



# Curriculum Committee

## Minutes

Multidisciplinary Center West Conference Room (MCW-312)  
November 4, 2014 at 3:00pm

**NOTE: ALL COURSES/PROGRAMS UP FOR APPROVAL FROM THIS DATE FORWARD WILL BE EFFECTIVE FALL 2015 UNLESS OTHERWISE NOTED.**

P. Sezzi called the meeting to order at 3:04 p.m.

**VOTING MEMBERS PRESENT:** M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)  
(*ABSENT: G. Arevalo, M. De La Rocha, A. Gaines, R. Koerner [sabbatical fall 2014], D. Young and 1 representative from Communications & Learning Resources division*)

**NON-VOTING MEMBERS PRESENT:** S. Bricker, O. Duangpun, P. Jefferson (co-chair), and O. Long (*ABSENT: ASVC Rep, T. Harrison, D. Kumpf, V. Lugo, A. Sanford, and K. Schrader*)

**GUESTS:** Chloe Branciforte, Andy Cawelti, Eric Martinsen, Jose Gutierrez, and Corey Wendt (*Jennifer Parker, briefly at the start of the meeting.*)

**APPROVAL OF MINUTES: October 21, 2014**

P. Sezzi called for a motion to approve the minutes.

Motion by D. Newcomb, second by N. Fredrickson.

Final Resolution: Motion was approved.

Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

**SECTION ONE:  
REQUIRING COMMITTEE ACTION**

**I. Curricular Proposals for Approval**

**A. Credit Courses: Second Reading**

- 1. New

- 2. Revise

T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

- **MATH V20 P-review; D)**  
*A. Kolesnik presented this course for second reading.*  
Motion by A. Gonzales, second by A. Kolesnik.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik,

D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation

• [MATH V20](#)  
P-review (MATH V05 ~~or the fourth year of high school mathematics [advanced mathematics] with grade C or better;~~ or placement as measured by the college assessment process)  
*Discussion of districtwide multiple measure assessment process took place. It was consensus to delete the high school language.*  
Motion by D. Newcomb, second by A. Gonzales.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

4. 88s and 89s

5. Distance Education

• [MATH V20](#) (Review: Hybrid [51-99% online])  
*A. Kolesnik stated that the department had not offered this course in a distance education format; it was voted that if there were not enough sections the option could be executed.*  
Motion by A. Kolesnik, second by N. Fredrickson.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):  
Second Reading

7. Noncredit Courses

8. Study Abroad/International Education

**B. Credit Courses: First Reading**

1. New

• [AUTO V11](#)      Vehicle Maintenance for the Technician      2 units  
• [AUTO V12](#)      Introduction to the Automotive Industry      1 unit  
• [AUTO V43](#)      Automotive Electronics      2 units  
• [AUTO V43L](#)      Automotive Electronics Laboratory      1.5 units  
*Andy Cawelti presented the new Auto courses and noted that the impetus was to bring the courses and programs up to current standards ([NATEF](#)). A brief discussion ensued regarding the program and effective date.*  
Motion by A. Kolesnik, second by M. Bowen.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

|  |   |         |
|--|---|---------|
| • <a href="#">CD V10</a>   | Introduction to Children with Special Needs               | 3 units |
| • <a href="#">CD V20</a>   | Curriculum and Strategies for Children with Special Needs | 3 units |
| • <a href="#">CD V23</a>   | Creative Experiences, Materials, and Environments in ECE  | 3 units |
| <p><i>Jennifer Parker presented the Child Development courses. She noted the impetus was state updates and advisory committee recommendations.</i><br/> Motion by D. Newcomb, second by M. Bowen.<br/> Final Resolution: Motion was approved.<br/> Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)</p>  |   |         |
| • <a href="#">GEOL V03L</a>  | Historical Geology Laboratory                             | 1 unit  |
| <p><i>Chloe Branciforte presented the course; she noted it is required for the ADT (also on the agenda) and that it is compliant with C-ID.</i><br/> Motion, with notation that the course is subject to retroactive technical review, by M. Bowen, second by A. Gonzales.<br/> Final Resolution: Motion was approved.<br/> Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)</p> |   |         |

2. Revise

T=Title (substantial); U=Units, H=Hours (increased); EL=Enrollment Limitation, P=Prereq, C=Coreq (substantial), RP=Recom. Prep.; D=Description (substantial); F=Fees (required); FT=Field Trips; R=Repeat (added or increased)

|                                |  |  |
|--------------------------------|--|--|
| • <a href="#">AUTO V15 V42</a> | <p><b>ID-</b> from 'AUTO V15' to 'AUTO V42'<br/> <b>T-</b> from 'Automotive Fuel Systems' to 'Automotive Engine Management'<br/> <b>U-</b> from '2 units' to '4 units'<br/> <b>H-</b> from '2 lecture weekly' to '2 lecture, 6 laboratory weekly'<br/> <b>C-</b> remove<br/> <b>RP-</b> new<br/> <b>(D)</b></p> <p><i>Andy large revision, 47 computers on board 2013 lexus in our inventory, get students up to speed, interrelated problems, fuels dropped, no carbs, modernize what we have. Discussion of repeatability. PS propose as new then delete 15, 15LA, 15LB....</i><br/> <i>Andy Cawelti presented the revised Auto course. After a brief discussion, he consented to the recommendation that the course be brought back for second reading as a new course rather than a revision.</i><br/> Motion, with notation that the course will be new for second reading, by A. Gonzales, second by M. Bowen.<br/> Final Resolution: Motion was approved.<br/> Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)</p> |  |
| • <a href="#">ENGL V01A</a>    | <p><b>U-</b> from '5 units' to '4 units'<br/> <b>H-</b> from '5 lecture weekly' to '3.5 lecture, 2 laboratory weekly'</p>  |  |

