



Curriculum Committee Agenda

Wednesday, October 2, 2019, 3:00 p.m.
Loft Conference Room – Drescher Hall 300-E

Members:

Dana Nasser, <i>Chair</i>	Sheila Cordova	Nick Mata	Brandon Reilly
Jason Beardsley, <i>Vice Chair</i>	Guido Davis Del Piccolo	Emin Menachekanian	Lydia Strong
Brenda Antrim	Gary Huff	Jennifer Merlic	Toni Trives
Garen Baghdasarian	Sasha King	Jacqueline Monge	Audra Wells
Fariba Bolandhemat	Jae Lee	Estela Narrie	Yongha Hwang (A.S.)
Dione Carter	Jamar London	Lee Pritchard	Safa Saleem (A.S.)

Interested Parties:

Clare Battista	Rachel Demski	Stacy Neal	Esau Tovar
Maria Bonin	Vicki Drake	Patricia Ramos	Tammara Whitaker
Patricia Burson	Kiersten Elliott	Estela Ruezga	A.S. President
Susan Caggiano	Maral Hyeler	Scott Silverman	

Ex-Officio Members:

Nathaniel Donahue

(Information items are listed numerically; action items are listed alphabetically)

- I. Call to Order and Approval of Agenda
- II. Public Comments *(Two minutes is allotted to any member of the public who wishes to address the Committee.)*
- III. Announcements
- IV. Approval of Minutes 3
- V. Chair’s Report

- VI. Information Items
 - 1. Redesign of the Student Experience
 - (Courses: Non-Substantial Changes)*
 - 2. ENGR 1 Introduction to Engineering
 - 3. ENGR 12 Statics
 - 4. ENGR 16 Dynamics
 - 5. ENGR 21 Circuit Analysis
 - 6. ENGR 22 Circuit Analysis Lab
 - 7. PHYSCS 12 Introductory Physics Non-Lab
 - 8. PHYSCS 14 Introductory Physics with Laboratory

VII. Action Items

- (Programs: Revisions)*
 - a. Management and Leadership AS/Certificate of Achievement 6
 - Certificate of Achievement being separated from AS degree (no changes to AS)
 - Remove BUS 5 from required courses in Certificate of Achievement (reducing required units to 9); overall Certificate of Achievement units reduced to 18

- b. Sales and Promotion 7
 - Certificate of Achievement being separated from AS degree (no changes to AS)
 - Remove BUS 1, BUS 22, BUS 32, BUS 34 from required courses (reducing required units to 9); remove BUS 5, BUS 8, BUS 62 and add BUS 22, BUS 34, BUS 35 to electives; increase elective units from 3 to 6; overall certificate units reduced to 15
 - c. Small Business Tax Practice Certificate of Achievement 8
 - Department Certificate being converted to Certificate of Achievement (no changes to courses and/or units)
 - d. Changes to degrees and certificates as a result of courses considered on this agenda
- VIII. New Business
- IX. Old Business
- X. Adjournment

Please notify Dana Nasser (x4841) or Jason Beardsley (x8054) if you are unable to attend this meeting.



Curriculum Committee Minutes

Wednesday, September 18, 2019, 3:00 p.m.
Loft Conference Room – Drescher Hall 300-E

Members Present:

Dana Nasser, <i>Chair</i>	Dione Carter	Jamar London	Lydia Strong
Jason Beardsley, <i>Vice Chair</i>	Sheila Cordova	Emin Menachekanian	Toni Trives
Brenda Antrim	Guido Davis Del Piccolo	Jacqueline Monge	Tammara Whitaker
Garen Baghdasarian	Gary Huff	Lee Pritchard	Yongha Hwang (A.S.)
Fariba Bolandhemat	Jae Lee	Brandon Reilly	Safa Saleem (A.S.)

