



## Curriculum Committee Minutes

Monday, October 20, 2025

Room 154

3:00 p.m.

### 1. CALL TO ORDER

Meeting called to order at 3:01pm.

**Present:** Rebecka Renfer, Scott Yates, Katie Elwood, Cheryl Cruse, Juane Van Der Linde, Joanne Tippin, Marcee Martinez, Audrey Barto, James Tate, Mark Montgomery, Tim Shelton, Sam Gordon, Ben Daw

**Absent:** Leimone Waite, Nickie McGarry

**Guests:** Ioanna Iatridis, Laura Specht, Kim Alcorn, Justina Meeder, Iva Gallmeister, Will Breitbach, Stacey Bartlett, Destinee Ecklin, Zachary Gifford, Tobi Tighe, Jeanne Veich, Renee Garcia

### 2. INTRODUCTIONS

Stacey – Zach Gifford is new in the Music Department. He’s our new Recording Arts Specialist.

### 3. MINUTES OF THE SEPTEMBER 29, 2025 MEETING

Motion to approve the September 29, 2025 minutes by: Elwood/Tate

Motion passed unanimously.

### 4. OPPORTUNITIES FOR PUBLIC COMMENT

### 5. COMMENTS FROM THE CHAIRS

Scott – The one thing I wanted to bring up was what we want from students. We have Sam here joining us now, and he’s been doing a great job. We want to continue this conversation with the students through Student Senate. It would help them, and it would help us to answer their questions if we know what they are. What do we want to know from students about Curriculum?

Audrey – I think in our training, we’re encouraged to aim for “student friendly language,” and I just wonder if we really are. For example, in the Course Description. I know it’s not the main goal of the Course Description, but it’s one of them. Also, how many students consider Course Descriptions when choosing courses or are they just taking whichever courses are needed for their program?

Scott – Something the students mentioned when I met with Student Senate was that they’re interested in knowing when courses are offered and that they’re going to be offered on a certain, set schedule. It might be good for us to consider asking faculty “Are you planning to offer this course regularly?” when revising courses or creating new ones.

Ioanna – Things we hear in our office is that sometimes the structure of a course online can be hard. Students would like to be able to open all assignments so they can manage their time better.

Audrey – Am I correct in thinking students don’t have access to the Course Outline of Record? So, a lot of students don’t know what a 6-unit course means in terms of workload. Hopefully we’re communicating to students how much time the courses are going to take, but that’s something to consider. And on the flip side, if we’re using the CBE model and moving away from “hours per week,” we should make sure students understand.

Ioanna – I think that switch is going to take a while.

Audrey – Didn’t Early Childhood roll that out?

Ioanna – They did, but it’s going to be a while before it goes any farther.

Juane – Yeah, I mean, I just always remind my students, “Yes, this is a lot, but we have a lot to cover for a 4-unit course in 18 weeks.” Most of the time, students are ok with it, but I do get questions about the workload.

Scott – If you guys can think of anything else directly related to the Course Outline of Record and want Sam to communicate to Student Senate about them, let's talk about those. Ioanna, did you have anything else?  
Ioanna – I'm leaving tomorrow for the CIO Conference and I'm anxious to hear updates about Phase IIB of CCN. Phase III seems, of course, like it will be delayed.

## 6. CURRICULUM REP AREA REPORTS

Katie – I've just been helping faculty with revisions as they need it.  
James – Nothing.  
Leimone – *absent*  
Juane – This last Wednesday, we finished the Accounting courses for CCN Phase III.  
Marcee – We don't have to do Common Course Numbering where I am, so yay! We do need to make some curriculum changes to our program, though, but I don't think it will happen until Spring.  
Joanne – We're trying to create a second pathway for the Youth Wellness Coaching certificate on the website. Also, my students aren't getting financial aid for my certificate like I thought. So, it's important for us to look at whether or not these programs and certificates are eligible for financial aid.  
Mark – They finally passed the requirements for police officers, and we're changing the AA to a modern policing degree. It's not much different, though. We're also doing a 16-unit certificate students can get to attach to their AA as well.  
Ben – Nothing.  
Audrey – In our last department meeting, we didn't have much except updates for Common Course Numbering. We have a group of faculty who just teach statistics, so we're talking about the changes between our old course and the new Common Course Numbering version.  
Tim – Nothing.  
Cheryl – Nothing.  
Nickie – *absent*  
Rebecka – All of the courses submitted for UCTCA were approved. I also wanted to mention that Student Services actually reached out and asked if I'd start sending new certifications that come through Curriculum to Renee Garcia. I also spoke with Laura about when the new CNET is created to maybe put in a place to add for faculty to say they've spoken to Financial Aid. There might have been some misinterpretation on what they could submit. It seemed like if it meets degree requirements, it should be fundable, but I know there are other things they have to look at. We're asking other Financial Aid counselors at other colleges to see how they're doing it. With the Dept of Ed, financial aid eligibility is taking about 8 months to be approved.  
Sam – Nothing.

## 7. GENERAL EDUCATION COMMITTEE REPORT

Rebecka – Our next meeting is this Thursday.

## 8. CURRICULUM TRAINING

*\*Scott pulls up memo from the Chancellor's Office*  
**New Title 5 Language related to the Course Outline of Record**  
Scott leads faculty in a discussion of to what extent SC's current curriculum review processes and CORs meet the new Title 5 language. Discussion centers on IDEAA/DEI, UDL, and how these are addressed or not in the current CORs. Scott encouraged faculty to connect DEI statements to specifics in other parts of the COR, such as Course Objectives, Course Content, Methods of Instruction, Methods of Assessment, and Typical Assignments. One proposal for addressing UDL more consistently in the CORs is to expand the DEI field with a question specifically about UDL. This conversation will be continued in future meetings.

