

SRJC Curriculum Review Committee Meeting
April 10, 2017, 3:15 – 5:15 p.m.
4327 Doyle (2nd Floor)

Minutes

I. Call to Order – Meeting called to order at 3:14pm

Present: Wanda Burzycki, Tom Falbo, Ann Foster, Guillermo Garcia, Ivana Gorgievska, Danielle King, Donald Laird, Amy Merkel, Matthew Murray, Sujan Sakar, George Sellu, Jill Tarver, Li Collier, Abe Farkas, Kate Hickman, Freyja Pereira, Marty Lee

Absent: Victor Tam, Amy Roscielle Flores

Guests: Katherine Slusser, Amy Housmen, Kevin Sea, Reg Parks, Breck Withers

Staff: Adrienne Leihy, Kathy Matthies

II. Consent Agenda – Items A-E M/S/A 12-0-0 Vote

A. Cluster Tech Committee Recommendations FULL REVIEW including associated content reviews (Date of last full review will change) - None

B. Cluster Tech Committee Recommendations MODIFICATIONS (Date of last full review will not change)

Item	Submitter	Course #	Description	Eff. Date
1 - 4	Renata Breth	4 courses: 1. ART 66.1 2. ART 66.2 3. ART 66.3 4. ART 66.4	Studio Photography – Portrait Studio Photography – Product Professional Photography – Event Professional Photography – Architecture <ul style="list-style-type: none"> Corrected references of digital Single Lens Reflex(es) (SLR) to DSLR (digital single-lens reflex) in Course Descriptions, Objectives, and Topics and Scope 	F2017
5.	Filomena Avila	COUN 10	Student Success-The First Year Experience <ul style="list-style-type: none"> Update in Minimum weeks (17.5 → 14) 	F2017
6.	Bonnie Patterson	RADT 65	Pathology in Radiology <ul style="list-style-type: none"> Updates and Changes in SLOs, Assignments and MOE 	F2017

C. Distance Ed (DE) Subcommittee Recommendations

Item	Submitter	Course #	Course Title	(100%/Hybrid/Either)	CMTE Rev Date	Eff. Date
1.	Breck Withers	BBK 50	Computerized Bookkeeping and Accounting I	Either	4/6/2017	F2017
2.	Breck Withers	BBK 52.1	Payroll Record Keeping and Reporting	Either	4/6/2017	F2017
3.	Breck Withers	BGN 201	Basic Keyboarding	Either	4/6/2017	F2017
4.	Breck Withers	BGN 203	10-Key Skills	Either	4/6/2017	F2017
5.	Randy Collins	FIRE 78	Principles of Fire and Emergency Services Safety-Survival	Either	3/27/2017	X2017
6.	Brenda Flyswithhawks	PSYCH 9	Introduction to Behavioral Sciences Statistics	Either	3/27/2017	F2017
7.	Brenda Flyswithhawks	PSYCH 10	Introduction to Biological Psychology	Either	3/27/2017	F2018
8.	Brenda Flyswithhawks	PSYCH 52	Interpersonal Communication	Either	3/27/2017	F2017
9.	David Kratzmann	GEOL 20	Natural Disasters	Hybrid	3/30/2017	F2017
10.	Sarah Whyllly	RELS 7	Wisdom Religions of Asia	100%	3/30/2017	F2017

D. General Education (GE) Subcommittee Recommendations - None

E. Course Inactivation (I) and Terminations (T)

Item	Type	Submitter	Course #	Course Title	Eff. Date
1.	I	Michael McKeever	CS 81.22	Introduction to Linux System Administration	F2017
2.	I	Katherine Slusser	MA 163BL	Clinical Experience 2	F2017
3.	I	Katherine Slusser	MA 167B	Intermediate Diagnostic and Procedural Coding	F2017

F. Co-Chair Recommendations (CCR) / Technical Adjustments (TA) Technical Corrections (TC)

Item	Type	Submitter	Course # or Program	Course/Program Title	Description	Eff. Date
1.	TC	Abe Farkas	CONS 183	OSHA 10	Updated course from standalone to Certificate Applicable	F2011
2.	TC	Abe Farkas	ELEC 157	Advanced Photovoltaic Systems	Updated course from standalone to Certificate Applicable	F2011
3.	TC	Abe Farkas	CHLD 150	Exploring the Natural World with Young Children	Updated course from standalone to Certificate and Major Applicable	F2017