~~C~~-remove  
~~RP~~-new  
(D)

*Eric Martinsen presented the revised English course. (It was noted that the C/RP were listed in error.) He noted that it is aligned with C-ID.*  
Motion, for first and second reading, by A. Kolesnik, second by N. Fredrickson.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

3. Prerequisite(s)/Corequisite(s)/Recommended Preparation/Enrollment Limitation(s)

- [AUTO V15 V42](#)  
**C- Remove:** '~~AUTO V15LA and AUTO V15LB~~'  
**RP- New:** '~~AUTO V10~~'
- [AUTO V43](#)  
**C- New:** '~~AUTO V43L~~'  
**RP- New:** '~~AUTO V27~~'
- [AUTO V43L](#)  
**C- New:** '~~AUTO V43~~'
- [CD V10](#)  
**RP- New:** '~~CD V02 and CD V62~~'
- [ENGL V01A](#)  
**P- Review:** '~~ENGL V02 with a grade of C or better or placement as measured by the college assessment process~~'
- [GEOL V03L](#)  
**P- New:** '~~GEOL V03 or concurrent enrollment~~'

Motion, noting ENGL V01A for first and second reading, by A. Gonzales, second by P. Martin  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

4. 88s and 89s

5. Distance Education

- [CD V20](#)  
**New: Hybrid (1-50% online)**  
**New: Fully Online (100% online)**
- [ENGL V01A](#)  
**Review: Hybrid (1-50% online)**  
**Review: Hybrid (51-99% online)**  
**Review: Fully Online (100% online)**
- [MUS V01](#)  
**New: Fully Online (100% online)**
- [MUS V08](#)  
**New: Fully Online (100% online)**

*A brief discussion ensued regarding the above listed proposals.*  
Motion, noting ENGL V01A for first and second reading, by M. Bowen, second by A. Kolesnik.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

6. Degrees, Certificates and Awards (new programs, deleted, and substantial revisions):  
First Reading

• **ADT Geology (New)**  
*Chloe Branciforte presented the proposed ADT. A brief discussion ensued regarding the total units.*  
Motion by A. Kolesnik, second by P. Martin.  
Final Resolution: Motion was approved.  
Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

7. Noncredit Courses

8. Study Abroad/International Education

**SECTION TWO:**

**COURSE AND PROGRAM INFORMATION ONLY—CONSENT AGENDA**

**II. Curricular Activity: Technical Action**

**A. Delete (Remove from catalog)**

**B. Technical Revisions (Nonsubstantial Changes in Catalog)**

ID=Course Number; T=Title; U=Units; H=Hours; P=Prereq; C=Coreq; RP=Rec Prep; EL=Enrollment Limitation; D=Description; F=Fees; FT=Field Trips; R=Repeat; Was=Formerly; Same as; RS=Record Symbol; Non-degree; TR=Transfer

**C. Technical Revision (Articulation Purposes)**

*Does not require DTRW-I or Board approval*

CO=Course Objectives (substantial); CC=Course Content (substantial); LC=Lab Content (substantial)

- [AUTO V43](#) (CO, CC)
- [ENGL V01A](#) (CO, CC, LC)
- [GEOL V02](#) (CC)
- [GEOL V02L](#) (CO, LC)
- [GEOL V07](#) (CO)

**D. Course Review/Update (No catalog changes)**

- [GEOL V02](#)
- [GEOL V02L](#)
- [GEOL V07](#)
- [MUS V01](#)
- [MUS V08](#)

**E. Prerequisite(s)/Corequisite(s)/Recommended Preparation Review**

- [GEOL V02L](#)  
P- review ('GEOL V02 or concurrent enrollment')

**F. Distance Education (Revision/Update – No catalog changes)**

- [GEOL V02](#) (~~Remove-listed in error~~)  
*Should have been listed as: Review: Hybrid (1-50% online)*

**G. Degrees, Certificates and Awards (Nonsubstantial)**

Motion, with notation that Geology and Music courses are subject to retroactive technical review, by M. Bowen, second by D. Newcomb.

Final Resolution: Motion was approved.

Yes: M. Bowen, T. Dalton, N. Fredrickson, A. Gonzales, P. King, A. Kolesnik, D. Newcomb, P. Martin, and P. Sezzi (co-chair.)