Members Absent:

Sasha King	Jennifer Merlic	Estela Narrie	Audra Wells
Nick Mata			

Others Present:

Jinan Darwiche	Nathaniel Donahue	Steven Sedky	Howard Stahl
Rachel Demski	Nathan Khalil		

(Information items are listed numerically; action items are listed alphabetically)

I. Call to Order and Approval of Agenda

The meeting was called to order at 3:04 pm. Motion to approve agenda, with presentations/ action items first; Chair’s Report, Redesign of the Student Experience to be discussed after.
Motion made by: Sheila Cordova; **Seconded by:** Garen Baghdasarian
The motion passed unanimously. *(Brenda Antrim not present for vote.)*

II. Public Comments

None

III. Announcements

None

IV. Approval of Minutes

Motion to approve the minutes of the September 4, 2019 meeting with revision: Guido Davis Del Piccolo voted “no” on Item VII. b. “HEALTH 21”
Motion made by: Gary Huff; **Seconded by:** Sheila Cordova
The motion passed unanimously. *(Brenda Antrim not present for vote.)*

V. Chair’s Report

- All items from the September 4, 2019 meeting passed the Academic Senate
- For reference, curriculum acronyms are listed on pages 22-23 of the PCAH
- Dana Nasser, Nathaniel Donahue, and Steven Sedky attended the “2019 Academic Academy” conference in Long Beach, hosted by the ASCCC; a lot of good information on Pathways and student equity

VI. Information Items

1. Redesign of the Student Experience
Maps were vetted by the counselors; there were a lot of notes, so there will be a revisiting of program maps; professional development opportunities coming soon

2. [The Role of Curriculum Committee in the Student Redesign Experience Presentation](#)
(Nathaniel Donahue)
3. [CE Online Pathways](#)
(Steven Sedky)
4. Areas of Interest/Program Placement
Last year (18-19), programs were activated that had not been assigned an Area of Interest, over the summer work was done to assign them to areas:

Area of Interest	Program
Arts, Media, and Entertainment	Social Media Assistant
Business	Legal Office Clerk
Health and Wellness	Medical Office Clerk
STEM (Science, Technology, Engineering, and Mathematics)	Introduction to Engineering
STEM (Science, Technology, Engineering, and Mathematics)	Engineering

(Courses: Non-Substantial Changes)

5. HEALTH 21 Aging and Older Adulthood

VII. Action Items

(Courses: Distance Education)

- a. AD JUS 3 Legal Aspects of Evidence
Motion to approve distance education component for AD JUS 3 with minor revisions
Motion made by: Toni Trives; **Seconded by:** Yongha Hwang
The motion passed unanimously.
- b. AD JUS 5 Criminal Investigation
Motion to approve distance education component for AD JUS 5 with minor revisions
Motion made by: Jae Lee; **Seconded by:** Jamar London
The motion passed unanimously.

(Programs: Revisions)

- c. Computer Science AS/Certificate of Achievement
 - Update of catalog description and program outcomes
 - Reduce “Required” units from 28 to ~~23~~ 17; total program units from 32 to ~~29~~ 23
 - Required Core Courses: remove CS 40, CS 60, MATH 8; ~~add MATH 2~~
 Motion to approve all changes to Computer Science AS/Certificate of Achievement with additional change of removing MATH 2 from required courses; reducing “Required” units from 23 to 17; reducing total program units to 23
Motion made by: Dione Carter; **Seconded by:** Garen Baghdasarian
 The motion passed unanimously.
- d. Web Developer AS/Certificate of Achievement
 - Required Courses: remove CS 3, CS 84, CS 86; add CS 73A, CS 79A
 - Electives: remove CS 15, CS 19, CS 32, CS 55, CS 56, CS 61, CS 65; add CS 73B, CS 73C, CS 77A, CS 77B, CIS 67, CS 32, CS 87A to the list
 - No change in units
 Motion to approve all changes to Web Developer AS/Certificate of Achievement with no additional revisions

Motion made by: Fariba Bolandhemat; **Seconded by:** Gary Huff
The motion passed unanimously. (*Brenda Antrim not present for vote*)

- e. Changes to degrees and certificates as a result of courses considered on this agenda
Motion to approve any changes to programs as a result of courses on this agenda
Motion made by: Gary Huff; **Seconded by:** Jae Lee
The motion passed unanimously.

VIII. New Business
None

IX. Old Business
None

X. Adjournment
Motion to adjourn the meeting at 4:57 pm.
Motion made by: Yongha Hwang; **Seconded by:** Lydia Strong
The motion passed unanimously.