Item	Type	Submitter	Course # or Program	Course/Program Title	Description	Eff. Date
4 - 15	TC	Abe Farkas	12 Courses: 1. ADLTED 721 2. ADLTED 722 3. ADLTED 730 4. ADLTED 756 5. ADLTED 761 6. ADLTED 762 7. ADLTED 763 8. ADLTED 764 9. ADLTED 781 10. ADLTED 782 11. ADLTED 783 12. ADLTED 784	Workplace Arithmetic--Part 1 Workplace Arithmetic--Part 2 First Aid, CPR, AED and Bloodborne Pathogens Managing a Small Business Basic Computers: Level 1 Basic Computers: Level 2 Basic Computers: Level 3 Introduction to Student Information Systems Introduction to Culinary Math Part 1 Introduction to Culinary Math Part 2 Workforce Preparation--Food Sanitation & Safety Commercial Food Preparation and Service	Corrected Budget Code from 4939 – College Skills to 4959 – Adult ed. Instructional	X2017
16 - 28	TC	Abe Farkas	13 Courses: 1. ADLTED 723 2. ADLTED 724 3. ADLTED 734A 4. ADLTED 734B 5. ADLTED 740 6. ADLTED 751 7. ADLTED 752 8. ADLTED 753 9. ADLTED 765.1 10. ADLTED 765.2 11. ADLTED 771 12. ADLTED 791 13. ADLTED 792	Financial Mathematics Business Mathematics Using Excel Foster Parent Preparation: Part I Foster Parent Preparation: Part II OSHA 10 Certification Preparation How to Start A Small Business Small Business Financing Marketing for a Small Business Basic Keyboarding, Part I Basic Keyboarding, Part II Customer Service Personal Finance Planning for the Financial Future	Corrected Budget Code from 4939 – College Skills to 4959 – Adult ed. Instructional	F2017