**SECTION THREE: DISCUSSION (CONSENT and/or ACTION)**

**III. Action/Information/Discussion**

- A. C-ID Faculty Review Needed – 5 year Descriptor Review (Information) – P. Jefferson
  - [Communication Studies](#), [Psychology](#), and [Sociology](#) (online survey due 12.1.14)  
*P. Sezzi presented this item.*
- B. CCCCO Units/Hours Worksheet (Information) – P. Jefferson
  - Reference attached document  
*P. Sezzi presented this item.*
- C. Expectations and Responsibilities of Curriculum Committee members (Discussion) – P. Sezzi  
*This item was tabled for the next meeting.*
- D. Goal Setting for 2014-2015 (Discussion) – P. Sezzi  
*This item was tabled for the next meeting.*
- E. Other

**MEETING ADJOURNED at 3:49 p.m.**

**NEXT MEETING**

**November 18, 2014 – 3:00 p.m.**

**Multidisciplinary Center West Conference Room (MCW-312)**

**DEADLINE**

**for effective date of Fall 2016**

**May 1, 2015**

**for all courses, degrees and distance education**



Ventura College
Office of Student Learning

Program and New Course Approval Request Form

Proposal Type: (check one) [X] Course [ ] Program
Proposal Request: (check one) [X] New (program/course) [ ] Revision (program only)

Program or Course Title: Historical Geology Laboratory

Faculty Originator Name: Chloe Branciforte

Discipline: GEOL-Geology

Purpose or Justification: (Please provide the reason for development or revision and provide supporting documentation if applicable).

Meeting TMC required Core Curriculum (GEOL V03L) and C-ID compliance.

Was the above proposal reviewed and discussed by the department? [X] Yes [ ] No Date: 08/13/14

Number of FT faculty in the department? 3

How many FT faculty in the department approved the program or course? 3
(Please note this action requires a two-thirds vote)

Signatures of those that endorsed this proposal:

Chloe Branciforte 10/29/14
Originator Date Department Faculty Date

[Signature] 10/29/14
Department Chair Date Department Faculty Date

Dan Kumpff 10/29/14
Division Dean Date Department Faculty Date

[Signature] 10/29/14
Department Faculty Date Department Faculty Date

Department Faculty Date Department Faculty Date

Department Faculty Date Department Faculty Date

Attach additional signature page if needed.

Submit this form with your proposal, including supporting documentation to the Curriculum Committee for approval.

## Item 1. Statement of Program Goals and Objectives

### ***PROGRAM LEVEL STUDENT LEARNING OUTCOMES:***

1. Students will identify key geologic processes at work for various levels of detail for both subsurface and surface (geomorphologic) activity
2. Students will summarize geologic events and activities in their proper sequence

### ***Geology***

***Program Purpose:*** Students who complete a geology course will be able to apply the principles of Earth system science and plate tectonic theory to describe and explain Earth's materials, landscapes, natural hazards, and dynamic history.

***Program Description:*** This program presents a study of the earth and its physical, chemical and biological forces at work. Data published by the American Geosciences Institute (AGI), show that in 2014, 8% of students graduating with a bachelor's degree in geology decided to major in geology while at a 2-year college. Also, this study reports 15% of students who graduated with a degree in geology took at least one geoscience course at the 2-year college level. These studies reflect the national trend and illustrate the importance of geosciences at 2-year colleges. Students who major in Geology generally transfer to four-year institutions, like those within the California State University system, to pursue a bachelor's degree in geology or a related field. Many go on to continue their education completing Masters or Doctoral degrees in geology or a related field. Geoscience graduates are well prepared to enter a varied set of careers, including: teaching; industry (including oil, gas, and mining companies); construction; federal, state, or local governments; museums and research institutions, agriculture, etc.



## Item 2. Catalog Description

The Associate in Science in Geology for Transfer (Geology AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the degree are guaranteed admission to the CSU system, but not to a particular campus or major.

A student graduating with an Associate Science in Geology for Transfer may transfer to a CSU Campus to complete a Bachelor's Degree in Geology, Geoscience, Earth Science or similar programs.

To earn a Geology AS-T degree, students must complete:

1. Certified completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC-CSU) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.
3. Obtainment of a "C or P" grade or better in all courses required for the major or area of emphasis.
4. Complete a minimum of 12 units in residency at the college granting the degree.

## Associate in Science in Geology Transfer Degree

### REQUIRED CORE: (28 units)

|  |                                    | UNITS     |               |              |
|--|------------------------------------|-----------|---------------|--------------|
| GEOL V02   | PHYSICAL GEOLOGY                   | 3         |               |              |
| GEOL V02L  | PHYSICAL GEOLOGY LABORATORY        | 1         |               |              |
| GEOL V03   | HISTORICAL GEOLOGY                 | 3         |               |              |
| GEOL V03L  | HISTORICAL GEOLOGY LABORATORY      | 1         |               |              |
| CHEM V01A  | General Chemistry I                | 3         |               |              |
| CHEM V01AL   | General Chemistry I LABORATORY     | 2         |               |              |
| CHEM. V01B   | General Chemistry II               | 3         |               |              |
| CHEM V01BL   | General Chemistry II LABORATORY    | 2         |               |              |
| MATH V21A  | Calculus with Analytic Geometry I  | 5         |               |              |
| MATH V21B  | Calculus with Analytic Geometry II | 5         |               |              |
| Total Units for the Major:   |                                    | <b>28</b> |               |              |
|  |                                    |           | <b>CSU GE</b> | <b>IGETC</b> |
| Total Units that may be double-counted<br>(The transfer GE Area limits must not be exceeded) |                                    |           | 9             | 9            |
| General Education (CSU-GE or IGETC) Units  |                                    |           | 39            | 37           |
| Elective (Transferable) Units  |                                    |           | 2             | 4            |
| Total Degree Units (maximum)   |                                    |           | 60            | 60           |

### Items 3-21

No written response is required for Narrative Items #3–21. All ADTs are developed in accordance with SB1440. SB1440 was authorized with alignment and in compliance with Title 5, Chapter 6, Subchapter 2, sections 55100 and 55130. ADTs and corresponding transfer model curriculum (TMC) were developed collaboratively by intersegmental discipline faculty from the community colleges and the CSU. ADTs assist local community colleges in meeting master plan goals of enhancing transfer opportunities for students.