## 9. DISCUSSION/ACTION ITEMS – New Programs

### 9.1 Accounting Foundations – New Certificate Proposal

#### **PROGRAM DESCRIPTION:**

This certificate is designed to meet industry demands for foundational accounting skills while preparing students for the IMA's FMAA certification. It serves as a stackable pathway within our

existing accounting programs, with the next step being the Accounting Specialist Certificate. It addresses the evolving needs of the accounting profession, enhances student employability, and provides a strong foundation for further academic and professional growth in the field of accounting.

This certificate is approved through the California Community College Chancellor’s Office. Upon satisfactory completion of the listed requirements **and filing an application for graduation with Admissions and Records**, the student’s transcript will reflect completion of this certificate.

**PROGRAM LEARNING OUTCOMES:**

1. Utilize QuickBooks Online to accurately process accounting information and prepare financial reports in compliance with generally accepted accounting principles.
2. Apply the accounting equation and perform all phases of the accounting cycle, including preparation and interpretation of financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.
3. Analyze and apply core managerial accounting concepts, including cost classifications, cost systems, cost-volume-profit relationships, budgeting, variance analysis, responsibility accounting, differential analysis, strategic performance measurement, and capital budgeting decisions to support effective management decision-making, planning, and control.

**CERTIFICATE REQUIREMENTS:**

		<b>Units</b>
ACCT 101	Basic Accounting I	3
ACCT 103	QuickBooks Online	2
ACCT 2	Financial Accounting	4
ACCT 4	Managerial Accounting	4
<b>TOTAL UNITS FOR PROGRAM</b>		<b>13</b>

**Justification:** This certificate is designed to meet industry demands for foundational accounting skills while preparing students for the IMA’s FMAA certification. This certificate serves as a stackable credential within our existing accounting programs, providing flexibility for diverse career paths. It addresses the evolving needs of the accounting profession, enhances student employability, and provides a strong foundation for further academic and professional growth in the field of accounting and finance.

Motion to approve 9.1 by: Van Der Linde/Tippin

Juane – This certificate as well as the one after it is part of faculty making updates to our existing certificates and our two programs. The programs haven’t been updated in a very long time so we decided to take a look at them. We looked at what other community colleges are doing in the accounting field; too many people are retiring and not enough people are filling in the vacancies, so we tried to beef up our programs. We broke our certificates up and now they are some stackable certificates. There’s a new accounting certificate as well that this certificate will prepare them for. They could also get a job immediately after this certificate since they’re learning a lot of essential skills. Also, these three certificates now stack directly into the Associates Degree. A lot of my students are Business students, but every once in a while, I get an Accounting student who wants to pursue a bachelor’s degree. They essentially have to start over, though, because our current degree isn’t set up to give them the option to go further. So now they’re perfectly set up to transfer. And, if students want to pursue a Business degree after these certificates, it’s just another handful of classes.

Joanne – So do students get financial aid?

Juane – Yes, since this certificate prepares them for an industry certification, it qualifies them for financial aid.

Will – Is that correct, Renee?

Renee – It’s my understanding that the certificate needs to be 16 units and fully count towards an associate’s degree. They’d have to have that on file as their major.

Scott – So as long as they’re enrolled in this higher-unit certificate, even if they don’t complete the degree, they’ll have financial aid.

Laura – So does it need to be 16 units or approved by the Chancellor’s Office?

Renee – 16 units, standalone.

Juane – Does it make any difference if it’s CTE or not?

Renee – All of our programs are really considered CTE, but the CIP Code does have to translate to a standard occupational code.

Scott – So it will be important for counselors to be aware of that.

Rebecka – Why isn't 102 included?

Juanne – We plan to discontinue 102.

Scott – Do we have the faculty for this?

Juanne – Yes. All the courses being moved around are currently taught.

Motion passed unanimously.

## 9.2 Accounting Specialist – New Certificate Proposal

### **PROGRAM DESCRIPTION:**

This certificate builds directly on the Accounting Foundations Certificate, providing additional depth in accounting systems, technology, and specialized procedures. This certificate equips students to pursue roles such as accounting clerk or bookkeeper and prepares them for further advancement through later certificates or degree programs.

This certificate is approved through the California Community College Chancellor's Office. Upon satisfactory completion of the listed requirements and **filing an application for graduation with Admissions and Records**, the student's transcript will reflect completion of this certificate.

### **PROGRAM LEARNING OUTCOMES:**

1. Demonstrate proficiency in keyboarding and numeric data entry by accurately and efficiently using touch typing and the 10-key keypad, and apply Microsoft Word skills to format business documents such as letters, memos, reports, tables, and labels.
2. Prepare and process payroll records and payroll tax returns in accordance with federal and state laws and regulations.
3. Demonstrate understanding of individual, partnership, and corporate income tax concepts, including gross income, deductions, credits, depreciation, capital gains and losses, payroll taxes, and tax planning in accordance with current tax laws and regulations.
4. Analyze and apply core managerial accounting concepts, including cost classifications, cost systems, cost-volume-profit relationships, budgeting, variance analysis, responsibility accounting, differential analysis, strategic performance measurement, and capital budgeting decisions to support effective management decision-making, planning, and control.
5. Utilize accounting and business software, including QuickBooks Online and Excel, to process accounting information and prepare financial reports in compliance with generally accepted accounting principles.
6. Apply the accounting equation and perform all phases of the accounting cycle, including preparation and interpretation of financial statements for service and merchandising organizations in accordance with generally accepted accounting principles.

