materials for distribution to promote activities and services; coordinates and participates in outreach activities to promote educational awareness, opportunities and services of the Career Center.
4.	Researches and implements current and trending career development theories, labor market statistics, career trends outreach, marketing and career search methods and skill requirements and directly applies this knowledge to best serve the diverse student population needs.
5.	Ensures compliance with campus, district, state and federal objectives and regulatory requirements, including compliance with the National Career Development Association (NCDA). Coordinates use of Career Center facilities with faculty, staff and students; maintains the Career Center in a safe, clean and orderly condition. Schedules and conducts meetings with faculty and staff for program evaluation and improvement.
6.	Performs administrative duties related to the maintenance and efficiency of the Career Center; types various forms, letters and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
7.	Assists in the preparation of the annual Career Center Budget; monitors expenditures, initiates and develops grant one one-time funding requests; prepares fiscal reports as directed. Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use.
8.	Compiles and maintains a variety of records, logs, files and statistical reports related to the activities of the Career Center; prepares and maintains a variety of records related to students and program activities.
9.	Develops and prepares materials for faculty and student use.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

10.	Trains and provides work direction and guidance to others as directed; coordinates professional development for new and continuing employees.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONS

The Career Center Coordinator II maintains frequent contact with various departments, faculty, staff, and students.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited college/university.

Four (4) years training or work experience directly related to the position.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of district organization, policies, procedures, goals and objectives of assigned department
Knowledge of policy, procedure, local, state and federal regulations related to department operations
Knowledge of the principles and practices of supervision, training and direction of personnel
Knowledge of leadership, organization and project management
Knowledge of project planning, career assessment, occupational research, resume writing, interview skill, etc.
Knowledge of specialized career development applications, resources, equipment, techniques and strategies
Knowledge of the proper methods, materials, tools and equipment used in the assigned department
Knowledge of appropriate safety precautions and procedures
Knowledge of instructional methods and techniques
Knowledge of modern office practices and procedures
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary
Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance,
Knowledge and ability to operate computers, typewriters, copiers and other standard office equipment
Ability to present materials and to perform experiments and demonstrations in the area assigned
Ability to assist students in understanding and applying basic principles of the assigned subject area
Ability to make arithmetic calculations quickly and accurately
Ability to work independently with little direction
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Health Education Coordinator	Range: 45	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Director, College Health Services, this position is responsible for planning, developing, implementing, coordinating and evaluating evidence-based health promotion strategies, policies, programs, and services for the college community, with a focus on health conditions and behaviors that interfere with student success in young adult populations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides a variety of health education and promotion services including presentations, educational and skills-based workshops, trainings, small group discussion/facilitation, and staff development projects.
2.	Gathers, compiles, and synthesizes information to develop effective health promotion communications for the college community, including web page materials and links, student health newsletters/online magazine, media screens, and printed materials, for a diverse group of students incorporating social norms marketing principles as appropriate; coordinates with webmasters, campus communications, and public affairs as needed.
3.	Acts as a liaison to a variety of community service agencies and providers; develops collaborative partnerships as a part of health promotion activities at the college; coordinates memoranda of understandings, honorariums or contracts as needed.
4.	Recruits and trains student workers/volunteers to assist with health promotion events, workshops, and outreach activities within the college community, with other Student Health Services staff, student leaderships groups and community agencies as indicated.
5.	Provides education and information necessary to help students access appropriate community health and wellness providers (e.g., Medi-Cal, Covered California, student insurance programs, smoking cessation programs, substance abuse programs, wellness programs, etc.).
6.	Coordinates and/or performs tasks required for health promotion and/or prevention grant funding, including budget tracking and invoices, prepare and submit reports, facilitate appropriate communications with grantors, monitor measurable outcomes through data collection and analysis; attends meetings associated with the grant objectives.
7.	Serves as liaison to other departments, faculty, external agencies and professional organizations; serves as a health advocate for enrolled students.
8.	Performs a variety of administrative support activities; maintains student files and assures accuracy and confidentiality; prepares and maintains a variety of records and reports related to assigned program.
9.	Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.
10.	Trains and provides work direction and guidance to others as directed.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

WORKING RELATIONSHIPS

The Health Education Coordinator maintains contact with the Health Center staff, counselors, faculty, students, various campus and District departments, employers, and state and local government agencies.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college/university, preferably in nursing, public health, health education, community health, social services, behavioral sciences or related field.