Important Note: Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements for a student to be eligible for an ADT, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for an ADT. If the college normally requires students to complete additional graduation requirements to obtain an associate degree, the catalog description must clearly state that the ADT does not require them.

**Transfer Model Curriculum (TMC) Template for Geology**

**CCC Major or Area of Emphasis:** Geology

**TOP Code:** 191400

**CSU Major(s):** Geology

**Total Units:** 26 (all units are minimum semester units)

Template # 2004

Rev. 3: 09/01/14

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website: [http://web1.assist.org/web-assist/help/help-csu\\_ge.html](http://web1.assist.org/web-assist/help/help-csu_ge.html).

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

| Associate in Science in Geology for Transfer Degree                  |                        |                              |                                    |       |         |       |
|--|------------------------|------------------------------|------------------------------------|-------|---------|-------|
| College Name: VENTURA COLLEGE  |                        |                              |                                    |       |         |       |
| TRANSFER MODEL CURRICULUM (TMC)                                      |                        | COLLEGE PROGRAM REQUIREMENTS |                                    |       |         |       |
| Course Title (units)   | C-ID Descriptor        | Course ID                    | Course Title                       | Units | GE Area |       |
|  |                        |                              |                                    |       | CSU     | IGETC |
| <b>REQUIRED CORE: (26 units)</b>                                     |                        |                              |                                    |       |         |       |
| Physical Geology with Lab (4)<br><b>OR</b>                           | GEOL 101<br><b>OR</b>  |                              |                                    |       |         |       |
| Physical Geology (3)<br>Physical Geology Laboratory (1)              | GEOL 100<br>GEOL 100L  | GEOL V02                     | PHYSICAL GEOLOGY                   | 3     | B1      | 5A    |
|  |                        | GEOL V02L                    | PHYSICAL GEOLOGY LABORATORY        | 1     | B3      | 5C    |
| Historical Geology with Lab (4)<br><b>OR</b>                         | GEOL 111<br><b>OR</b>  |                              |                                    |       |         |       |
| Historical Geology (3)<br>Historical Geology Laboratory (1)          | GEOL 110<br>GEOL 110L  | GEOL V03                     | HISTORICAL GEOLOGY                 | 3     | B1      | 5A    |
|  |                        | GEOL V03L                    | HISTORICAL GEOLOGY LABORATORY      | 1     | B3      | 5C    |
| General Chemistry for Science Majors Sequence A (10)                 | CHEM 120S              | CHEM V01A                    | General Chemistry I                | 3     | B1      | 5A    |
|  |                        | CHEM V01AL                   | General Chemistry I LABORATORY     | 2     | B3      | 5C    |
|  |                        | CHEM. V01B                   | General Chemistry II               | 3     | B1      | 5A    |
|  |                        | CHEM V01BL                   | General Chemistry II LABORATORY    | 2     | B3      | 5C    |
| Single Variable Calculus I – Early Transcendentals (4)<br><b>AND</b> | MATH 210<br><b>AND</b> | MATH V21A                    | Calculus with Analytic Geometry I  | 5     | B4      | 2     |
| Single Variable Calculus II – Early Transcendentals (4)              | MATH 220               | MATH V21B                    | Calculus with Analytic Geometry II | 5     | B4      | 2     |

|   |  |   |
|---|--|---|
| <p style="text-align: center;"><b>OR</b></p> <p>Single Variable Calculus I – Late Transcendentals (4)</p> <p style="text-align: center;"><b>AND</b></p> <p>Single Variable Calculus II – Late Transcendentals (4)</p> <p style="text-align: center;"><b>OR</b></p> <p>Single Variable Calculus Sequence (2 semesters or 3 quarters) (8)</p> | <p style="text-align: center;"><b>OR</b></p> <p>MATH 211</p> <p style="text-align: center;"><b>AND</b></p> <p>MATH 221</p> <p style="text-align: center;"><b>OR</b></p> <p>MATH 900S</p> |   |
| <b>Total Units for the Major:</b>   | <b>26</b>  | <b>Total Units for the Major: 28</b>  |
|   |  | <b>Total Units that may be double-counted</b><br><i>(The transfer GE Area limits must <u>not</u> be exceeded)</i> |
|   |  | <b>General Education (CSU-GE or IGETC) Units</b>  |
|   |  | <b>Elective (CSU Transferable) Units</b>  |
|   |  | <b>Total Degree Units (maximum)</b>   |
|   |  | <b>60</b>   |

## Olivia Long

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**From:** ciac-bounces@lists.csuchico.edu on behalf of C-ID Staff <aohotline@c-id.net>  
**Sent:** Wednesday, October 29, 2014 9:39 AM  
**To:** ciac@lists.csuchico.edu  
**Subject:** [CIAC] C-ID: Faculty Review Needed -- 5-Year Descriptor Review  
**Attachments:** ATT00001.c

Dear Articulation Officers,

Please forward this message on to all interested parties.