### **CERTIFICATE REQUIREMENTS:**

		<b>Units</b>
ACCT 101	Basic Accounting I	3
ACCT 103	QuickBooks Online	2
ACCT 104	Payroll Accounting	2
ACCT 194	Income Tax	3
ACCT 2	Financial Accounting	4
ACCT 4	Managerial Accounting	4
BSOT 10	Excel for Windows I	1
BSOT 11	Excel for Windows II	1
BSOT 51	Introduction to Keyboarding and Word	3
BSOT 64	Computerized 10-Key	.5
<b>TOTAL UNITS FOR PROGRAM</b>		<b>23.5</b>

**Justification:** Due to changing industry needs, we are adding this stackable certificate to provide entry-level skills while encouraging students to pursue the higher-level certificates and degree.

Motion to approve 9.2 by: Van Der Linde/Tippin

Juanne – The only difference with this one is that we’re adding the rest of the accounting classes. We’re also adding Excel skills and office skills that would make them office ready.

James – When students are taking the first certificate, are they being advised to enroll in the second certificate to ensure financial aid?

Juanne – We’ll have to talk to the counselors to make sure they’re doing that. The goal here, since these certificates are stackable, is that they’ll do all of them.

Rebecka – We do try to do that. Will this be for Spring 26 addendum?

Juanne – Fall 26, I believe.

Motion passed unanimously.

#### 10. **DISCUSSION/ACTION ITEMS – New Courses**

**10.1. MUS 17 Computer Software for Musicians – New Course w/DE, 3 units**

Proposed Disciplines: Commercial Music or Music (Masters Required)

Justification: Introductory course for Recording Arts certificate program.

**10.2. MUS 18 Introduction to Music Technology – New Course w/DE, 3 units**

Proposed Disciplines: Commercial Music or Music (Masters Required)

Justification: This course serves as the second step in the Recording Arts certificate, following MUS 17 and preceding MUS 19. It provides the essential foundational knowledge of hardware and audio concepts required for advanced study in recording and production.

**10.3. MUS 19 Recording and Production Techniques – New Course w/DE, 3 units**

Proposed Disciplines: Commercial Music or Music (Masters Required)

Justification: This course serves as the capstone for the Recording Arts certificate. It provides students with the opportunity to synthesize the software skills from MUS 17 and the foundational theory from MUS 18 in a comprehensive, project-based environment, preparing them for entry-level work or transfer.

Motion to approve 10.1-10.3 by: Elwood/Tate

James – Zach, will you be teaching these? So you have the scheduling time?

Zach – Yes, and we’re looking to restructure some of our faculty, so I’ll be taking over some courses from retiring faculty.

Scott – Are these attached to a certificate?

Zach – We plan to create a Recording certificate.

Cheryl – Do you have to buy a bunch of new software and equipment?

Zach – Eventually, that would be great. We can use what we have for now though.

James – Would these be offered in progression or concurrently?

Zach – Probably one course every semester.

Scott – Do we have any funding that can go to this program?

Stacey – We have a meeting planned with our advisory council, and we hope to get the blessings of North Far North. This is really essential to keep up, as music progresses.

Scott – I think there are some local middle schools and high schools that are starting to develop programs like this as well, and these should feed well into our courses/program.

Marcee – Do these need to have prerequisites?

Zach – As of now, MUS 17 or MUS 18 will be prerequisites for MUS 19.

James – So you have to have both 17 and 18, at least one prior and one concurrent, before MUS 19?

Laura – MUS 19 only has an Advisory of MUS 17 on it.

Marcee – But it needs it as a prerequisite?

Zach – I would say for now it can be an Advisory, and then we can adjust it later if we see students are struggling to keep up with the content in MUS 19.

Stacey – If they decide they want to add a prerequisite to this course after teaching it for a semester, how soon can it be added?

Laura – It would be a revision that would go into effect the next catalog year.

James – How hard would it be to teach this course if students weren't able to really keep up with MUS 19?

Zach – It would be very difficult for the student who is struggling, but it wouldn't really affect my being able to teach the class.

Stacey – If we decide to add the prerequisite this semester, would it still go into effect Fall 2026?

Scott – These courses don't need to go through right now.

Marcee – We could vote on 17 and 18 and then postpone 19.

Scott – Let's withdraw the previous motion and make a new one.

Motion withdrawn by: Elwood/Tate

10.3 tabled.

New motion to approve 10.1-10.2 by: Elwood/Martinez

Motion passed unanimously.

## 11. DISCUSSION/ACTION ITEMS – Course Reactivations

### 11.1 **ECE 14 School-Age Learning and Development ~~School-Age and Adolescent Development~~** **Last offered: Spring 2012**

Justification: To promote learning specific to school-age development, supporting PK-3 grade credentials, and after-school programs. This class will be an option for paraprofessionals and PK-3 grade teachers looking for the 24 units of ECE.

