SANTA MONICA COLLEGE
ACADEMIC SENATE

1900 Pico Boulevard
Santa Monica, CA 90405
310.434.4611

CURRICULUM COMMITTEE ▌ AGENDA

Wednesday, November 7, 2012 ▌ 3:00 p.m.
Loft Conference Room – Drescher Hall 300-E

Members:

Guido Davis Del Piccolo, *Chair*	Jose-Manuel Gonzalez	Walter Meyer	Oliver Shapiro
Georgia Lorenz, *Vice Chair*	Roberto Gonzalez	Estela Narrie	Jeffery Shimizu
Ariel Alexander	Pat Halliday	James Pacchioli	David Shirinyan
Brenda Antrim	Randal Lawson	Elaine Roque	Gary Taka
Ellen Cutler	Emily Lodmer	Josh Sanseri	Toni Trives
Keith Fiddmont	Walt Louie	Deborah Schwyter	Julie Yarrish

Interested Parties:

Maria Bonin	Mary Colavito	Mitra Moassessi	Linda Sinclair
Patricia Burson	Kiersten Elliott	Steven Myrow	Eleanor Singleton
Jamie Cavanaugh	Mona Martin	Katharine Muller	Chris Young
Jonathan Cohanne			

Ex-Officio Members:

Janet Harclerode	Parker Jean

A G E N D A

(Items for action are listed alphabetically; items for information are listed numerically)

I.   Call to order

II. Public Comments*

III. Approval of Minutes……………………………………………………………...………………3

IV. Chair's report

V.   Information items:

(Program Review/Course Updates)

1. ESL 11B: Basic English 2
2. ESL 14B: Pronunciation: Rhythm And Intonation
3. ESL 15: Conversation And Culture In The US
4. ESL 17: Intermediate Reading Skills
5. PHOTO 1: Introduction To Photography

VI. Action Items:

(New Course)

a.   Photo 32: Photographing People: Advanced…………………………………………..…5

Five minutes is allotted to any member of the public who wishes to address the Curriculum Committee on a specific agenda item, for general public comments, or non-agenda items.

(Degrees & Certificates)

VII.   Adjournment

(Please advise Guido Davis Del Piccolo (x. 3561), Georgia Lorenz (x. 4277) or Grace Smith (x. 4454) if you are unable to attend this meeting).

CURRICULUM COMMITTEE ❙ MINUTES

Wednesday, October 3, 2012 ❙ 3:00 p.m.
Loft Conference Room – Drescher Hall 300-E

SANTA MONICA COLLEGE
ACADEMIC SENATE
1900 Pico Boulevard
Santa Monica, CA 90405
310.434.4611

Members Present:

Guido Davis Del Piccolo, *Chair*	Jose-Manuel Gonzalez	Walt Louie	Josh Sanseri
Georgia Lorenz, *Vice Chair*	Roberto Gonzalez	Walter Meyer	Deborah Schwyter
Ariel Alexander	Pat Halliday	Estela Narrie	Jeffery Shimizu
Brenda Antrim	Randal Lawson	James Pacchioli	David Shirinyan
Ellen Cutler	Emily Lodmer	Elaine Roque	Gary Taka
Keith Fiddmont			Toni Trives

Members Absent:
Julie Yarrish

Others Present:

Suzanne Borghei	Mark Tomasic

M I N U T E S
(Items for action are listed alphabetically; items for information are listed numerically)

I. **Call to order:**
The meeting was called to order at 3:07 p.m.

II. **Public Comments:**
None

III. **Approval of Minutes:**
The minutes of September 19, 2012 were approved as presented.

IV. **Chair's report:**
- The Chair welcomed the two new Associated Students representatives on the Curriculum Committee: Ariel Alexander and Jose-Manuel Gonzalez.