Two (2) years of experience in health education, health promotion, and/or prevention of health conditions in a community setting.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable sections of State Education Code and other applicable laws.

Knowledge of principles, methods and techniques of population based assessment, planning, intervention and evaluation of evidence based health education.

Knowledge of promotion and prevention programming that supports behavioral change.

Knowledge of behavioral risk factors and health conditions affecting young adults (e.g., substance abuse, depression, sexual assault, etc.).

Knowledge of the American College Health Association's Standards of Practice for Health Promotion in Higher Education.

Knowledge of HIPPA and FERPA.

Knowledge of health education including mental health, sexually transmitted diseases, nutrition, substance abuse, family planning and other related health issues.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to work effectively with individuals with disabilities.

Ability to establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to supervise, train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

First Aid and CPR Certification
A valid California Driver's License

WORKING CONDITIONS

Medical office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Interpreter Coordinator	Range: 45	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under general direction, oversees and coordinates interpreting services and activities for hearing impaired students. Recruits, selects, assigns and evaluates the work of interpreters and captionists providing interpretation services; serves as liaison on issues pertaining to hearing impaired students and interpretation services.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Oversees and coordinates interpreting services and activities for hearing impaired students.
2.	Recruits, selects, mentors, schedules and assesses interpreter staff for all interpreting activities.
3.	Provides direction to interpreters; establishes schedules and methods for providing interpreting services; performs interpreting services for students in the educational environment.
4.	Develops opportunities to facilitate skill development for interpreters and captionists; conducts related workshops and in-services; prepares and delivers presentations as needed.
5.	Conducts orientations for new hearing impaired students; assesses deaf and hard-of-hearing student accommodation needs and schedules services accordingly; responds to and resolves issues related to interpreting services.
6.	Serves as liaison to other departments, faculty, external agencies and professional organizations; serves as contact on issues pertaining to hearing impaired students.
7.	Performs a variety of administrative support activities; maintains student files and assures accuracy and confidentiality; distributes contact letters for individual students.
8.	Assists in development of annual interpreting budget, planning, and control of budget; monitors expenditures.
9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

WORKING RELATIONSHIPS

The Interpreter Coordinator maintains frequent contact with co-workers, counselors, faculty, students, various departments and outside agencies.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited institution with major course work in education, sign language or a related field and three years of increasingly responsible American Sign Language interpreting experience within a post-secondary educational setting.

Completion of Interpreter Training Program certification from an accredited institution.

Possession of, or ability to obtain, an appropriate valid National Interpreter Certification issued by the Registry of Interpreters for the Deaf or California State recognized certification is highly desirable.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of basic operations, services and activities of an interpretation services program.

Knowledge of American Sign Language and sign vocabulary used in an educational setting.

Knowledge of RID Professional Code of Conduct.

Knowledge of deafness and its effect on language development in deaf and hard-of-hearing individuals.

Knowledge of specialized equipment used to communicate with deaf and hard-of-hearing individuals.

Knowledge of applicable sections of State Education Code and other applicable laws.

Knowledge of local, State and Federal laws applicable to assigned programs.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Knowledge of modern office practices, procedures and equipment.

Ability to coordinate and direct interpretation services.

Ability to recommend and implement goals and objectives for providing interpretation services.

Ability to perform interpreting services for deaf and hard-of-hearing faculty and students.

Ability to select, schedule and evaluate the skills of interpreter staff.

Ability to operate and train staff in the use of technical devices for deaf and hard-of-hearing individuals.

Ability to sign and voice effectively using oral and manual forms of communication.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to prepare budgets and financial reports.

Ability to compile, organize, and analyze statistical data.

Ability to understand scope of authority in making independent decisions.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

