I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF MINUTES
   A. April 10, 2018

IV. ARTICULATION/CURRICULUM
   A. Senate Report—K. Pullen
   B. Distance Education Report—M. Conroy

V. NEW DISCUSSION/ACTION
   A. SJCC Course Revision Proposals
      1. ASTRO 010: Introduction to Astronomy — 3 Units
         Proposed changes/revisions: DE supplement added. Content, methods of evaluation, and textbooks revised.
      2. ASTRO 010L: Introductory Astronomy Lab — 1 Unit
         Proposed changes/revisions: Description, content, and SLOs revised.
      3. CHEM 012A: Organic Chemistry — 5 Units
         Proposed changes/revisions: Advisory Math Level 3 added. Content, SLOs, methods of evaluation, and textbooks revised.
      4. CHEM 012B: Organic Chemistry — 5 Units
         Proposed changes/revisions: Content, SLOs, methods of evaluation, and textbooks revised.
      5. CIS 068: Administering Microsoft SQL Server — 3 Units
         Proposed changes/revisions: DE supplement added. Content, SLOs, methods of evaluation, and textbooks revised.
      6. CIS 084: Java Programming — 3 Units
         Proposed changes/revisions: DE supplement added. Description, content, SLO assessment methods, methods of evaluation, homework, and textbooks revised.
      7. CIS 158: Linux System Administration — 3 Units
         Proposed changes/revisions: DE supplement added. Description, content, SLOs, methods of evaluation, homework, and textbooks revised.
8. **ECE 016: Storytelling for Children—2 Units**
   Proposed changes/revisions: SLOs, methods of evaluation, homework, and textbooks revised.

9. **ECE 017: Literacy Development in Children—2 Units**
   Proposed changes/revisions: Content, methods of evaluation, and textbooks revised.

10. **ECE 018: Children’s Literature: 2 Units**
    Proposed changes/revisions: Content, methods of evaluation, and textbooks revised.

11. **ECE 109: Music, Movement, and Rhythm Activities for Children—3 Units**
    Proposed changes/revisions: Content, SLOs, and textbooks revised.

12. **ECE 191: Infant Toddler Development—3 Units**
    Proposed changes/revisions: DE supplement added. Description, content, SLOs, methods of evaluation, homework, and textbooks revised.

13. **IRON 161: OSHA 30/COMET Training—2 2.50 Units**
    Proposed changes/revisions: Lecture hours increased from 2→2.50 hours, total units increased from 2→2.50 units.

14. **LASER 100: Introduction to Photonics—4 Units**
    Proposed changes/revisions: DE supplement added. Description, content, SLOs, methods of evaluation, and textbooks revised.

15. **LS 090: Directed Tutoring Experience—1 Unit**
    Proposed changes/revisions: DE supplement added. Description, content, SLOs, methods of evaluation, homework, and textbooks revised. Corequisite added. Read/Write Level 3 advisory changed to Read/Write Level 4. Math Level 4 advisory added.

16. **MA 005: Medical Office Emergencies—2 Units**
    Proposed changes/revisions: MA 006 added as a prerequisite. Content, SLOs, methods of evaluation, and textbooks revised.

17. **MA 006: Introduction to Medical Assisting—3 Units**
    Proposed changes/revisions: DE supplement added. MA 005 removed as recommended preparation. Content, SLOs, methods of evaluation, and homework revised.

18. **MA 007: Medical Front Office Procedures—3 Units**
    Proposed changes/revisions: Content, SLOs, methods of evaluation, homework, and textbooks.

19. **MA 008: Medical Office Financial Procedures—3 Units**
    Proposed changes/revisions: Content, SLOs, methods of evaluation, and textbooks revised.

20. **MA 011: Medical Coding—2 Units**
    Proposed changes/revisions: SLOs, methods of evaluation, and textbooks revised.

21. **MA 012: Medical Assisting Administrative Practicum Experience—4 Units**
    Proposed changes/revisions: Content, SLOs, methods of evaluation, homework, and textbooks revised.
B. SJCC New Course Proposals

1. ECE 192: Care and Education for Infants and Toddlers — 3 Units
   Description: Students gain knowledge in the application of the theory and research in the care
   and education of infants and toddlers in group settings. They will examine essential policies,
   regulations, principles, and practices that lead to quality care and developmentally
   appropriate curriculum for infants and toddlers. Students will be required to complete off-
   campus classroom observations.

2. IRON 195: Foreman Training, Ironworkers Union History, Qualified Rigger — 2.50 Units
   Description: Ironworker apprentices will gain knowledge of the roles and responsibilities of
   the foreman, history of the Ironworkers union, and training as a qualified rigger. They will
   learn how to create an effective work team, communicate effectively, apply problem-solving
   skills, document and maintain records, plan and schedule work, implement a safety program,
   and ensure the quality of work. The formation of the union and historical events will be
   presented along with the skills required as a qualified rigger. Upon completion of the course
   the students will qualify for the rigger certification. Students must be a registered Ironworker
   member with a participating employer.

C. SJCC Course Deactivations

1. BUS 025: Introduction to Investments — 3 Units
   Justification: This course has been replaced by ACCTG-050 Personal Financial Planning.

D. SJCC New Program Proposals

1. Computer Applications-Level 1: Certificate of Achievement-Level 1 — 12 Units
   Description: San José City College currently offers an Associate in Science (AS) degree and
   three levels of certificates: Certificate of Achievement - Level 2 and Level 3, in Computer
   Applications. This adds a Certificate of Achievement - Level 1. Students who complete all
   three certificates will be well-prepared for the Microsoft Office Specialist and Expert Level
   (MOS) Exams.
   Microsoft Office Specialist Certification, the premier in Microsoft desktop certification, is a
   globally recognized standard for demonstrating desktop skills which helps to meet the
   demand for qualified and knowledgeable people in the modern workplace. Our courses and
   certificates will prepare students to take the MOS. Certified individuals report increased
   competence and productivity as well as increased credibility with their employers, co-
   workers, and clients. Employers around the world know that it is a smart decision to hire
   certified candidates and, certification can be an employee’s ticket to better career
   opportunities.
   After successful completion of the series of tests for MOS, students will receive certification
   authenticating their skills from the certificating agency. There is a registration fee that must
   be paid before students can take the desired tests.
   Upon receiving an Associate in Science degree, graduates should be able to demonstrate use
   of following skills: document composition/word processing, mail merge, using e-mail,
   scheduling appointments, using the internet to locate information, file and folder
   management, oral and written communication skills, preparing presentations, resume
   writing, creating a portfolio of business documents, and organization skills.
   A grade of “C” or better is required for all major, certificate, and major elective courses.

VI. ADJOURNMENT
VII. ORDER OF DISCUSSION
   • 1:30 ITEM IV
   • 2:00 ASTRO 010
• **2:10**  
  ASTRO 010L  
  • **2:20**  
  CIS 068  
  CIS 158  
  • **2:30**  
  Computer Applications-Level 1: Certificate of Achievement-Level 1  
  • **2:40**  
  LASER 100  
  • **2:55**  
  ECE 016  
  ECE 017  
  ECE 018  
  ECE 109  
  ECE 191  
  ECE 192  
  • **3:05**  
  IRON 161  
  IRON 195  
  • **3:10**  
  LS 090  
  • **3:30**  
  MA 005  
  MA 006  
  MA 007  
  MA 008  
  MA 011  
  MA 012  
  • **3:40**  
  CHEM 012A  
  CHEM 012B  
  • **3:40**  
  BUS 025—deactivation