- The Academic Senate approved the following on October 2, 2012:
  - POL SC 22 Environmental Politics And Policies (cross-listed as Environmental Studies 22)

- The Chair introduced the website: www.adegreewithaguarantee.com. Notification of the website's existence was sent by the Chancellor's office. The website provides information about Associate Degrees for Transfer (AS-T/AS-T) in existence and which California State University campuses students can possibly transfer to with these degrees.

V. **Information items:**

(Program Review)

1. ESL 10G: Multiple Skills Preparation: Listening, Speaking And Grammar
2. ESL 10W: Multiple Skills Preparation: Reading and Writing
3. ESL 11A: Basic English 1
4. ESL 14A: Pronunciation And Spelling: Vowel And Consonant Sounds

Five minutes is allotted to any member of the public who wishes to address the Curriculum Committee on a specific agenda item, for general public comments, or non-agenda items.

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   5. ESL 21A: English Fundamentals 1
   6. ESL 21B: English Fundamentals 2

VI. Action items:

(New Courses)

   a. **HISTORY 14/ENVIRONMENTAL STUDIES 14: US Environmental History** – presented by Suzanne Borghei.

   Elaine Roque moved to approve History 14/Environmental Studies 14 with the proposed changes to *Methods of Evaluation* and *Sample Assignments* to be made.

   Motion Made by: Elaine Roque   **Seconded By:** James Pacchioli
   The motion passed unanimously.

   b. **HISTORY 32/ENVIRONMENTAL STUDIES 32: Global Environmental History** - presented by Suzanne Borghei.

   Emily Lodmer moved to approve History 32/Environmental Studies 32 with the proposed changes to *Methods of Evaluation* and *Sample Assignments* to be made.

   Motion Made by: Emily Lodmer   **Seconded By:** Brenda Antrim
   The motion passed unanimously.

VII. Discussion items:

(Old Business)

   7. **Prerequisites:** There was a continued discussion on the topic of the recent changes in Title 5 regarding the approval of prerequisites and corequisites based on content review only (without statistical validation). The Chair and Vice Chair will be meeting with Executive Vice President Randal Lawson to determine better what changes will be required in the Board Policy and Administrative Regulation dealing with prerequisites and corequisites.

(New Business)

   8. **AA-T/AS-T (Associate in Arts for Transfer/Associate in Science for Transfer) degrees –** An update was presented on SMC's status with regard to SB-1440 degrees (currently five approved and active: ECE, Art History, History, Math and Business Administration) and there was a discussion about future approaches to developing these degrees in several disciplines. The Chair encouraged members to go to the C-ID website: www.c-id.net to view the TMC's (Transfer Model Curriculum) for their respective disciplines. C-ID (Course Identification Numbering System) is a supranumbering system being developed to aid and develop the TMC in each of the most common transfer majors. The advantages and disadvantages of adopting the C-ID system for SMC's curriculum were discussed.

VIII. Adjournment:
   The meeting was adjourned at 4:45 p.m.

Santa Monica College
New SMC Course
Expanded Course Outline for PHOTO 32 - Photographing People: Advanced

Course Cover	
Discipline	PHOTO-PHOTOGRAPHY
Course Number	32
Full Course Title	Photographing People: Advanced
Catalog Course Description	Photo 32 is an advanced course that builds on skills learned in Photo 31 and focuses on techniques for photographing people in commercial settings. Assignments are designed to enhance creativity while utilizing advanced commercial lighting techniques for photographing people. Lectures and demonstrations will take place both in and out of the studio, and are geared toward commercial considerations for photographing people. Commercial genres discussed will include magazine/editorial portraits, advertising, fashion, and glamour/beauty.
Rationale	
Rationale	Photo 32 is the third phase of updating the Photography Department curriculum as we shift away from traditional film based media and move toward the incorporation of digital capture and output as our primary photographic methods. Included in this shift is the task of breaking up Photo 6 and redistributing its pertinent course material into three smaller, specialized courses: Photo 31 Introduction: Photographing People; Photo 32 Advanced: Photographing People; Photo 33 Introduction: Still Life and Product Photography. Spring 2012 was our first semester of Photo 30, which replaced Photo 3 and serves as a basic introduction to working in the studio and controlling artificial light. Photo 30 covers a broad range of introductory studio methods and serves as the prerequisite for Photo 31, which will be offered for the first time Spring 2013. Photo 31 is an introductory course for photographing people and exposes students to common lighting techniques for photographing weddings, headshots, corporate portraits, etc. Photo 32 will push students much further into the commercial world of photographing people for clients like magazines, advertising agencies, clothing manufacturers, hair/make up products, and more.
Proposal Information	
Proposed Start	Year: 2013 Semester: Fall
Proposed for Distance Ed	No
Proposed for Global Citizenship	No