The Course Identification Numbering System (C-ID) is initiating its first 5-year review of the descriptors associated with three disciplines (Communication Studies, Psychology, and Sociology) during the fall 2014 term. The purpose of reviewing the C-ID descriptors on a 5-year cycle is two-fold:

1. to ensure that descriptors are current and reflect changes in the field that would necessarily impact curriculum
2. to provide an opportunity to revise elements of descriptors that were deemed problematic

We are now seeking input to determine whether or not changes are warranted and if so, what those changes should be. The information gathered will be reviewed by the Faculty Discipline Review Group (FDRG) and used to guide the descriptor revision process.

Below are the links to the surveys. Please refer discipline faculty to the appropriate survey to provide their feedback on the descriptors **by Monday, December 1, 2014**:

**Communication Studies:** [https://www.surveymonkey.com/s/COMM\\_5-Year\\_General\\_Comments](https://www.surveymonkey.com/s/COMM_5-Year_General_Comments)

**Psychology:** [https://www.surveymonkey.com/s/PSY\\_5-Year\\_General\\_Comments](https://www.surveymonkey.com/s/PSY_5-Year_General_Comments)

**Sociology:** [https://www.surveymonkey.com/s/SOCI\\_5-Year\\_General\\_Comments](https://www.surveymonkey.com/s/SOCI_5-Year_General_Comments)

Thank you for your participation!

Michelle L. Pilati, Ph.D.  
Faculty Coordinator, C-ID ([www.c-id.net](http://www.c-id.net))  
Professor of Psychology, Rio Hondo College  
[mpilati@riohondo.edu](mailto:mpilati@riohondo.edu)

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

| Lecture                    |            |
|----------------------------|------------|
| <b>17.5 hours = 1 unit</b> |            |
| Hours                      | Units      |
| 8.8                        | 0.5        |
| <b>17.5</b>                | <b>1.0</b> |
| 26.3                       | 1.5        |
| 35.0                       | 2.0        |
| 43.8                       | 2.5        |
| <b>52.5</b>                | <b>3.0</b> |
| 61.3                       | 3.5        |
| 70.0                       | 4.0        |
| 78.8                       | 4.5        |
| 87.5                       | 5.0        |
| 96.3                       | 5.5        |
| 105.0                      | 6.0        |
| 113.8                      | 6.5        |
| 122.5                      | 7.0        |
| 131.3                      | 7.5        |
| 140.0                      | 8.0        |
| 148.8                      | 8.5        |
| 157.5                      | 9.0        |
| 166.3                      | 9.5        |
| 175.0                      | 10.0       |
| 183.8                      | 10.5       |
| 192.5                      | 11.0       |
| 201.3                      | 11.5       |
| 210.0                      | 12.0       |
| 218.8                      | 12.5       |
| 227.5                      | 13.0       |
| 236.3                      | 13.5       |
| 245.0                      | 14.0       |
| 253.8                      | 14.5       |
| 262.5                      | 15.0       |
| 271.3                      | 15.5       |
| 280.0                      | 16.0       |
| 288.8                      | 16.5       |
| 297.5                      | 17.0       |
| 306.3                      | 17.5       |
| 315.0                      | 18.0       |
| 323.8                      | 18.5       |

| Lab                        |            |
|----------------------------|------------|
| <b>52.5 hours = 1 unit</b> |            |
| Hours                      | Units      |
| 26.3                       | 0.5        |
| <b>52.5</b>                | <b>1.0</b> |
| 78.8                       | 1.5        |
| 105.0                      | 2.0        |
| 131.3                      | 2.5        |
| 157.5                      | 3.0        |
| 183.8                      | 3.5        |
| 210.0                      | 4.0        |
| 236.3                      | 4.5        |
| 262.5                      | 5.0        |
| 288.8                      | 5.5        |
| 315.0                      | 6.0        |
| 341.3                      | 6.5        |
| 367.5                      | 7.0        |
| 393.8                      | 7.5        |
| 420.0                      | 8.0        |
| 446.3                      | 8.5        |
| 472.5                      | 9.0        |
| 498.8                      | 9.5        |
| 525.0                      | 10.0       |
| 551.3                      | 10.5       |
| 577.5                      | 11.0       |
| 603.8                      | 11.5       |
| 630.0                      | 12.0       |
| 656.3                      | 12.5       |
| 682.5                      | 13.0       |
| 708.8                      | 13.5       |
| 735.0                      | 14.0       |
| 761.3                      | 14.5       |
| 787.5                      | 15.0       |
| 813.8                      | 15.5       |
| 840.0                      | 16.0       |
| 866.3                      | 16.5       |
| 892.5                      | 17.0       |
| 918.8                      | 17.5       |
| 945.0                      | 18.0       |
| 971.3                      | 18.5       |