Proposed Revisions:

Updated Title  
Updated Course Description  
Updated Objectives  
Updated Course Content  
Updated Texts and Materials  
Updated DEI Statement  
Updated Typical Assignment  
Updated SLOs  
Updated Distance Ed

### 11.2 **ECE 24 EC Curriculum: School-Age Care and Curriculum Design ~~EC Curriculum: School-Age Care~~** **Last offered: Spring 2016**

Justification: To promote ag [sic] curriculum, supporting PK-3 grade credentials and after-school programs. This class will be an option for paraprofessionals and PK-3 grade teachers looking for the 24 units of ECE.

Proposed Revisions:

Updated Title  
Updated Course Description  
Updated Objectives  
Updated Course Content  
Updated Texts and Materials  
Added DEI Statement

Updated Typical Assignment  
Updated SLOs  
Updated Distance Ed

Motion to approve 11.1-11.2 by: Tippin/Van Der Linde

James – Why were these courses deactivated?

Jeanne – At the time, school-age care and development were getting low enrollment. The new work permit coming out from the state has a School-Age Specialization on it, and they're saying you have to have so many units working with children Pre-K through 13. This will complement what they need on their Teacher Permit when they apply to work at a school-age program, and it also helps them understand where children are at developmentally when they're 11 and 12. It prepares them to work with children in 4<sup>th</sup> and 5<sup>th</sup> grade. We have credentialed teachers coming back to get these requirements.

Scott – So you think most people taking these courses would be up-skilling for their current jobs?

Jeanne – Yes. We're also trying to figure out how to make this a specialization just like we have Infant/Toddler and Special Needs, but the landscape keeps changing so we're trying to help students figure out what types of children they want to work with. We're trying to give options, and this would be an option.

Motion passed unanimously.

## 12. DISCUSSION/ACTION ITEMS – Course Deactivations

### 12.1 **AGNR 310 Introduction to Trail Maintenance**

**Last offered: Never**

Justification: Course has not been offered since it was built.

Proposal Impact:

- None

### 12.2 **FAID 178 EMT I Basic Recertification**

**Last offered: Summer 2023**

Justification: Currently most EMS agencies re-certify their own personnel, and there are many more opportunities for students to maintain their continuing education outside of this course.

Proposal Impact:

- *General Studies - Health AS.1499*

### 12.3 **FIRS 102 IHC Leadership Development**

**Last offered: Spring 2023**

Justification: Course hasn't been requested for a while.

Proposal Impact:

- **Fire Technology – AS.1240**

### 12.4 **FIRS 118 Introduction to Wildland Firefighting**

**Last offered: Fall 2020**

Justification: The last active section of this course was taught in F20.

Proposal Impact:

- **Fire Technology – AS.1240**

### 12.5 **FIRS 185 Fire Command 2A, Major Fires**

**Last offered: Never**

Justification: This course has never had any sections scheduled.

Proposal Impact:

- **None**

### 12.6 **INDE 341 Industrial Electronics**

**Last offered: Never**

Justification: This course has never been offered.

Proposal Impact:

- INDE 342 (Prerequisite)

**12.7 INDE 342 Industrial Control Devices**

**Last offered: Never**

Justification: Has never been taught.

Proposal Impact:

- INDE 343 (Prerequisite)

**12.8 INDE 343 Industrial Motor Control**

**Last offered: Never**

Justification: This course has never been taught.

Proposal Impact:

- INDE 344 (Prerequisite)

**12.9 INDE 344 Industrial Process Control**

**Last offered: Never**

Justification: This course has never been taught.

Proposal Impact:

- None

Motion to approve 12.1-12.9 by: Van Der Linde/Tate

Scott – I just want to point out that most of these courses have never been offered, so this is just something to keep in mind when we have new courses.

Motion passed unanimously.

**13. DISCUSSION/ACTION ITEMS – Course/Program Revisions**

**13.1 AGEH 94 Horticulture Work Experience Education**

**Last offered: Fall 2025 (Currently)**

Limitation on Enrollment: FINANCIAL AID STUDENTS: Students must maintain concurrent enrollment in seven (7) units which include work experience education units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Work Experience Education.

Proposed Revisions:

- Updated Hours/Units (Repeatability)
- Minor updates to Objectives
- Minor updates to Course Content
- Minor updates to Typical Assignment
- Minor updates to SLOs

**13.2 AGNR 333 Licensed Timber Operator**

**Last offered: Fall 2025 (Currently)**

Proposed Revisions:

- Minor updates to Objectives
- Minor updates to Course Content
- Updated Texts and Materials
- Added DEI Statement
- Minor updates to SLOs

Motion to approve 13.1-13.2 by: Van Der Linde/Shelton

Motion passed unanimously.

**13.3 ANTH C1001 Introduction to Biological Anthropology 1-Physical Anthropology CCN**

**Last offered: Fall 2025 (Currently)**

Proposed Revisions:

Updated Title  
Updated Course Number  
Updated Description  
Updated Objectives  
Updated Course Content  
Updated Methods of Evaluation  
Updated Texts  
Minor update to DEI statement

Proposal Impact

- *General Studies – Natural Sciences AS.1514*
- *General Studies – Social Sciences AS.1516*
- *General Studies – Humanities AS.1515*
- *University Studies – Social Sciences AA.1501*
- *University Studies – Natural Sciences AA.1512*
- *SCGE*
- *Cal-GETC*

Motion to approve 13.3 by: Tate/Elwood

James – Thank you to Kimberly, Laura, and Rebecka for making this process much easier than it otherwise would've been!

Motion passed unanimously.