Course Unit/Hours	
Variable Hour Exist	NO
Credit Hours	Min: 4.00
Weekly Lecture Hours	Min: 3.00 (Sem: 54)
Weekly Laboratory Hours	Min: 3.00 (Sem: 54)
Weekly Arranged Hours	Min:
Total Semester Instructional Hours	108.00
Load Factor	0.88
Repeatability	May be repeated 0 time(s)
Grading Methods	Letter Grade or P/NP
Minimum Qualification	
Minimum Qualifications:	Photographic Technology/ Commercial Photography
Program Applicability	
Designation	Credit - Degree Applicable
Proposed For	**AA Degree** -Photography **Certificate of Achievement** -Photography
Course Objectives	
Upon satisfactory completion of the course, students will be able to:	
1. Demonstrate refined lighting technique for photographing people	
2. Demonstrate ability to illustrate ideas and concepts photographically.	
3. Demonstrate an employable/professional level of competence in controlling artificial light	
4. Demonstrate the ability to put difficult subjects at ease in front of the camera.	
5. Choose the appropriate type of lighting pattern and quality for any given subject, mood, and intended message	
Course Content	
40%	Lighting in the studio and outdoors for different genres of people photography in commercial contexts including, but not limited to, environmental/editorial portraiture, beauty, people with products, and fashion.
30%	Use of photographic materials and methods to effectively communicate and

	articulate stories/ideas while photographing people.
10%	Professional quality file/print/job delivery
10%	Pre-production planning for big budget advertising campaigns
10%	Casting, posing, make up, and wardrobe considerations
Total: 100%	

Lab Content

25%	Application of traditional lighting patterns to create mood, direction, and intrigue
25%	Using multiple lights and modifiers to achieve a professional standard of light quality.
25%	Compositional and posing considerations for effective story telling as it pertains to individual genres (advertising, editorial, beauty, fashion, etc.)
10%	Commercial workflow standards and file delivery
15%	Wardrobe, make up, hair styling for commercial people photography
Total: 100%	

Methods of Evaluation

Methods	• 10% - Class Participation • 10% - Final exam • 80% - Projects • 100% - Total

Methods of Presentation

Methods	Critique Field Experience Group Work Lab Lecture and Discussion Observation and Demonstration Projects Visiting Lecturers

Appropriate Textbooks

Textbooks such as the following are appropriate:

Formatting Style	APA

Textbooks

1. ASMP. *ASMP Professional Business Practices in Photography*, ed. Allworth Press, 2007, ISBN: 1581154976.

Assignments

Sample Assignment

Objective:

The purpose of this assignment is to create a fashion editorial spread similar to those you see in

the back of magazines like Vogue or Esquire. You will be photographing multiple models in several scenarios that work together to tell one specific story. Since this is a fashion assignment, the clothing and accessories MUST play a significant role in the narrative. You will work with models in various locations as a group as well as individually. You will also create two still life product images that compliment the narrative.

Requirements:

• 35mm-equivalent HDSLR

• Artificial Lighting (strobes)

• One male model

• One female model

• Appropriate location (no studio)

• Various wardrobe and props

• The series will include five total prints:

Photograph with both models interacting

Photograph with male by himself

Photograph with woman by herself

One still life/product image of an accessory worn by the models (one picture, two items). The models should be included in these photographs, though it should be clear that the heroes of the images are the accessories.