| Lecture                  |            |
|--------------------------|------------|
| <b>18 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 9                        | 0.5        |
| <b>18</b>                | <b>1.0</b> |
| 27                       | 1.5        |
| 36                       | 2.0        |
| 45                       | 2.5        |
| <b>54</b>                | <b>3.0</b> |
| 63                       | 3.5        |
| 72                       | 4.0        |
| 81                       | 4.5        |
| 90                       | 5.0        |
| 99                       | 5.5        |
| 108                      | 6.0        |
| 117                      | 6.5        |
| 126                      | 7.0        |
| 135                      | 7.5        |
| 144                      | 8.0        |
| 153                      | 8.5        |
| 162                      | 9.0        |
| 171                      | 9.5        |
| 180                      | 10.0       |
| 189                      | 10.5       |
| 198                      | 11.0       |
| 207                      | 11.5       |
| 216                      | 12.0       |
| 225                      | 12.5       |
| 234                      | 13.0       |
| 243                      | 13.5       |
| 252                      | 14.0       |
| 261                      | 14.5       |
| 270                      | 15.0       |
| 279                      | 15.5       |
| 288                      | 16.0       |
| 297                      | 16.5       |
| 306                      | 17.0       |
| 315                      | 17.5       |
| 324                      | 18.0       |
| 333                      | 18.5       |

| Lab                      |            |
|--------------------------|------------|
| <b>54 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 27                       | 0.5        |
| <b>54</b>                | <b>1.0</b> |
| 81                       | 1.5        |
| 108                      | 2.0        |
| 135                      | 2.5        |
| 162                      | 3.0        |
| 189                      | 3.5        |
| 216                      | 4.0        |
| 243                      | 4.5        |
| 270                      | 5.0        |
| 297                      | 5.5        |
| 324                      | 6.0        |
| 351                      | 6.5        |
| 378                      | 7.0        |
| 405                      | 7.5        |
| 432                      | 8.0        |
| 459                      | 8.5        |
| 486                      | 9.0        |
| 513                      | 9.5        |
| 540                      | 10.0       |
| 567                      | 10.5       |
| 594                      | 11.0       |
| 621                      | 11.5       |
| 648                      | 12.0       |
| 675                      | 12.5       |
| 702                      | 13.0       |
| 729                      | 13.5       |
| 756                      | 14.0       |
| 783                      | 14.5       |
| 810                      | 15.0       |
| 837                      | 15.5       |
| 864                      | 16.0       |
| 891                      | 16.5       |
| 918                      | 17.0       |
| 945                      | 17.5       |
| 972                      | 18.0       |
| 999                      | 18.5       |

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

| Lecture           |       |
|-------------------|-------|
| 16 hours = 1 unit |       |
| Hours             | Units |
| 8                 | 0.5   |
| 16                | 1.0   |
| 24                | 1.5   |
| 32                | 2.0   |
| 40                | 2.5   |
| 48                | 3.0   |
| 56                | 3.5   |
| 64                | 4.0   |
| 72                | 4.5   |
| 80                | 5.0   |
| 88                | 5.5   |
| 96                | 6.0   |
| 104               | 6.5   |
| 112               | 7.0   |
| 120               | 7.5   |
| 128               | 8.0   |
| 136               | 8.5   |
| 144               | 9.0   |
| 152               | 9.5   |
| 160               | 10.0  |
| 168               | 10.5  |
| 176               | 11.0  |
| 184               | 11.5  |
| 192               | 12.0  |
| 200               | 12.5  |
| 208               | 13.0  |
| 216               | 13.5  |
| 224               | 14.0  |
| 232               | 14.5  |
| 240               | 15.0  |
| 248               | 15.5  |
| 256               | 16.0  |
| 264               | 16.5  |
| 272               | 17.0  |
| 280               | 17.5  |
| 288               | 18.0  |
| 296               | 18.5  |

| Lab               |       |
|-------------------|-------|
| 48 hours = 1 unit |       |
| Hours             | Units |
| 24                | 0.5   |
| 48                | 1.0   |
| 72                | 1.5   |
| 96                | 2.0   |
| 120               | 2.5   |
| 144               | 3.0   |
| 168               | 3.5   |
| 192               | 4.0   |
| 216               | 4.5   |
| 240               | 5.0   |
| 264               | 5.5   |
| 288               | 6.0   |
| 312               | 6.5   |
| 336               | 7.0   |
| 360               | 7.5   |
| 384               | 8.0   |
| 408               | 8.5   |
| 432               | 9.0   |
| 456               | 9.5   |
| 480               | 10.0  |
| 504               | 10.5  |
| 528               | 11.0  |
| 552               | 11.5  |
| 576               | 12.0  |
| 600               | 12.5  |
| 624               | 13.0  |
| 648               | 13.5  |
| 672               | 14.0  |
| 696               | 14.5  |
| 720               | 15.0  |
| 744               | 15.5  |
| 768               | 16.0  |
| 792               | 16.5  |
| 816               | 17.0  |
| 840               | 17.5  |
| 864               | 18.0  |
| 888               | 18.5  |