**13.4 ASL 2 American Sign Language 2**

**Last offered: Fall 2025 (Currently)**

Prerequisite: ASL 1 with a grade of C or higher

Corequisite: ASL 2L or previous completion of ASL 2L with a grade of C or higher

Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language

Proposed Revisions:

Minor update to Course Description  
Minor update to Objectives  
Updated Texts  
Minor update to DEI Statement  
Updated Requisites  
Minor update to Typical Assignment

Motion to approve 13.4 by: Elwood/Tate

Motion passed unanimously.

Motion to approve requisites by: Elwood/Tippin

Motion passed unanimously.

**13.5 AUTO 94 Automotive Technology Work Experience Education**

**Last offered: Fall 2025 (Currently)**

Limitation on Enrollment: FINANCIAL AID STUDENTS: Students must maintain concurrent enrollment in seven (7) units which include work experience education units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Work Experience Education.

Proposed Revisions:

Minor updates to Course Description  
Updated Objectives  
Updated Course Content

Minor updates to Typical Assignment  
Updated SLOs

Motion to approve 13.5 by: Van Der Linde/Shelton

Motion passed unanimously.

**13.6 CIS 20 Access for Windows I**

**Last offered: Fall 2025 (Currently)**

Advisory: Ability to type 25 wpm

Note: Class will require outside time using a computer with appropriate software. Some computer access is provided on campus at the Learning Resource Center and the Tehama campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.

Proposed Revisions:

Minor updates to Course Description  
Minor updates to Course Content  
Updated Methods of Evaluation  
Updated Texts and Materials  
Added DEI Statement  
Removed advisory  
Updated Distance Ed

**13.7 CIS 21 Access for Windows II**

**Last offered: Fall 2025 (Currently)**

Prerequisite: CIS 20 with a minimum grade of C or ~~CIS 23~~

Note: Class will require outside time using a computer with appropriate software. Computer access is provided on campus at the Learning Resource Center and the Tehama campus. Students taking the Internet format of this course must have access to the same version of Microsoft Operating System and Office Suite being used in the course.

Proposed Revisions:

Minor updates to Course Description  
Minor updates to Course Content  
Updated Methods of Evaluation  
Updated Texts and Materials  
Added DEI Statement  
Removed prerequisite

Motion to approve 13.6-13.7 by: Van Der Linde/Shelton

Motion passed unanimously.

Motion to approve prerequisite: Van Der Linde/Martinez

Motion passed unanimously.

**13.8 DIES 94 Diesel Technology Work Experience Education**

**Last offered: Fall 2025 (Currently)**

Limitation on Enrollment: FINANCIAL AID STUDENTS: Students must maintain concurrent enrollment in seven (7) units which include work experience education units. Students not receiving financial aid do not need to enroll in other courses in order to participate in Work Experience Education.

Proposed Revisions:

Minor updates to Objectives  
Minor updates to Course Content  
Minor updates to Typical Assignment  
Minor updates to SLOs  
Minor updates to Distance Ed

**13.9 DIES 160 Diesel Engine Electronic Control**  
**Last offered: Fall 2025 (Currently)**

Proposed Revisions:

- Minor updates to Course Description
- Minor updates to Objectives
- Minor updates to Course Content
- Updated Texts and Materials
- Added DEI Statement

**13.10 DIES 161 Diesel Technology Field Training**  
**Last offered: Spring 2025**

Proposed Revisions:

- Minor updates to Objectives
- Minor updates to Texts and Materials
- Added DEI Statement
- Minor updates to SLOs

Motion to approve 13.8-13.10 by: Van Der Linde/Shelton

Motion passed unanimously.

**13.11 DNTL 12 Head and Neck Anatomy**  
**Last offered: Fall 2025 (Currently)**

Limitation on Enrollment: Enrollment in the Dental Hygiene Program

Proposed Revisions:

- Minor updates to Objectives
- Minor updates to Course Content
- Updated Texts and Materials
- Added DEI Statement

**13.12 DNTL 14 Introduction to Clinic**  
**Last offered: Fall 2025 (Currently)**

Limitation on Enrollment: Enrollment in the Dental Hygiene Program

Proposed Revisions:

- Minor updates to Instructional Methodology
- Updated Texts and Materials
- Added DEI Statement
- Minor updates to Typical Assignment

**13.13 DNTL 21 General and Oral Pathology**  
**Last offered: Spring 2025**

Prerequisite: DNTL 10 with a minimum grade of C

Prerequisite: DNTL 11 with a minimum grade of C

Prerequisite: DNTL 12 with a minimum grade of C

Prerequisite: DNTL 13 with a minimum grade of C

Prerequisite: DNTL 14 with a minimum grade of C

Proposed Revisions:

- Minor updates to Course Content
- Updated Texts and Materials
- Added DEI Statement
- Minor updates to Typical Assignment

**13.14 DNTL 24 Clinical Practice I**  
**Last offered: Spring 2025**

Prerequisite: DNTL 10 with a minimum grade of C

Prerequisite: DNTL 11 with a minimum grade of C

Prerequisite: DNTL 12 with a minimum grade of C

Prerequisite: DNTL 13 with a minimum grade of C

Prerequisite: DNTL 14 with a minimum grade of C

Proposed Revisions:

Minor updates to Course Content

Minor updates to Methods of Evaluation

Updated Texts and Materials

Added DEI Statement

Minor updates to Typical Assignment

Minor updates to SLOs

**13.15 DNTL 25 Clinic I Seminar**

**Last offered: Spring 2025**

Prerequisite: DNTL 10 with a minimum grade of C

Prerequisite: DNTL 11 with a minimum grade of C

Prerequisite: DNTL 12 with a minimum grade of C

Prerequisite: DNTL 13 with a minimum grade of C

Prerequisite: DNTL 14 with a minimum grade of C

Proposed Revisions:

Minor updates to Course Content

Updated Texts and Materials

Added DEI Statement

Minor updates to Typical Assignment

**13.16 DNTL 40 Periodontology II**

**Last offered: Spring 2025**

Prerequisite: DNTL 30 with a minimum grade of C

Prerequisite: DNTL 31 with a minimum grade of C

Prerequisite: DNTL 32 with a minimum grade of C

Prerequisite: DNTL 33 with a minimum grade of C

Prerequisite: DNTL 34 with a minimum grade of C

Prerequisite: DNTL 35 with a minimum grade of C

Proposed Revisions:

Minor updates to Course Content

Updated Texts and Materials

Added DEI Statement

Minor updates to Typical Assignment

Minor updates to SLOs

**13.17 DNTL 41 Practice and Financial Management**

**Last offered: Spring 2025**

Prerequisite: DNTL 30 with a minimum grade of C

Prerequisite: DNTL 31 with a minimum grade of C

Prerequisite: DNTL 32 with a minimum grade of C

Prerequisite: DNTL 33 with a minimum grade of C

Prerequisite: DNTL 34 with a minimum grade of C

Prerequisite: DNTL 35 with a minimum grade of C

Proposed Revisions:

Minor updates to Objectives

Updated Texts and Materials

Added DEI Statement

Minor updates to Typical Assignment

Minor updates to SLOs

- 13.18 DNTL 43 Clinical Practice III**  
**Last offered: Spring 2025**  
Prerequisite: DNTL 30 with a minimum grade of C  
Prerequisite: DNTL 31 with a minimum grade of C  
Prerequisite: DNTL 32 with a minimum grade of C  
Prerequisite: DNTL 33 with a minimum grade of C  
Prerequisite: DNTL 34 with a minimum grade of C  
Prerequisite: DNTL 35 with a minimum grade of C  
Proposed Revisions:  
Minor updates to Objectives  
Minor updates to Course Content  
Added DEI Statement  
Minor updates to Typical Assignment  
Minor updates to SLOs

- 13.19 DNTL 45 Ethics and Jurisprudence**  
**Last offered: Spring 2025**  
Prerequisite: DNTL 30 with a minimum grade of C  
Prerequisite: DNTL 31 with a minimum grade of C  
Prerequisite: DNTL 32 with a minimum grade of C  
Prerequisite: DNTL 33 with a minimum grade of C  
Prerequisite: DNTL 34 with a minimum grade of C  
Prerequisite: DNTL 35 with a minimum grade of C  
Proposed Revisions:  
Minor updates to Objectives  
Minor updates to Course Content  
Updated Texts and Materials  
Added DEI Statement  
Minor updates to Typical Assignment  
Minor updates to SLOs

Motion to approve 13.11-13.19 by: Martinez/Tate

Motion passed unanimously.

Motion to approve prerequisites: Martinez/Tate

Motion passed unanimously.

- 13.20 ECE 12 Infant Toddler Learning**  
**Last offered: Fall 2025 (Currently)**  
Proposed Revisions:  
Minor updates to Course Description  
Updated Objectives  
Updated Texts and Materials  
Minor updates to SLOs

Motion to approve 13.20 by: Van Der Linde/Martinez

Motion passed unanimously.

- 13.21 FIRS 100 Fire Company Operations- Certification Preparation**  
**Last offered: Fall 2025 (Currently)**  
Note: This course is not a fire academy, nor will a student be signed off for any California State Fire Marshal's IFSAC/Pro Board skills or knowledge requirement. While there is no pre-requisite for this course, students enrolling in the class should already meet all experience, skill and knowledge requirements established by OSFM/IFSAC and/or Pro Board for Firefighter certification and testing.

~~Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.~~

Proposed Revisions:

- Minor update to Course Description
- Minor update to Course Content
- Updated DEI Statement
- Updated Requisites
- Updated Typical Assignment

**13.22 FIRS 105 Driver/Operator 1A: Emergency Vehicle Operations**

**Last offered: Fall 2024**

Note: Student must provide a fire engine for the driving portions of the course. Student must possess a valid Class A, B, or C California Driver's License.

Proposed Revisions:

- Minor update to Course Description
- Minor update to Objectives

Motion to approve 13.21-13.22 by: Montgomery/Martinez

Motion passed unanimously.

**13.23 FIRS 305 Driver/Operator 1A: Emergency Vehicle Operations**

**Last offered: Never**

Note: Student must provide a fire engine for the driving portions of the course. Student must possess a valid Class A, B, or C California Driver's License.

Proposed Revisions:

- Minor update to Objectives
- Minor update to SLOs

Motion to approve 13.23 by: Montgomery/Martinez

Scott – Mark, can you talk about this course a little?

Mark – Not really. Don was supposed to be here, and I don't know a whole lot about it.

Laura – Don indicated to me that he didn't know the 300-level noncredit courses could be offered at the same time.

Scott – So that could possibly be why this has never been offered?

Laura – Correct.

Marcee – So if they don't need the units, just the credit, then they'd take the noncredit version.

Ioanna – But I understand why Mark doesn't want to confirm without Don being here.

Motion withdrawn. Item tabled.

**13.24 FIRS 106 Driver/Operator 1B: Pump Operations**

**Last offered: Spring 2025**

Note: Student must provide a fire engine for the driving portion of the course. Student must possess a valid Class A, B, or C California Driver's License.

