

CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, December 8, 2015

(TLC) Teaching Learning Center in the LRC.

3:00 p.m.

AGENDA

PLEASE BE ON TIME...The meeting will begin **promptly** at 3:00 p.m. in the **(TLC) Teaching Learning Center in the LRC.** Your attendance is critical in helping to meet the curriculum needs of Cypress College. Remember if you are unable to attend please find an alternate representative.

Call to Order:

Mark Majarian, Chair

1. **Approval of *December 1, 2015 minutes:*** (attached)
2. **Chair Report**
3. **Proposed Timeline for Baccalaureate courses:**
April 15, 2016 prelaunch
September 2016 launch
October 2016 DCCC
November 2016 Board
Chancellor's office for processing

Approvals –

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 039 C Internship: Legal Transcription Units:2 Lecture:2 Laboratory:0 Postponed 12-1-15	* New Course * Prerequisite: none	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. This is the standard size for internship classes in the district.	2016 Fall	There is a need for legal transcription in the field of law to prepare edited documents from taped and videotaped proceedings.
ENGL 099 C Accelerated Preparation for College Writing Units:4 Lecture:4 Laboratory:1	* New Course * Prerequisite: none * Advisory: ENGL 135 C; CTEP score of 40 or higher * Pass/No Pass * Distance Education/Hybrid	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course will be an alternative to the regular developmental English sequence for highly determined students who would like to go through the entire sequence in one semester. It is designed to increase retention and success of developmental, non-ESL students through English 100.

ENGL 225 C Literary Journal Publication Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: minimum grade of C in ENGL 100 C * UC/CSU Transfer * AAGE: Area C * CSUGE: Area C2 * IGETC: Area 3B * CSU Transfer * Distance Education & Hybrid	30	Most of the time students are engaged in individual and collaborative work practicing the skill(s) they are learning. Writing assignments using analytical and critical thinking skills are also required.	2016 Fall	This class supports the English AA-T and the English Department Literary Journals.
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REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 295 C CIS Internship Units: 1-4 Lecture: 1 Laboratory: 3.4- 13.4	* Catalog Description Update * Schedule Description Update * Textbook Update * Repeatability removed * FSAs A05 Accounting, A60 Counseling, B90 Management, C25 Business Education Office Management, Q90 Office Technologies removed	25	Internship/Field Practice Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations.	2016 Fall	Program Review
CTRP 079 C Internship: CART Units: 2 Lecture: 2 Laboratory: 0 Postponed 12-1-15	* Outline Update * Lab hours from 2.75-50 to 0 * Class size from 20 to 25 * Prerequisite removed	25	The student is engaged in both an on campus internship class and an external internship assignment. The student is actively engaged in practicing the skill(s) they are learning on the job. The instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to accurately reflect the current course content. Lab hours changed to comply with State standards.
CTRP 081 C Internship: Court Reporting Units: 2 Lecture: 2 Laboratory: 0 Postponed 12-1-15	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 1-2 to 2 * Lecture hours from 1-2 to 2 * Lab hours from 2.75 to 0 * Class size from 20 to 25	25	The students will have both an on campus class and an off-campus internship experience. They are engaged in practicing the skill(s) they have learned and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to meet Court Reporter's Board standards for internship. Outline, catalog, schedule & textbook update to better reflect course content. Lec/lab hours and units changed to comply with State standards.

CTRP 086 C Internship: Proofreading Units: 1 Lecture: 1 Laboratory: 0 Postponed 12-1-15	* Outline Update * Class size from 20 to 25 * Repeatability removed * FSA M75 Court Reporting added	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to reflect current classroom and out of class activities.
CTRP 087 C Internship: Hearing Reporter Units: 2 Lecture: 2 Laboratory: 0 Postponed 12-1-15	* Outline Update * Units from .5-2 to 2 * Lecture hours from .5-2 to 2 * Prerequisite removed	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated in order to meet industry standards. Lecture hours and units changed to comply with State standards.
CTRP 088 C Internship: Captioning Units: 2 Lecture: 2 Laboratory: 0 Postponed 12-1-15	* Outline Update * Catalog Description Update * Schedule Description Update * Repeatability removed	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated in order to accurately reflect classroom activities.
CTRP 097 C Internship: Scoping/Editing Units: 1 Lecture: 1 Laboratory: 0 Postponed 12-1-15	* Outline Update * FSA M75 Court Reporting added	20	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being revised to meet new industry standards.
ENGL 100 C College Writing Units: 4 Lecture: 4 Laboratory: 0	* Prerequisite: ENGL 099 C added	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words.	2016 Fall	ENGL 99 F is already a prerequisite for ENGL 100 C. It is necessary to now add ENGL 99 C as a prerequisite. Fullerton will also be asked to add ENGL 99 C as a prerequisite.
ENGL 100HC Honors College Writing Units: 4 Lecture: 4 Laboratory: 0	* Prerequisite: remove ENGL 060 C and add ENGL 099 C	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honor course to allow for in-depth class discussion and student presentations.	2016 Fall	Course revision to include ENGL 99 C, in addition to ENGL 99 F, as a prerequisite.