| Lecture           |       |
|-------------------|-------|
| 17 hours = 1 unit |       |
| Hours             | Units |
| 8.5               | 0.5   |
| 17                | 1.0   |
| 25.5              | 1.5   |
| 34                | 2.0   |
| 42.5              | 2.5   |
| 51                | 3.0   |
| 59.5              | 3.5   |
| 68                | 4.0   |
| 76.5              | 4.5   |
| 85                | 5.0   |
| 93.5              | 5.5   |
| 102               | 6.0   |
| 110.5             | 6.5   |
| 119               | 7.0   |
| 127.5             | 7.5   |
| 136               | 8.0   |
| 144.5             | 8.5   |
| 153               | 9.0   |
| 161.5             | 9.5   |
| 170               | 10.0  |
| 178.5             | 10.5  |
| 187               | 11.0  |
| 195.5             | 11.5  |
| 204               | 12.0  |
| 212.5             | 12.5  |
| 221               | 13.0  |
| 229.5             | 13.5  |
| 238               | 14.0  |
| 246.5             | 14.5  |
| 255               | 15.0  |
| 263.5             | 15.5  |
| 272               | 16.0  |
| 280.5             | 16.5  |
| 289               | 17.0  |
| 297.5             | 17.5  |
| 306               | 18.0  |
| 314.5             | 18.5  |

| Lab               |       |
|-------------------|-------|
| 51 hours = 1 unit |       |
| Hours             | Units |
| 25.5              | 0.5   |
| 51                | 1.0   |
| 76.5              | 1.5   |
| 102               | 2.0   |
| 127.5             | 2.5   |
| 153               | 3.0   |
| 178.5             | 3.5   |
| 204               | 4.0   |
| 229.5             | 4.5   |
| 255               | 5.0   |
| 280.5             | 5.5   |
| 306               | 6.0   |
| 331.5             | 6.5   |
| 357               | 7.0   |
| 382.5             | 7.5   |
| 408               | 8.0   |
| 433.5             | 8.5   |
| 459               | 9.0   |
| 484.5             | 9.5   |
| 510               | 10.0  |
| 535.5             | 10.5  |
| 561               | 11.0  |
| 586.5             | 11.5  |
| 612               | 12.0  |
| 637.5             | 12.5  |
| 663               | 13.0  |
| 688.5             | 13.5  |
| 714               | 14.0  |
| 739.5             | 14.5  |
| 765               | 15.0  |
| 790.5             | 15.5  |
| 816               | 16.0  |
| 841.5             | 16.5  |
| 867               | 17.0  |
| 892.5             | 17.5  |
| 918               | 18.0  |
| 943.5             | 18.5  |

# CCCCO Units/Hours Worksheet

## QUARTER UNITS

| Lecture                  |            |
|--------------------------|------------|
| <b>11 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 5.5                      | 0.5        |
| <b>11</b>                | <b>1.0</b> |
| 16.5                     | 1.5        |
| 22                       | 2.0        |
| 27.5                     | 2.5        |
| <b>33</b>                | <b>3.0</b> |
| 38.5                     | 3.5        |
| 44                       | 4.0        |
| 49.5                     | 4.5        |
| 55                       | 5.0        |
| 60.5                     | 5.5        |
| 66                       | 6.0        |
| 71.5                     | 6.5        |
| 77                       | 7.0        |
| 82.5                     | 7.5        |
| 88                       | 8.0        |
| 93.5                     | 8.5        |
| 99                       | 9.0        |
| 104.5                    | 9.5        |
| 110                      | 10.0       |
| 115.5                    | 10.5       |
| 121                      | 11.0       |
| 126.5                    | 11.5       |
| 132                      | 12.0       |
| 137.5                    | 12.5       |
| 143                      | 13.0       |
| 148.5                    | 13.5       |
| 154                      | 14.0       |
| 159.5                    | 14.5       |
| 165                      | 15.0       |
| 170.5                    | 15.5       |
| 176                      | 16.0       |
| 181.5                    | 16.5       |
| 187                      | 17.0       |
| 192.5                    | 17.5       |
| 198                      | 18.0       |

| Lab                      |            |
|--------------------------|------------|
| <b>33 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 16.5                     | 0.5        |
| <b>33</b>                | <b>1.0</b> |
| 49.5                     | 1.5        |
| 66                       | 2.0        |
| 82.5                     | 2.5        |
| 99                       | 3.0        |
| 115.5                    | 3.5        |
| 132                      | 4.0        |
| 148.5                    | 4.5        |
| 165                      | 5.0        |
| 181.5                    | 5.5        |
| 198                      | 6.0        |
| 214.5                    | 6.5        |
| 231                      | 7.0        |
| 247.5                    | 7.5        |
| 264                      | 8.0        |
| 280.5                    | 8.5        |
| 297                      | 9.0        |
| 313.5                    | 9.5        |
| 330                      | 10.0       |
| 346.5                    | 10.5       |
| 363                      | 11.0       |
| 379.5                    | 11.5       |
| 396                      | 12.0       |
| 412.5                    | 12.5       |
| 429                      | 13.0       |
| 445.5                    | 13.5       |
| 462                      | 14.0       |
| 478.5                    | 14.5       |
| 495                      | 15.0       |
| 511.5                    | 15.5       |
| 528                      | 16.0       |
| 544.5                    | 16.5       |
| 561                      | 17.0       |
| 577.5                    | 17.5       |
| 594                      | 18.0       |