Proposed Revisions:

- Minor update to Course Description
- Minor update to Typical Assignment

Motion to approve 13.24 by: Montgomery/Shelton

Motion passed unanimously.

**13.25 FIRS 306 Driver/Operator 1B: Pump Operations**

**Last offered: Never**

Note: Student must provide a fire engine for the driving portion of the course. Student must possess a valid Class A, B, or C California Driver's License.

Proposed Revisions:

Minor update to Course Description

Item tabled due to lack of representation and information about why these courses have never been taught and about any firm plans for offering them in the future.

**13.26 FIRS 109 Company Officer 2A, Human Resource Management**

**Last offered: Fall 2025 (Currently)**

Note: Meet the educational requirements for Office of the State Fire Marshal Fire Fighter II

Prerequisite: Meet the educational requirements for Office of the State Fire Marshal Fire Fighter II or four (4) years as a career fire fighter, or six (6) years as a volunteer fire fighter.

Proposed Revisions:

Updated Requisites

**13.27 FIRS 135 Intermediate Incident Command System: For Expanding Incidents, I-300**

**Last offered: Fall 2025 (Currently)**

Note: While any student can take this course for FEMA Certification, the student must meet a complex set of prior training, certification, field trainee assignments, previous education requirements, and current employers' recommendations for certification. Certification Standards change frequently. Students shall ensure that they meet the current FEMA Standards for this course if they desire to receive a course completion certificate.

Proposed Revisions:

Updated Course Description

Minor update to Objectives

Minor update to DEI Statement

Minor update to Requisites

Minor update to SLOs

Motion to approve 13.26-13.27 by: Montgomery/Shelton

Motion passed unanimously.

Motion to approve prerequisite by: Montgomery/Shelton

Motion passed unanimously.

**13.28 FIRS 335 Intermediate Incident Command System: For Expanding Incidents, I-30**

**Last offered: Never**

Note: While any student can take this course, for FEMA Certification, the student must meet a complex set of prior training, certification, field trainee assignments, previous education requirements, and current employees recommendations for certification. Certification Standards change frequently. Students shall ensure that they meet the current FEMA Standards for this course if they desire to receive a course completion certificate.

Proposed Revisions:

Updated Course Description

Minor update to Objectives

Updated DEI Statement

Minor update to Note

Item tabled.

**13.29 FIRS 137 Fire Fighter Survival**

**Last offered: Fall 2025 (Currently)**

Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.

Proposed Revisions:

Minor update to Course Description

Minor update to Course Content

Updated Methods of Instruction

Updated Requisites

Motion to approve 13.29 by: Montgomery/Shelton

Motion passed unanimously.

**13.30 FIRS 341 Fire Fighter Survival**

**Last offered: Never**

Proposed Revisions:

- Minor update to Course Description
- Minor update to Course Content
- Updated Methods of Instruction

**13.31 FIRS 139 HAZMAT First Responder Operations Refresher**

**Last offered: Never**

~~Note: This course may be repeated any number of times for credit by persons who are legally mandated to meet training requirements as a condition of continued paid or volunteer employment.~~

Proposed Revisions:

- Updated Course Description
- Updated Requisites
- Minor update to SLOs

Items tabled.

**13.32 FIRS 154 Fire Control 4: Oil and Gas Firefighting**

**Last offered: Fall 2025 (Currently)**

Proposed Revisions:

- Minor update to Course Content
- Minor update to Typical Assignment
- Minor update to SLOs

**13.33 FIRS 166 Incident Leadership L-381**

**Last offered: Spring 2023**

Proposed Revisions:

- Minor update to Objectives
- Updated DEI statement
- Minor update to SLOs

**13.34 FIRS 189 Fire Investigation 1A**

**Last offered: Fall 2025 (Currently)**

Note: While anyone may enroll in this course for general knowledge, skill development or degree requirement satisfaction, students pursuing California State Fire Marshal's Office Certification or department specific promotional requirements should always check both of those organizations for current sequencing standards, prerequisites and "time limitations" related to certification or promotion. These conditions and requirements have been changing rapidly as the CSFMO completes a major reorganization of the state's fire training system. CSFMO certificates may only be issued to students who have completed all course requirements, including occupational experience or course prerequisites.

Proposed Revisions:

- Updated Course Description
- Minor update to Objectives
- Minor update to Course Content
- Updated Methods of Instruction
- Updated Texts

Motion to approve 13.32-13.34 by: Montgomery/Shelton

Motion passed unanimously.

**13.35 FIRS 191 Fire Investigation 1B**  
**Last offered: Fall 2013**

Note: While there is no college prerequisite for this course, the California State Fire Marshal's Office has strict requirements related to certification. As state standards change frequently, all students should check the California State Fire Marshal's Office website for current certification requirements prior to enrolling in this course.

Proposed Revisions:

Updated Course Description  
Minor update to Distance Education  
Minor update to Course Content  
Updated Texts

**13.36 FIRS 338 HazMat First Responder Operations**  
**Last offered: Fall 2018**

Proposed Revisions:

Minor update to Objectives  
Minor update to Course Content  
Minor update to Typical Assignment

Items tabled.