Photograph of your choice

• At least one of the images MUST be shot using the overpowering the sun technique

• At least one of the images MUST be shot using the dragging the shutter technique

• At least one of the images MUST be photographed indoors.

• All of the images MUST be part of ONE cohesive story.

Turn in:

5 retouched prints (8.5X11 paper)

Model Releases

Un-flattened, layered PSD files

Pre/Corequisites & Advisories
Pre/Corequisite PHOTO 31

Content Review
PHOTO 31 - Prerequisite (Content to Content)

Library	
List of suggested materials has been given to librarian?	No
Library has adequate materials to support course?	Yes

Additional Comments/Information
Research and reading assignments will be assigned using the WWW.

Student Learning Outcomes
1. Students will demonstrate proficiency in stylized lighting applications for commercial, advertising and editorial markets of photography
2. Deconstruct, replicate, and demonstrate current lighting styles for effectively photographing people in a variety of complex locations and practical situations.
3. Demonstrate the ability to create unique and compelling photographs of people while articulating elements of effective storytelling.

Transfer/General Ed
CSU/UC Transfer Course
Transfers to CSU

Attached Files
Photo 32 ILO Photo 32 Prereq Worksheet

Prerequisite / Corequisite Checklist and Worksheet

Photo 32
Prerequisite: Photo 31 Introduction: Photographing People

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

Criterion	Met	Not Met
1. Faculty with appropriate expertise have been involved in the determination of the prerequisite, corequisite or advisory.	**X**	
2. The department in which the course is (will be) taught has considered course objectives in accordance with accreditation standards.	**X**	
3. Selection of this prerequisite, corequisite or advisory is based on tests, the type and number of examinations, and grading criteria.	**X**	
4. Selection of this prerequisite, corequisite or advisory is based on a detailed course syllabus and outline of record, related instructional materials and course format.	**X**	
5. The body of knowledge and/or skills which are necessary for success before and/or concurrent with enrollment have been specified in writing.	**X**	
6. The course materials presented in this prerequisite or corequisite have been reviewed and determined to teach knowledge or skills needed for success in the course requiring this prerequisite.	**X**	
7. The body of knowledge and/or skills necessary for success in the course have been matched with the knowledge and skills developed by the prerequisite, corequisite or advisory.	**X**	
8. The body of knowledge and/or skills taught in the prerequisite are not an instructional unit of the course requiring the prerequisite.	**X**	
9. Written documentation that steps 1 to 8 above have been taken is readily available in departmental files.	**X**	

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

In addition to the affirmation of content review listed in section I, an additional level of scrutiny is also required. The level of scrutiny depends on which type of prerequisite is involved. There are six types and each is listed below. Please identify which one is being used to justify the proposed prerequisite. The additional level of scrutiny corresponding to each type of prerequisite is identified below.

Type 2: Sequential within and across disciplines (e.g., Physics 7, 8, 9, …)

X **Photo 32 is the third course in the Photo 30, 31/33, 32 sequence. Technical, photographic, computer, and safety skills learned in Photo 30 and 31 are imperative for success in Photo 32.**

Complete the Prerequisite Worksheet

Type 5: Health and Safety

X **Students who lack the prerequisite might endanger themselves, other students or staff. Explain: The studio environment can be a very dangerous place without proper training of high-voltage strobe equipment, heavy grip gear, and proper rigging techniques. The digital backs that students have access to in Photo 32 retail for approximately $20,000 and are easily destroyed without proper training that is received in Photo 31.**

modified 09/26/2012

Prerequisite Worksheet

ENTRANCE SKILLS FOR **(Photo 32)**
(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Ability to safely and effectively operate medium format digital backs
B)	Ability to handle high-voltage and potentially dangerous lighting equipment safely in a shared studio environment
C)	Demonstrate the ability to properly light various types of people using traditional patterns, methods, and techniques