College or District indoor office environment and outdoor environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities. Dexterity of hands and fingers to interpret for students who are deaf or hard-of-hearing. Continuous use of elbows, shoulders, neck, back, lips and/or jaw.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Job Developer/ Disability Support Services	Range: 44	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Director, Disability Support Services or designee, develops job opportunities, internships and continued employment for students with disabilities with employers and community organizations, facilitates job placement through the use of specific job related workshops and seminars and places students in jobs following completion of an educational or training program at a college.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Develops job opportunities and internships for program participants with disabilities.
2.	Establishes and maintains relationships with local employers, business organizations, and community groups to develop job leads for students with disabilities.
3.	Researches and maintains current job listings and develops resources for students to identify current job openings related to their identified career goal.
4.	Plans marketing and outreach services to promote employer awareness of potential qualified employees with disabilities.
5.	Answers inquiries from potential program participants regarding program eligibility, training, and placement possibilities.
6.	Assesses the training, experience, and personal qualifications of program participants and matches them with employer's required qualifications.
7.	Visits local employers to evaluate job content, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers.
8.	Conducts workshops on job search techniques including interviewing strategies, resume preparation, cover letter development and dress and personal grooming.
9.	Supports students throughout job search and interview process, including help filling out applications, attending interviews, contacting employers, and visiting job sites.
10.	Discusses strategies and procedures for disability disclosure during the hiring process with students, and advises students on how to request disability accommodations in the workplace.
11.	Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.
12.	Trains and provides work director and guidance to others as directed.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Job Developer/Disabled Student Services maintains frequent contact with counselors, faculty, students, various campus and District departments, employers, and state and local government agencies.

EDUCATION AND EXPERIENCE

Associate's degree from an accredited college/university with relevant course work in human resources, public relations, business administration, behavioral or social sciences, or related field.

Three (3) years of experience working with persons with disabilities in job development, job placement, employment counseling or a related field.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Federal and State labor laws and regulations relevant to persons with disabilities including Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs.

Knowledge of economic and labor market conditions and trends.

Knowledge of job development techniques.

Knowledge of job placement techniques.

Knowledge of job search and interview skills.

Knowledge of sales techniques and strategies.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to work effectively with individuals with disabilities.

Ability to develop job opportunities for students.

Ability to motivate employers to become involved with the program, students and the college.

Ability to establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to assess, analyze, implement and evaluate research project activities.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to supervise, train and provide work direction to others.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

Requires a Valid California Driver's License

WORKING CONDITIONS

College office environment; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit job sites; sitting or standing for extended periods of time; seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to ten pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Student Services MIS Analyst	Range: 52	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for developing, maintaining, testing and validating the data collection processes for Student Services departments and programs. Performs difficult to complex business and systems analyses of current business practices, processes and work flows in Student Services and recommends modifications or new processes to facilitate integration with designated enterprise system module processes; develops testing and implementation plans for new systems, systems enhancements and upgrades; reviews projects following implementation to ensure compliance with specifications.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Acts as technical lead and serves as liaison between functional staff in Student Services and Information Services technical staff in the development, implementation and enhancement of designated enterprise systems modules; leads and facilitates the analysis of business processes, practices and work/data flows for improvements and to ensure effective operations using enterprise system processes.
2.	In collaboration with other business and technical staff, analyzes essential functional requirements and develops fit/gap analyses; translates user expectations into technical specifications for enhancement and customization projects; defines scope and deliverables; develops priorities and time estimates; works with functional users to evaluate and reengineer work processes to integrate with and complement system functionalities.
3.	Develops unit and system test plans; works with functional users to develop test cases and testing approaches; coordinates and evaluates the results of testing processes; reports systems problems and errors to applications developers for correction.
4.	Tracks and coordinates review of new releases, upgrades and patches; reviews documentation to identify affected modules and processes; identifies impacts of changes and assesses integration issues; verifies compliance of new systems processes with all regulatory requirements; works with technical staff to conduct performance and compliance testing and identify fixes or corrections required; works with technical Information Services staff to develop solutions for complex and ambiguous situations.
5.	Trains users on systems processes specific to Student Services; writes and oversees the preparation of user documentation, written procedures, training guides, manuals and materials for users and support staff; meets with users to provide information on systems changes and addresses questions or issues; instructs users on set up and execution of specific processes.
6.	Coordinates the collection, validation, and submission of data for MIS reporting purposes; maintains data quality documentation; defines and maintains data standards, data definitions, and data entry forms, checklists, manuals and guidelines.
7.	Analyzes, designs and writes specialized queries and custom reports to generate required data and reports on a periodic basis using advanced reporting tools.
8.	Serves as primary liaison between student services departments and programs and the campus institutional research office and district related committees; participates in research projects amongst these groups concerning student services programs.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Student Services MIS Analyst maintains frequent contact with the system office of the California Community Colleges, federal agencies, various campus and District departments and personnel, as well as Information Services management and staff, contract programmers, and vendors.