III. Action Agenda- Course Proposals

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
1.	REV	Y	Breck Withers	BBK 52.1	Payroll Record Keeping and Reporting <ul style="list-style-type: none"> • LFR 3/28/2011 • Changes in Advisories: <ul style="list-style-type: none"> ○ V3: Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 101A (or CIS 101A) and Course Completion of BBK 50 ○ V4: Eligibility for ENGL 100 or ESL 100 and Course Completion or Concurrent Enrollment in BBK 50 • Updates and Changes in Advisories, Topics and Scope, Methods of Evaluation and Textbooks • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 14-0-0 Vote
1a.				Advisories:	Eligibility for ENGL 100 or ESL 100 and Course Completion or Concurrent Enrollment in BBK 50		M/S/A 14-0-0 Vote
2.	REV	Y	Reg Parks	CEST 51	Civil Drafting Technology <ul style="list-style-type: none"> • LFR 5/12/2014 • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V5: Course Completion of APTECH 46 and SURV 50 ○ V6: None • Changes in Advisories: <ul style="list-style-type: none"> ○ V5: Concurrent Enrollment in SURV 51 ○ V6: Course Completion or Concurrent Enrollment in SURV 60 • Updates and Changes in Course Description, Prerequisites, Advisories, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 3.00 Units / 2.00 Lecture / 3.00 Lab 	F2017	M/S/A 15-0-0 Vote
2a.				Advisories:	Course Completion or Concurrent Enrollment in SURV 60		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
3.	REV	Y	Amy Housman	ANSCI 2	Introduction to Farm Animal Health* <ul style="list-style-type: none"> • LFR 12/6/2010 • Updates in Hours: <ul style="list-style-type: none"> ○ V1: 2.00 Lecture / 2.00 Lab / 1.00 Contact DHR ○ V2: 2.00 Lecture / 3.00 Lab • Updates in Advisories: <ul style="list-style-type: none"> ○ V1: Eligibility for ENGL 100 or ESL 100 ○ V2: Eligibility for ENGL 1A or equivalent • Updates and Changes in Course Title, Hours, Description, Advisories, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 3.00 Units / 2.00 Lecture / 3.00 Lab 	F2017	M/S/A 15-0-0 Vote
3a.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote
4.	NEW	N	Joel Grogan	HORT 184	Introduction to Arboriculture <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate and Major • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 15-0-0 Vote
4a.				Advisories:	Eligibility for ENGL 100 or ESL 100; AND Course Completion of HORT 50.1		M/S/A 15-0-0 Vote
5.	NEW	N	Kevin Sea	WINE 109	Wine Club Creation, Maintenance and Promotion <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate • 1.50 Units / 1.50 Lecture 	F2017	M/S/A 15-0-0 Vote
5a.				Advisories:	Eligibility for ENGL 100 or ESL 100		M/S/A 15-0-0 Vote
6.	NEW	N	Gina Lord	BAD 101	Enrolled Agent – Individual Taxation <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 15-0-0 Vote
6a.				Advisories:	Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81		M/S/A 15-0-0 Vote
7.	NEW		Gina Lord	BAD 102	Enrolled Agent - Business Taxation <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
7a.				Advisories:	Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81		M/S/A 15-0-0 Vote
8.	NEW		Gina Lord	BAD 103	Enrolled Agent - Tax Representations, Practices & Procedures <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 15-0-0 Vote
8a.				Advisories:	Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81		M/S/A 15-0-0 Vote
9.	NEW		Gina Lord	BAD 104	Enrolled Agent – Current Applications and IRS Requirements <ul style="list-style-type: none"> • New Course Proposal • To be added to an Existing Certificate • 3.00 Units / 3.00 Lecture 	F2017	M/S/A 15-0-0 Vote
9a.				Prerequisites:	Completion or Current Enrollment of BAD 101, BAD 102, and BAD 103		M/S/A 15-0-0 Vote
9b.				Advisories:	Eligibility for ENGL 100 or ESL 100 and Course Completion of BGN 81		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
10.	REV / NEW	Y	Katherine Slusser	MA 163* (formerly MA 163A)	Basic Clinical Skills for Medical Assisting* <ul style="list-style-type: none"> • LFR 2/11/2013 • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V3: Course Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND Concurrent Enrollment in MA 163AL and MA 165 ○ V4: Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A; AND concurrent enrollment in MA 165 and MA 163L • Changes in Limits on Enrollment: <ul style="list-style-type: none"> ○ V3: Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check ○ V4: None • Updates and Changes in Course Number and Title, Description, Prerequisites, Limits on Enrollment, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 3.00 Units / 2.00 Lecture / 3.00 Lab 	F2017	M/S/A 15-0-0 Vote
10a.				Prerequisites:	Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A; AND concurrent enrollment in MA 165 and MA 163L		M/S/A 15-0-0 Vote
10b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
11.	REV	Y	Katherine Slusser	MA 163L* (formerly MA 163AL)	Clinical Internship* <ul style="list-style-type: none"> • LFR 2/11/2013 • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V3: Concurrent Enrollment in MA 163A and MA 165 ○ V4: Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND concurrent enrollment in MA 163 and MA 165 • Changes in Limits on Enrollment: <ul style="list-style-type: none"> ○ V3: Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check, including drug screen. Also requires signature from instructor. ○ V4: The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR card. • Updates and Changes in Course Number, Title, Description, Prerequisites, Limits on Enrollment, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 2.00 Units / 6.00 Contact DHR 	F2017	M/S/A 15-0-0 Vote