EXIT SKILLS (objectives) FOR **(Photo 31)**
(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Students will have the ability to work safely, properly and efficiently in a photographic studio environment with multiple light sources, different types of lighting equipment and with various types of grip equipment without causing harm to self, others or the equipment
2.	Students will have the ability to determine the appropriate lighting style, quality, and pattern for any given subject by creating form, 3-dimensionality, texture, controlled reflections, background separation and mood through proper creation of lighting patterns and ratios regardless of type of light source being utilized

		ENTRANCE SKILLS FOR (Photo 32)							
		A	B	C	D	E	F	G	H
EXIT SKILLS FOR (Photo 31)	1	X	X						
	2			X					
	3								
	4								
	5								
	6								
	7								
	8								

PROGRAM OF STUDY
<u>MEDICAL CODING AND BILLING SPECIALIST Certificate of Achievement</u>

Required Courses: (33-34 units)

ANATMY 1	Human Anatomy	4
	or	
BIOL 2	Human Biology	3
CIS 4	Introduction To Computers Business Applications	3
CIS 30	Microsoft Excel	3
OFTECH 5	English Skills For The Office	3
OFTECH 20	Medical Vocabulary	3
OFTECH 23	Medical Billing (Medisoft)	3
OFTECH 24	Medical CodingBilling 1	3
OFTECH 25	Medical Coding/Billing 2	3
OFTECH 26	Medical Coding/Billing 3	3
OFTECH 27	Medical Office Procedures	3
OFTECH 28	Electronic Health Records	3

Select 3 units from the following keyboarding courses:		**Units**
OFTECH 1	Keyboarding I	3
OFTECH 1A	Keyboarding 1A	1
OFTECH 1B	Keyboarding 1B	1
OFTECH 1C	Keyboarding 1c	1
OFTECH 9	Keyboarding Improvement	1
OFTECH 10	Skill Building On The Keyboard	3

Total Units   **36 - 37**

PROGRAM OF STUDY
MEDICAL ADMINISTRATIVE ASSISTANT Certificate of Achievement

Required Courses: (33 units)

CIS 4	Introduction To Computers Business Applications	3
CIS 37A	Microsoft Word I	3
CIS 37B	Microsoft Word II	3
CIS 39	MS Outlook - Comprehensive Course	3
OFTECH 5	English Skills For The Office	3
OFTECH 20	Medical Vocabulary	3
OFTECH 21	Medical Terms And Transcription 1	3
OFTECH 23	Medical Billing (Medisoft)	3
OFTECH 24	Medical CodingBilling 1	3
OFTECH 27	Medical Office Procedures	3
OFTECH 28	Electronic Health Records	3

Select 3 units from the following keyboarding courses to complete 36 units:		**Units**
OFTECH 1	Keyboarding I	3
OFTECH 1A	Keyboarding 1A	1
	and	
OFTECH 1B	Keyboarding 1B	1
	and	
OFTECH 1C	Keyboarding 1c	1
OFTECH 9	Keyboarding Improvement	1
OFTECH 10	Skill Building On The Keyboard	3

Total Units   36

PROGRAM OF STUDY

Public Policy AA Degree

The Associate degree and Certificate of Achievement in Public Policy consist of an interdisciplinary and multidisciplinary course of study that presents an overview of the development and implementation of important public policies affecting the lives of local, regional, and state residents. This program is designed to equip students with the skill and tools to successfully engage in civic debate and to critically evaluate and analyze the development and implementation of substantive public policies, while providing an opportunity to work with governmental and non-governmental organizations and agencies in a direct way. This major may also lead to many other careers. For additional possibilities, visit the Career Services Center on campus to utilize computerized career information systems and other valuable career resources.