EDUCATION AND EXPERIENCE

Bachelor's degree from a regionally accredited college/university in business administration, management information systems, or related field and three (3) years of experience in conducting business process analyses, performing technical user support and testing, data reporting and related functions for administrative, business or academic systems; OR

Master's degree from a regionally accredited college/university in business administration, management information systems, or related field and one (1) year of experience in conducting business process analyses, performing technical user support and testing, data reporting and related functions for administrative, business or academic systems.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices and methods of business process and systems analysis, including business modeling using data and process flow diagrams.

Knowledge of system design theory, concepts and principles including data management and administration and development concepts.

Knowledge of methodologies for developing program and user documentation and user training materials.

Knowledge of methods and practices for conducting unit and system testing.

Knowledge of database design concepts and data management software.

Knowledge of systems integration design concepts.

Knowledge of project management tools and techniques, including managing project schedules and effective change management and control.

Knowledge of District organization, operations, policies and objectives.

Knowledge of applicable sections of State Education Code and other applicable laws.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Ability to learn quickly, understand and apply user business processes and requirements needed to consult effectively with managers and users.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Ability to perform business process analyses and reach sound, logical conclusions regarding essential user needs and requirements.

Ability to facilitate and lead user meetings, negotiate understanding and build consensus agreements.

Ability to work effectively and collaboratively in a team environment, either as a team member or team leader.

Ability to read, interpret, explain and apply complex technical information on systems processes and interdependencies for technical and non-technical audiences.

Ability to make effective use of query tools to design complex reports using reporting tools such as SQL, Argos and Microsoft Access.

Ability to prepare clear, concise and comprehensive specifications, reports, studies, documentation and other written materials.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to plan, organize and prioritize work.

Ability to meet schedules and time lines.

Ability to work independently with little direction.

Ability to understand and follow oral and written directions.

Ability to communicate efficiently both orally and in writing.

Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

May require a Valid California Driver's License

WORKING CONDITIONS

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Coordinator	Range: 37C	Confidential Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's human resources operations including, but not limited to, labor relations, collective bargaining, recruiting, and Affordable Care Act. The duties of the position require knowledge of District personnel policies and procedures, the ability to exercise independent judgment, discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of professional, administrative, technical and analytical human resources duties related to the daily operations of the District's Human Resources office; manages daily activities to assure efficient operations.
2.	Assists in the planning and coordination of the District's recruitment and hiring process, including job announcement preparation, advertising, communication with hiring managers and screening committees, and monitoring to ensure compliance with District policies and procedures and applicable Federal and State laws.
3.	Assists in the administration and coordination of human resources information systems and maintenance of human resources databases, including position control, budgeting, state reporting; coordinates with the District payroll office, District Information Services, and District and campus business offices.
4.	Assists with the planning and coordination of operational activities of the Human Resources office; participates in the analysis, revision and writing of Human Resources guidelines and procedures; recommends and implements new procedures related to areas of assigned responsibility.
5.	Prepares employment contracts for personnel as required; assists in the determination and adjustment of salary placement of personnel according to established procedures; reviews and verifies faculty and staff minimum qualifications.
6.	Researches, analyzes and develops positions, proposals and strategies with respect to collective bargaining, disciplinary actions, investigations, and other employee relations matters; prepares confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assists administrators, faculty, and staff on personnel procedural matters related to collective bargaining agreements.
7.	Gathers, analyzes, organizes and compiles documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings and mediations.
8.	Manages complex special projects, as assigned, compiles and evaluates statistical and other data to prepare various reports.
9.	Plans, organizes and arranges appropriate training and HR training activities; provides orientation for new employees.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

10.	Interprets, applies and explains District policies, procedures and regulations related to personnel operations; provides information to applicants, employees, and the public regarding Human Resources policies and procedures; answers questions and resolves problems requiring specialized knowledge of assigned area.
11.	Communicates and coordinates with various District and campus offices, payroll, benefits and business offices, and external agencies to ensure accurate and timely processing of a wide range of personnel transactions.
12.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Establishes and maintains a variety of records and files related to personnel; inputs and updates personnel information and data as necessary; reviews documents and data for accuracy and completeness; inputs and retrieves computerized data as required.
14.	Trains and provides work direction and guidance to others as directed.
15.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Human Resources Coordinator maintains frequent contact with District administrators, faculty and personnel, employment applicants, federal and state agencies governing personnel, and outside legal counsel.

EDUCATION AND EXPERIENCE

Bachelor's degree in business, business administration, human resources, or related field.