**SANTA MONICA COLLEGE
PROGRAM OF STUDY**

**Management/Leadership
Certificate of Achievement**

With the constantly growing variety of businesses in the world, business management career opportunities are vast and diverse. SMC's Management/Leadership program prepares students for this unlimited field with solid analytical skills, training in methods for resolving problems, and the managerial skills required for planning and executing strategies in pursuit of organizational goals.

Program Learning Outcomes:

Upon completion of the program, students will demonstrate coherent and comprehensive analyses of business issues, identify and resolve ethical dilemmas in the domestic and global business environment, and apply managerial skills in planning, organizing, directing and controlling business enterprises in the domestic and global environments.

Area of Emphasis

Required Core Courses: (9 units)		Units: 9.0
BUS 1	Introduction To Business	3.0
BUS 32	Business Communications	3.0
BUS 65	Management Principles	3.0
Select three from the following courses: (9 units)		Units: 9.0
BUS 51	Intercultural Business Communication	3.0
OR		
COM ST 37	Intercultural Communication	3.0

BUS 54	International Management	3.0
BUS 62	Human Relations And Ethical Issues In Business	3.0

BUS 67	Business Strategies	3.0
BUS 72	Organizational Management And Leadership	3.0
BUS 76	Human Resources Management	3.0

BUS 79	Bargaining And Negotiations	3.0
		Total: 18.0

**SANTA MONICA COLLEGE
PROGRAM OF STUDY**

**Sales and Promotion
Certificate of Achievement**

This program prepares students for careers in sales and other contemporary marketing responsibilities. Sales promotion techniques are examined as students develop skills in the modern sales process. Developing a strategic approach to customer relationship management and the life time value of the customer will equip students with the mindset to succeed in today's dynamic marketplace.

Program Learning Outcomes:

Upon completion of the program students will demonstrate coherent and comprehensive analyses of business issues, identify and resolve ethical dilemmas in the domestic and global business environment, and develop a sales and promotion plan that incorporates elements of the promotion mix, including social media, and an engaging oral and written sales presentation.

Area of Emphasis

Required Courses: (9 units)		Units: 9.0
BUS 20	Principles Of Marketing	3.0
BUS 23	Principles Of Selling	3.0
BUS 28	Marketing Promotion	3.0
Select two courses from the list below. (6 units):		Units: 6.0
BUS 21	Merchandising Principles	3.0
BUS 22	Introduction To Advertising	3.0
BUS 25	Advertising Display	3.0
BUS 27	Introduction To E-Commerce	3.0
BUS 34	Introduction to Social Media Marketing	3.0
BUS 35	Customer Relationship Management	3.0
		Total: 15.0

SANTA MONICA COLLEGE

PROGRAM OF STUDY

Small Business Tax Practice

Certificate of Achievement

This program is intended for individuals to enter the tax profession and enable them to prepare tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through an internship or SMC's Volunteer Income Tax Assistance (VITA) program provides real-world knowledge.

Program Learning Outcomes:

Upon completion of the program, students will demonstrate a range of tax preparation skills required to complete both Federal and State tax returns for individuals.

Area of Emphasis

Internship or Volunteer Income Tax Assistance (VITA) program participation. Units: 1.0

ACCTG 19A	IRS Volunteer Income Tax Assistance (VITA) Program - Tax Preparer	1.0
OR		
ACCTG 90A	Accounting Internship	1.0

Required courses: (10 units) Units: 10.0

ACCTG 9	Accounting Ethics	3.0
ACCTG 17	Income Tax Preparation (CTEC-Approved)	4.0
ACCTG 16	Taxation of Corporations, Partnerships, Estates and Trusts	3.0

Select two courses from the following: (6 units) Units: 6.0

ACCTG 31A	Excel For Accounting	3.0
OR		
ACCTG 31B	Advanced Excel For Accounting	3.0

BUS 8	Law for the Entrepreneur	3.0
BUS 23	Principles Of Selling	3.0
BUS 34	Introduction to Social Media Marketing	3.0
BUS 63	Principles Of Entrepreneurship	3.0

Total: 17.0