11a.				Prerequisites:	Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND concurrent enrollment in MA 163 and MA 165		M/S/A 15-0-0 Vote
11b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
11c.				Limits on Enrollment:	The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR card. MA 163 must be current within the last year.		M/S/A 15-0-0 Vote
12.	REV	Y	Katherine Slusser	MA 164	Theories of the Clinical Laboratory <ul style="list-style-type: none"> • LFR 4/8/2013 • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V3: Course Completion of MA 165 and Concurrent Enrollment in MA 163B and MA 163BL and MA 166.4 (or MA 66.4) ○ V4: Course Completion of MA 163 (MA 163A) and Concurrent Enrollment in MA 174 and MA 176 • Updates and Changes in Course Description, Prerequisites, Objectives, Topics and Scope, Assignments and Textbooks • 2.00 Units / 2.00 Lecture 	F2017	M/S/A 15-0-0 Vote
12a.					Course Completion of MA 163 (MA 163A) and Concurrent Enrollment in MA 174 and MA 176		M/S/A 15-0-0 Vote
12b.					Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
13.	REV	Y	Katherine Slusser	MA 165	Pharmacology and Administration of Medications <ul style="list-style-type: none"> • LFR 4/8/2013 • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V4: Concurrent Enrollment in MA 163A and MA 163AL ○ V5: Completion of MA 160, MA 162, MA 161, and PSYCH 1A; AND Concurrent Enrollment in MA 163 and MA 163L • Updates and Changes in Course Description, Prerequisites, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 3.00 Units / 2.00 Lecture / 3.00 Lab 	F2017	M/S/A 15-0-0 Vote
13a.				Prerequisites:	Completion of MA 160, MA 162, MA 161, and PSYCH 1A; AND Concurrent Enrollment in MA 163 and MA 163L		M/S/A 15-0-0 Vote
13b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote
14.		Y	Katherine Slusser	MA 167* (formerly MA 167A)	Basic Diagnostic Coding <ul style="list-style-type: none"> • LFR 11/25/2013 • Updates and Changes in Course Number, Description, SLOs and Objectives, Topics and Scope, Assignments and Textbooks • 1.50 Units / 1.25 Lecture / 1.00 Lab 	F2017	M/S/A 15-0-0 Vote
14a.				Prerequisites:	Course Completion of HLC 160 AND Course Completion of ANAT 58; OR Course Completion of HLC 160, HLC 140, and ANAT 140		M/S/A 15-0-0 Vote
14b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote
15.	NEW	N	Katherine Slusser	MA 161	Law and Ethics for Medical Assistants <ul style="list-style-type: none"> • LFR 2/11/2013 • Changes in Hours: <ul style="list-style-type: none"> ○ V5: 1.00 Lecture ○ V6: 1.00 Lecture / 1.00 Lab • Updates and Changes in Course Hours, Description, SLOs and Objectives, Topics and Scope, Assignments, MOE, Textbooks and MOI • 1.00 Units / 1.00 Lecture / 1.00 Lab 	F2017	M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
15a.				Prerequisites:	Completion of HLC 160 and CS 60.11A and ANAT 58; OR HLC 160 and CS 60.11A and ANAT 140 and HLC 140		M/S/A 15-0-0 Vote
15b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote
16.	REV / NEW	N	Katherine Slusser	MA 174* (formerly MA 163B)	Intermediate Clinical Skills for Medical Assisting* <ul style="list-style-type: none"> • LFR 2/11/2013 • Changes in Units and Hours: <ul style="list-style-type: none"> ○ V3: 3.00 Units / 2.00 Lecture / 3.00 Lab ○ V4: 4.00 Units / 2.00 Lecture / 6.00 Lab • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V3: Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163BL and MA 164 and MA 166.4 ○ V4: Completion of MA 163 and MA 163L and MA 165; AND ○ Concurrent Enrollment in MA 164 and MA 176 • Changes in Limits on Enrollment: <ul style="list-style-type: none"> ○ V3: Students must maintain proof of immunization clearance, TB test, and physical exam signed by physician, and must possess a current infant, child, and adult CPR certificate, clear background check and clear drug screen ○ V4: None • Updates and Changes in Course Number and Title, Prerequisites, Hours, Limits on Enrollment, Description, SLOs and Objectives, Topics and Scope, Assignments, MOE and Textbooks • 4.00 Units / 2.00 Lecture / 6.00 Lab 	F2017	M/S/A 15-0-0 Vote
16a.				Prerequisites:	Completion of MA 163 and MA 163L and MA 165; AND Concurrent Enrollment in MA 164 and MA 176		M/S/A 15-0-0 Vote
16b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
17.	REV / NEW	N	Katherine Slusser	MA 176* (formerly MA 166.4)	<p>Clinical Externship*</p> <ul style="list-style-type: none"> • LFR 5/13/2013 • Changes in Units and Hours: <ul style="list-style-type: none"> ○ V4: 3.50 Units / 0.50 Lecture / 9.00 Contact DHR ○ V5: 3.00 Units / 9.00 Contact DHR • Changes in Prerequisites: <ul style="list-style-type: none"> ○ V4: Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163B and MA 163BL and MA 164 ○ V5: Completion of MA 163 and MA 163L and MA 165 AND concurrent enrollment in MA 174 and MA 164 • Changes in Limits on Enrollment: <ul style="list-style-type: none"> ○ V4: Current CPR certification, immunization and TB clearances, and physical examination required for participation in clinical experience. ○ V5: The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR card. MA 163 must be current within the last year. • Updates and Changes in Course Number and Title, Prerequisites, Hours, Limits on Enrollment, Minimum Weeks (8 → 6), Description, SLOs and Objectives, Topics and Scope, Assignments, MOE, Textbooks and MOI • 3.00 Units / 9.00 Contact DHR 	F2017	M/S/A 15-0-0 Vote