Four (4) years of experience in human resources or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility

Knowledge of principles of public sector employer-employee relations and collective bargaining in California

Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques

Knowledge of local, state and Federal regulations, including those applicable to human resources, employment and labor relations

Knowledge of advanced word processing, database, spreadsheet, presentation, and data management software, and systems including report generations and query writing

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of modern office practices, procedures and equipment
Knowledge of applicable computer software applications
Ability to perform a variety of professional, technical, confidential, and analytical human resources functions with independent judgment and discretion with minimal supervision
Ability to perform a variety of specialized technical duties concerning the employment of personnel
Ability to process confidential materials and information related to contract negotiations and personnel
Ability to establish and maintain effective working relationships with District personnel, state and federal agencies, and other third parties.
Ability to read, interpret, apply and explain laws, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to make arithmetic calculations quickly and accurately
Ability to plan, organize and prioritize work
Ability to plan, organize, coordinate, manage and expedite projects related to assignment
Ability to assess, analyze, implement and evaluate research project activities
Ability to meet schedules and time lines
Ability to complete work efficiently with many interruptions
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to understand the scope of authority in making independent decisions
Ability to train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Certification as a State Certified Fingerprint Roller.

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
		Resolution	_____
DATE:	November 10, 2015	Information	_____
		Enclosure(s)	X _____
SUBJECT:	Employee Fringe Benefit Allowance Adjustment		

BACKGROUND: The District has reached agreement with all employee groups with respect to the restructuring of employee fringe benefit allowance. As of January 1, 2016, the fringe benefit allowance for eligible employees will be reported as compensation. Employees will have the option to allocate the fringe benefit allowance towards purchasing health and welfare benefits through the NOCCCD Section 125 Plan, and/or contributing to a qualified tax sheltered annuity.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: Authorization is requested to increase the employee group fringe benefit allowance, effective January 1, 2016, per the Memorandum of Understanding signed by each group, as follows:

<i>Employee Group</i>	<i>Current Annual Fringe Benefit Allowance</i>	<i>New Annual Fringe Benefit Allowance</i>
Classified	\$3,491.30	\$3,780.51
Confidential	\$3,798.30	\$4,112.94
Faculty	\$3,601.19	\$3,654.18
Management	\$4,419.60	\$4,785.71
 <i>Contract Employees</i>		
Executive Officers	\$4,419.60 + 2% of annual contract	\$4,785.71 + 2% of annual contract

Irma Ramos

Recommended by

Approved for Submittal

5.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 10, 2015	Information	X
		Enclosure(s)	X
SUBJECT:	Organizational Meeting and 2016 Board Calendar		

BACKGROUND: The provisions of Education Code Section 35143 and 72000 require the governing board of each school district and community college district to hold an annual Organizational Meeting within a prescribed 15-day period. For 2015, this 15-day period is December 4 through December 18.

The law further requires that, unless otherwise provided by rule of the governing board, the day and time of the annual organizational meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. Therefore, at the Board meeting of November 24, 2015, the Board will be asked to establish Tuesday, December 8, 2015, as the date of its Organizational Meeting. The County Superintendent of Schools must be informed of the time and day selected no later than November 25, 2015.

At the Organizational Meeting, the Board must establish its meeting calendar for 2016. A probable calendar is presented now so that the Board may review all dates. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

How does this relate to the District's Five Strategic Directions? The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item relates to Board Policy 2305, Annual Organizational Meeting.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board schedule on the agenda for November 24, 2015, the establishment of December 8, 2015, as the date of its Organizational Meeting and receive as information the tentative dates for Board meetings in 2016, along with the dates of national and state conferences and conventions.

Fred Williams

Recommended by

Approved for Submittal

6.a.1

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
2016 BOARD MEETING CALENDAR**

**Board Room at the Anaheim Campus
1830 W. Romney Drive, Anaheim, CA 92801**

First Regular Meeting in January	January 12, 2016 CCLC Effective Trustees Workshop @ Sacramento, January 29 - 31, 2016 CCLC Legislative Conference @ Sacramento, January 31 – February 1, 2016
Second Regular Meeting in January	Fourth Tuesday, January 26, 2016
First Regular Meeting in February	Second Tuesday, February 9, 2016 ACCT Legislative Summit @ Washington, D.C., February 8 - 11, 2016 ACCCA Annual Conference @ Riverside, February 17-19, 2016
Second Regular Meeting in February	Fourth Tuesday, February 23, 2016
First Regular Meeting in March Second Regular Meeting in March	Second Tuesday, March 8, 2016 Fourth Tuesday, March 22, 2016 Spring Recess, March 21 - 25, 2016
First Regular Meeting in April Second Regular Meeting in April	Second Tuesday, April 12, 2016 Fourth Tuesday, April 26, 2016 CCCT Annual Trustees Conference @ Desert Springs, April 28 - May 1, 2016
First Regular Meeting in May Second Regular Meeting in May	Second Tuesday, May 10, 2016 Fourth Tuesday, May 24, 2016