**13.37 GEOG 5 Digital Geographies ~~Digital Geographies and Society~~**  
**Last offered: Fall 2025 (Currently)**

Advisory: Essay-writing skills and eligibility to enroll in a transfer-level English Composition course, or English Placement Level 6 or higher

Proposed Revisions:

Updated Title  
Updated Course Description  
Updated Objectives  
Updated Course Content  
Updated Texts and Materials  
Updated DEI Statement  
Updated Typical Assignment  
Updated SLOs  
Minor updates to Distance Ed

Proposal Impact:

- **Geography AA-T.4002**
- **Geographic Information Systems AS.1520**
- *University Studies – Earth Sciences AA.1515*
- *SCGE*

Motion to approve 13.37 by: Shelton/Tate

Motion passed unanimously.

**13.38 GERM 1 German 1**  
**Last offered: Fall 2009**

Note: This course corresponds to two years of high school study

Proposed Revisions:

Updated Distance Education  
Minor update to Objectives  
Minor update to Course Content  
Updated DEI Statement  
Updated Requisites  
Minor update to SLOs

**13.39 GERM 2 German 2**

**Last offered: Spring 2009**

Prerequisite: GERM 1 with a grade of C or higher or Foreign Language Placement Level 2 or higher

Note: This course is beyond the proficiency level equivalent to two years of high school level instruction in the same language

Proposed Revisions:

- Minor update to Course Description
- Minor update to Distance Education
- Minor update to Course Content
- Updated DEI Statement
- Updated Requisites

Motion to approve 13.38-13.39 by: Elwood/Tate

Tim – These haven't been offered in a long, long time.

James – Do we have an instructor?

Stacey – We have found an instructor and we're preparing her to teach these courses in Fall 2026. I'm hoping we can get enough students to participate if we can teach them as hybrid courses. And who knows, with the world the way it is right now, we might need to start speaking German.

Marcee – Are they online at Butte?

Stacey – They were offering them online at one point, but they're not now.

Scott – If it were offered in 2026, it would probably just be GERM 1, right? And then GERM 2 would be offered possibly the next semester.

Joanne – Is this the only foreign language that would be offered online then?

Stacey – No, we offer Japanese and ASL courses online.

Ben Daw opposed.

Motion passed, 10 yes, 1 no.

Motion to approve prerequisite: Elwood/Tate

Motion passed unanimously.

**13.40 MATH ~~C2210~~ Calculus I: Early Transcendentals ~~Calculus 3A~~ CCN**

**Last offered: Fall 2025 (Currently)**

Advisory: English Placement Level 6 or higher

Prerequisite: Pre-calculus, or college algebra and trigonometry, or equivalent, or placement as determined by the college's multiple measures assessment process.

Prerequisite: MATH 2 with a minimum grade of C or MATH 2B with a minimum grade of C

Prerequisite: Math Placement Level 6 or higher

Proposed Revisions:

- Updated Title
- Updated Course Number
- Updated Course Description
- Updated Objectives
- Updated Course Content
- Updated Methods of Evaluation
- Updated Instructional Methodology
- Updated Texts and Materials
- Updated Prerequisites

Proposal Impact:

- *University Studies – Business Administration AA.1492*
- *University Studies – Engineering AA.1494*

- *University Studies – Physical Sciences AA.1510*
- *University Studies – Quantitative Reasoning AA.1503*
- *General Studies – Geosciences Technician AS.1602*
- **Business Administration 2.0 AS-T.2008**
- **Computer Science AS-T.2005**
- **Mathematics AS-T.2001**
- **Geology AS-T.1005**
- **Physics AS-T.1004**
- **MATH 2**
- **MATH 3B**
- **MATH 6**
- **MATH 9**
- **MATH 103A**
- **PHYS 4A**
- **SCGE**
- **Cal-GETC**

Motion to approve 13.40 by: Barto/Shelton

Juanne – Are the impacts in bold the ones we need to do?

Laura – Typically it would be, but since this is Common Course Numbering, we're doing it.

*\*round of applause for Curriculum Specialists\**

Motion passed unanimously.

Motion to approve prerequisite by: Barto/Shelton

Motion passed unanimously.

**13.41 STU 50 Getting Connected: An Orientation to College**  
**Last offered: Fall 2025 (Currently)**

Proposed Revisions:

- Minor update to Course Description
- Updated Course Content
- Minor updates to Objectives
- Updated Texts and Materials
- Updated Typical Assignment
- Minor updates to SLOs

Motion to approve 13.41 by: Tate/Martinez

Motion passed unanimously.

**13.42 ~~Accounting Clerk/Bookkeeper~~ Accounting Professional**  
**SC Program: ~~CT.3060~~ CT.3465**

Proposed Revisions:

- Updated Program Description
- Updated Units 28.5 → 32.5
- Updated PLOs
- ACCT 102
- BSOT 166
- BUAD 66
- BUAD 166

- +ACCT 194
- +ACCT 2
- +ACCT 4
- +BSOT 11
- +BUAD 15

**13.43 Business Administration – Accounting Concentration**

**SC Program: AS.1081**

Proposed Revisions:

- Updates to Program Description
- Updated Units 37.5-41.5 → 44.5
- ACCT 102
- CIS 1
- CIS 20
- CIS 23
- +BUAD 17
- +ECON C2002
- Updated PLOs

Motion to approve 13.42-13.43 by: Van Der Linde/Tate

Juanne – This is steps 3 and 4 of the Accounting pathway.

Scott – How do these relate to the AD-T?

Juanne – A lot of the core courses are shared, but they'd have to add on a Statistics course to pursue the Business degree.

Motion passed unanimously.

**14. ADJOURN**

Meeting adjourned at 4:51pm.