*Change in course number or title

Item	Type	LFR (Y/N)	Submitter	Course #	Description	Eff. Date	Discussing/Voting Outcome
17a.				Prerequisites:	Completion of MA 163 and MA 163L and MA 165 AND concurrent enrollment in MA 174 and MA 164		M/S/A 15-0-0 Vote
17b.				Advisories:	Eligibility for ENGL 1A or equivalent		M/S/A 15-0-0 Vote
17c.				Limits on Enrollment:	The healthcare facilities in which students are placed require that the students must comply with all of the following before they are allowed onsite: Currency on all immunizations including annual flu shots; currency on annual tuberculosis clearance; a negative background check, a negative urine drug screen, and possess a current American Heart Association Certified Healthcare Provider CPR card. MA 163 must be current within the last year.		M/S/A 15-0-0 Vote
18-19	NEW	N	Shelly Kaldunski	2 Courses: 1. CUL 260.8 2. CUL 260.7	Brunch Pastries Gluten-Free Baking • New Course Proposal • Stand alone • 0.50 Units / 0.25 Lecture / 0.75 Lab	F2017	Tabled by department

IV. Major and Certificate Recommendations—Consent Agenda Item – M/S/A 15-0-0 Vote

Item	Type	Submitter	Cluster Dean	Description	Eff. Date
1.	REV	Shelly Kaldunski	R. Myer	<u>Culinary Arts, AA (44 units)</u> • Add CUL 275.1, CUL 275.2, CUL 275.3, CUL 275.15, CUL 275.16, CUL 275.17, CUL 275.66, CUL 275.68, CUL 275.76 to electives • Remove CUL 275.42, CUL 275.46, CUL 275.50 from electives	F2017 Tabled by department
2.	NEW	Andrea Thomas	M. Markovich	<u>Yoga: 200 Hour-Teacher Training, Skills Certificate (10 units)</u>	F2017
3.	REV	Roy Gattinella	J. Adams	<u>Business Administration for Transfer, AS-T (26 units)</u> • Add BMG 52 as an elective to Transfer List B	F2017
4.	REV	Cliff Norton	J. Adams	<u>Diesel Equipment Technology, AS (46.5 units)</u> <i>Second Revision</i> • Remove AUTO 190.1, AUTO 190.1L, DET 86.1 from electives	F2017
5.	REV	Cliff Norton	J. Adams	<u>Diesel Equipment Technology, Certificate of Achievement (45.5 units)</u> <i>Second Revision</i> • Remove AUTO 190.1, AUTO 190.1L, DET 86.1 from electives	F2017

*Change in course number or title

Item	Type	Submitter	Cluster Dean	Description	Eff. Date
6.	NEW	Janet McCulloch	R. Holcomb	Adult Ed: Financial Literacy, Certificate of Completion (90 hours)	F2017
7.	NEW	Janet McCulloch	R. Holcomb	Adult Ed: Basic Computer Operations, Certificate of Completion (60 hours)	F2017
8.	NEW	Janet McCulloch	R. Holcomb	Adult Ed: Small Business Management, Certificate of Completion (72 hours)	F2017
9.	REV	MJ Papa	V. Tam	Electro-Mechanical Maintenance Technician, Skills Certificate (11 units) <ul style="list-style-type: none"> • Reduce units from 17 to 11 • Remove ELEC 60A from core requirements • Remove APTECH 90A, CSKLS 372, MATH 150A from electives • Add ELEC 51A, ELEC 54A & DET 184 to electives 	F2017
10.	REV	Steve Herndon	J. Adams	Business: Real Estate, AA (25 units) <ul style="list-style-type: none"> • Remove BAD 67 from electives 	F2017
11.	REV	Steve Herndon	J. Adams	Business: Real Estate, Certificate of Achievement (24 units) <ul style="list-style-type: none"> • Remove BAD 67 from electives 	F2017

V. Other Committee Business

A. DE Reviewers: Composition

B. Moving Counseling to different Cluster

VI. Adjournment – Meeting adjourned at 4:50pm