First Regular Meeting in June
Second Regular Meeting in June

Second Tuesday, June 14, 2016
Fourth Tuesday, June 28, 2016

First Regular Meeting in July
Second Regular Meeting in July

Second Tuesday, July 12, 2016
Fourth Tuesday, July 26, 2016

First Regular Meeting in August
Second Regular Meeting in August

Second Tuesday, August 9, 2016
Fourth Tuesday, August 23, 2016

First Regular Meeting in September
Second Regular Meeting in September

Second Tuesday, September 13, 2016
Fourth Tuesday, September 27, 2016

First Regular Meeting in October

Second Tuesday, October 11, 2016

ACCT Leadership Congress @ New Orleans, Louisiana, October 5 – 9, 2016

Second Regular Meeting in October

Fourth Tuesday, October 25, 2016

First Regular Meeting in November

Second Tuesday, November 8, 2016

CCLC Annual Convention @ Riverside, November 17-19, 2016

Second Regular Meeting in November

Fourth Tuesday, November 22, 2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: November 10, 2015 Information _____
Enclosure(s) X
SUBJECT: Chapter 3, General Institution
Revised Board Policy 3540, Sexual Assaults and Other Sexual Misconduct
~~on Campus~~

BACKGROUND: In addition to a title change, Board Policy 3540, Sexual Assaults and Other Sexual Misconduct ~~on Campus~~, was further revised to add Education Code 67386 in the legal references and text of the document, and to identify the District Title IX Coordinator. The District Consultation Council reached consensus on proposed Board Policy 3540 on October 26, 2015.

How does this relate to the five District-wide Strategic Directions? This item responds to District Strategic IV: The District will implement best practices related to planning including; transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy? This item is in accordance with Board Policy 2410, Policy and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable

RECOMMENDATION: It is recommended that the Board adopt proposed, revised Board Policy 3540, Sexual Assaults and Other Sexual Misconduct, and direct that it be placed on the District’s web site, where it will be readily accessible by students, employees, and the general public.

Fred Williams

Recommended by

Approved for Submittal

6.b.1

Item No.

**BP 3540 Sexual Assaults and Other Sexual Misconduct ~~on~~
Campus**

Reference:

Education Code Sections 67382, and 67385, and 67386;
~~20 U.S.C. Section 1092(f);~~ Jeanne Clery Disclosure of Security Policy and Campus
Criminal Statistics Act;
34 C.F.R. Section 668.46 (b) (11)

1.0 Any sexual assault, including but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of Board policies and ~~regulations~~ procedures, and is subject to all applicable punishment, including criminal procedures and disciplinary procedures of the District applicable to employees and students.

2.0 The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: (714) 808-4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual assault and other sexual misconduct, or who seek information regarding the District's Sexual Assault and Other Sexual Misconduct Policy should contact the Office of the Vice Chancellor, Human Resources.

~~2.0 "Sexual assault" includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. All students, faculty members or staff members who allege they are the victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them.~~

~~3.0 Except as may otherwise be required by law, the District shall maintain in confidence the identity of an alleged victim of sexual assault on District property, unless the alleged victim specifically waives that right to confidentiality.~~

~~4.0 Except as may otherwise be required by law, the District shall maintain in confidence the identity of a witness to sexual assault on District property, unless the witness specifically waives the right to confidentiality.~~

Fred Williams

Recommended by

Approved for Submittal

6.b.2

Item No.

**BP 3540 Sexual Assaults and Other Sexual Misconduct ~~on~~
~~Campus~~**

35.0 The Chancellor shall establish administrative procedures to ensure that students, faculty and staff who are victims of sexual assault on District Property receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures with respect to sexual assaults shall conform with the provisions of Education Code 67385, [67385.7](#), [67386](#), and 34 C.F.R. Section 668.46.

See Administrative Procedure 3540.

Date of Adoption: March 23, 2004

Date of Last Revision: July 25, 2006
April 12, 2005

Approved by DCC 10/26/15

Fred Williams

Recommended by

Approved for Submittal

6.b.3

Item No.