| Lecture                  |            |
|--------------------------|------------|
| <b>12 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 6                        | 0.5        |
| <b>12</b>                | <b>1.0</b> |
| 18                       | 1.5        |
| 24                       | 2.0        |
| 30                       | 2.5        |
| <b>36</b>                | <b>3.0</b> |
| 42                       | 3.5        |
| 48                       | 4.0        |
| 54                       | 4.5        |
| 60                       | 5.0        |
| 66                       | 5.5        |
| 72                       | 6.0        |
| 78                       | 6.5        |
| 84                       | 7.0        |
| 90                       | 7.5        |
| 96                       | 8.0        |
| 102                      | 8.5        |
| 108                      | 9.0        |
| 114                      | 9.5        |
| 120                      | 10.0       |
| 126                      | 10.5       |
| 132                      | 11.0       |
| 138                      | 11.5       |
| 144                      | 12.0       |
| 150                      | 12.5       |
| 156                      | 13.0       |
| 162                      | 13.5       |
| 168                      | 14.0       |
| 174                      | 14.5       |
| 180                      | 15.0       |
| 186                      | 15.5       |
| 192                      | 16.0       |
| 198                      | 16.5       |
| 204                      | 17.0       |
| 210                      | 17.5       |
| 216                      | 18.0       |

| Lab                      |            |
|--------------------------|------------|
| <b>36 hours = 1 unit</b> |            |
| Hours                    | Units      |
| 18                       | 0.5        |
| <b>36</b>                | <b>1.0</b> |
| 54                       | 1.5        |
| 72                       | 2.0        |
| 90                       | 2.5        |
| 108                      | 3.0        |
| 126                      | 3.5        |
| 144                      | 4.0        |
| 162                      | 4.5        |
| 180                      | 5.0        |
| 198                      | 5.5        |
| 216                      | 6.0        |
| 234                      | 6.5        |
| 252                      | 7.0        |
| 270                      | 7.5        |
| 288                      | 8.0        |
| 306                      | 8.5        |
| 324                      | 9.0        |
| 342                      | 9.5        |
| 360                      | 10.0       |
| 378                      | 10.5       |
| 396                      | 11.0       |
| 414                      | 11.5       |
| 432                      | 12.0       |
| 450                      | 12.5       |
| 468                      | 13.0       |
| 486                      | 13.5       |
| 504                      | 14.0       |
| 522                      | 14.5       |
| 540                      | 15.0       |
| 558                      | 15.5       |
| 576                      | 16.0       |
| 594                      | 16.5       |
| 612                      | 17.0       |
| 630                      | 17.5       |
| 648                      | 18.0       |



# CCCCO Units/Hours Worksheet

## INSTRUCTIONS

1) Select the appropriate chart reflecting the term used by your college, whether semester or quarter.

2) Select the appropriate hour/unit conversion used by your college or program (16/48, 17/51, 17.5/52.5, 18/54, 11/33, or 12/36).

3) Calculate the appropriate units for lecture and/or laboratory. The tables are organized in one-half unit increments. Colleges can use smaller increments if approved by their local Board of Trustees.

4) Units increase when the next increment is reached. For example on the 18/54 table, lecture units are calculated as 1/2 unit between 9 hours and 17.5 hours and as one unit between 18 hours and 26.5 hours.

5) Work Experience (WEX) units are not calculated using this chart. WEX units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).  
**Note:** WEX units are awarded for on-the-job training hours; and not for lecture.

6) These are the only permitted methods and formulas for calculating units in the California Community Colleges. There are no allowable locally derived formulas or exceptions for specific disciplines.

## Regulations for the California Community College Credit Hours/Units

### Title 5 - § 55002(a)(2)(B) - Standards and Criteria for Courses - Units

"The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses."

### Title 5 - § 55002.5 (a) - Credit Hour

"One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system or 33 hours of lecture, study, or laboratory work at colleges operating on the quarter system."

### Program and Course Approval Handbook (PCAH), 5th Edition, September 2013, page 80

"In practice, the number of hours varies among institutions, but is generally within the range of 48-54 hours per unit for colleges on the semester system. For each hour of lecture required, it is assumed that students will be required to spend an additional two hours of study outside of class. The number of units awarded for laboratory courses is generally based on the number of hours of laboratory."

# CCCCO Units/Hours Worksheet

## Title 5 - § 55002.5 - Unit size

"(c) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.  
(d) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory in increments of less than one half unit."

## PCAH - Homework for laboratory classes, page 81

"The college may award one unit of lab credit for only two hours per week of hands-on instruction/activity as long as the instructor assigns one hour per week of out-of class study. There is no prohibition against this practice; however, it must be used with caution, particularly in regard to transferrable laboratory classes."

## Title 5 - § 55256.5 (a) (b) - Work Experience Credit

"One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education."  
"The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded."

## Title 5 - § 58050 (a) - Conditions for Claiming Attendance

"The following conditions must be met in order for attendance of students enrolled in a course to qualify for state apportionment: (5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. (6) The students must be under the immediate supervision of an employee of the district; unless otherwise provided by law. (7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served."  
Other conditions apply.

## Title 5 - § 58051 (a)(1) - Method for Computing Full-Time Equivalent Student (FTES)

"Except as otherwise provided, in computing the full-time equivalent student of a community college district, there shall be included only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which he or she served."

**Note:** Students can be awarded unit credit for homework; however, homework hours cannot be claimed for apportionment.