Required Core Courses: (8 units)		Units
POL SC 1	National And California Government	3
	or	
POL SC 3	Introduction to Politics: Justice, Power and Agency	3
POL SC 31	Introduction to Public Policy	3
POL SC 95	Experiential Learning	2

Critical Thinking and Communication: Area A - English Language and Critical Thinking (3 units)		Units
BUS 32	Business Communications	3
ENGL 1	Reading And Composition 1	3
ENGL 2	Critical Analysis And Intermediate Composition	3
ENGL 31	Advanced Composition	3
HIST 47	The Practice Of History	3
PHILOS 7	Logic And Critical Thinking	3

Critical Thinking and Communication: Area B - Oral Communication/Media Literacy: (3 units)		Units
COM ST 11	Elements Of Public Speaking	3
COM ST 37	Intercultural Communication	3
JOURN 1	The News	3
MEDIA 1	Survey of Mass Media Communications	3
MEDIA 2	Reading Media Acquiring Media Literacy Skills	3
MEDIA 10	Media, Gender, and Race	3
WOM ST 30	Women And Popular Culture	3

Students are required to take two courses WITHIN one of the five (5) specialization tracks: (6 units)

Specialization Area: Education Track		Units
EDUC 1	Careers in Education	3

EDUC 2	The Early Childhood Through 12th Grade Teaching Ex	3
ECE 45	Children With Special Needs	3
ECE 11	Child Family And Community	3
ECE 19	Teaching In A Diverse Society	3
ECE 64	Health Safety And Nutrition For Young Children	3

Specialization Area: Environmental Track   Units

BIOL 9	Environmental Biology	3
ENVRN 7	Introduction To Environmental Studies	3
	or	
GEOG 7	Introduction To Environmental Studies	3
ENVRN 20	Environmental Ethics	3
	or	
PHILOS 20	Environmental Ethics	3
ENVRN 22	Environmental Politics And Policies	3
	or	
POL SC 22	Environmental Politics And Policies	3
ENVRN 40	Environmental Psychology	3
	or	
PSYCH 40	Environmental Psychology	3
GEOG 14	Geography Of California	3

Specialization Area: Public Health Track   Units

ECE 64	Health Safety And Nutrition For Young Children	3
HEALTH 10	Fundamentals Of Healthful Living	3
NURSNG 60	Multicultural Health And Healing Practices	3
NUTR 1	Introduction To Nutrition Science	3
NUTR 7	Food And Culture In America	3

Specialization Area: Urban/Socioeconomic Track   Units

ECON 1	Principles Of Microeconomics	3
ECON 2	Principles Of Macroeconomics	3
ECON 6	Contemporary Economic Problems	3
HIST 10	Ethnicity And American Culture	3
POL SC 21	Race Ethnicity And The Politics Of Difference	3
SOCIOL 1	Introduction To Sociology	3
	or	
SOCIOL 1S	Introduction To Sociology- Service Learning	3
SOCIOL 2	Social Problems	3
	or	
SOCIOL 2S	Social Problems-- Service Learning	3

SOCIOL 34	Racial And Ethnic Relations In American Society	3
SOCIOL 30	African Americans In Contemporary Society	3
SOCIOL 31	LatinasOs In Contemporary Society	3
SOCIOL 32	Asian Americans In Contemporary Society	3
URBAN 8	Introduction To Urban Studies	3
GEOG 8	Urban Geography: Introduction to Urban Studies	3

Specialization Area: Arts Track		**Units**
AHIS 3	Western Art History III	3
AHIS 11	Art Appreciation Introduction To Global Visual Culture	3
AHIS 72	American Art History	3
DANCE 2	Dance In American Culture	3
DANCE 5	Dance History	3
DANCE 9	Dance Productions	3
MUSIC 31	Music History 2	3
MUSIC 33	Jazz in American Culture	3
MUSIC 36	History Of Rock Music	3
MUSIC 37	Music In American Culture	3
TH ART 2	Introduction To The Theatre	3
TH ART 5	History Of World Theatre	3

| **Total Units** | **20** |

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