ENGL 103HC Honors Critical Reasoning and Writing Units: 4 Lecture: 4 Laboratory: 0	* Catalog Description Update * Schedule Description Update * RDG added * Prerequisites revalidated * Title expanded	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honor course to allow for in-depth class discussion and student presentations.	2016 Fall	RDG requirement for the honors course was not changed when the course was revised in the last cycle; we are correcting the error so that the course is aligned with English 103 and because we want the change reflected in the 2016 course catalog.
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MODIFY DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Counseling	CSU General Education (CSU GE Breadth) Certificate of Achievement GROUP A: English Composition, 1 course (3 semester units/4-5 quarter units) Units ENGL 106 C Critical Reading, Writing and Thinking 3 GROUP C: PHYSICAL and BIOLOGICAL SCIENCE LABORATORIES (ALL SCIENCE LABS THAT COMBINE LECTURE AND LAB OR LAB ONLY COURSES): Units BIOL 122 C Marine Biology 4 E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT - 3 Unit Minimum Units COUN 105 C Stress and Anxiety Management 3 COUN 145 C Job Readiness and Career Management 2	2016 Fall	Title change ENGL 106 from Critical Thinking to Critical Reading, Writing and Thinking BIOL 122 C Lecture hours from 4 to 3 and Units from 5 to 4 Title change to COUN 105 C Stress and Anxiety Management and unit change to 3 units Title change to COUN 145 C Job Readiness and Career Management
Counseling	Intersegmental General Education Transfer Curriculum (IGETC) Certificate of Achievement GROUP A: English Composition, 1 course (3 semester units/4-5 quarter units) Units ENGL 106 C Critical Reading, Writing and Thinking 3 GROUP C: PHYSICAL and BIOLOGICAL SCIENCE LABORATORIES (ALL SCIENCE LABS THAT COMBINE LECTURE AND LAB OR LAB ONLY COURSES): Units BIOL 122 C Marine Biology 4	2016 Fall	Title change ENGL 106 from Critical Thinking to Critical Reading, Writing and Thinking BIOL 122 C Lecture hours from 4 to 3 and Units from 5 to 4

<p>Court Reporting</p> <p>Postponed 12-1-15</p>	ASSOCIATE IN SCIENCE DEGREE COURT REPORTING		<p>2016 Fall</p> <p>Change in courses CTRTP 040 title expanded CTRTP 074 title expanded Title change ENGL 106 from Critical Thinking to Critical Reading, Writing and Thinking CTRTP 081 units from 1-2 to 2 CTRTP 083 units from 1 to 2 CTRTP 084 units from 1 to 2 CTRTP 085 units from 1 to 2 Remove MGT 240 Total units from 112-113 to 113-115</p>	
	SEMESTER 1:			
		Units		
	CTRTP040 C	Beginning Machine Shorthand Theory		3
	CTRTP041 C	Court Reporting Theory Review		3
	CTRTP071 C	Legal Terminology and Rhetoric		3
	MGT055 C	Business English		3
	CTRTP067 C	Basic Vocabulary Development		2
	COUN140 C	Educational Planning		1
	SEMESTER 2:			
		Units		
	CTRTP042 C	Machine Shorthand Speed Building 1		2
	CTRTP043 C	Machine Shorthand Speed Building 2		2
	CTRTP051 C	Court/Conference Reporting: Legal		3
	CTRTP073AC	Spelling for Modern Business		1
	CTRTP073BC	Punctuation for Court Reporting		1
	HS145 C	Survey of Medical Terminology		3
	ENGL106 C *	Critical Reading, Writing and Thinking		3
	MGT041 C	Survey of Business Law		3
		or		
	MGT241 C	Legal Aspects-Business Transactions		3
		or		
	MGT141 C	Personal Law		3
	SOSC - Social Science Elective *			3
	SUMMER SESSION:			
		Units		
	CTRTP044 C	Machine Shorthand Speed Building 3		2
	CTRTP045 C	Machine Shorthand Speed Building 4		2
	SEMESTER 3:			
		Units		
	CTRTP057 C	Machine Shorthand Challenge-160		2
	CTRTP046 C	Machine Shorthand Speed Building 5		2
	CTRTP052 C	Court/Conference Reporting-Medical		3
	MGT242 C	American Judicial System		4
	CTRTP066 C	Machine Transcription-Medical		2
		Humanities Elective		3
		Physical Education Elective		1
	CTRTP054 C	Two/Four Voice Testimony		3
	CTRTP082 C	Computer Aided Transcription: ProCAT		1
		or		
	CTRTP083 C	Computer Aided Transcription: Stenograph		2
		or		
	CTRTP084 C	Computer Aided Transcription: Eclipse		2
SEMESTER 4:				
	Units			
CTRTP047 C	Machine Shorthand Speed Building 6	2		
CTRTP053 C	Court/Conference Reporting: Congressional	3		
CTRTP055 C	Court/Conference Reporting: Jury Charge	3		
CTRTP056 C	Court/Conference Reporting: Jury Charge 2	3		
CTRTP072 C	Legal Procedures	4		
CTRTP068 C	Advanced Vocabulary Development	1.5		
MGT143 C	Introduction to Legal Research	1		
CTRTP058 C	Machine Shorthand Challenge-180	2		
CTRTP059 C	Machine Shorthand Challenge-200	2		

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	CTRP054 C	Two/Four Voice Testimony	0.5 - 3		
	CTRP085 C	Computer Aided Transcription: Dictionary Building	2		
	SEMESTER 4				
			Units		
	CTRP059 C	Machine Shorthand Challenge-200	0.5 - 2		
	CTRP047 C	Machine Shorthand Speed Building 6	0.5 - 2		
	CTRP053 C	Court/Conference Reporting: Congressional	1 - 3		
	CTRP055 C	Court/Conference Reporting: Jury Charge	0.5 - 3		
	CTRP056 C	Court/Conference Reporting: Jury Charge 2	0.5 - 3		
	CTRP068 C	Advanced Vocabulary Development	1.5		
	CTRP082 C	Computer Aided Transcription: ProCAT	1		
	or				
	CTRP083 C	Computer Aided Transcription: Stenograph	2		
	or				
	CTRP084 C	Computer Aided Transcription: Eclipse	2		
	or				
	CTRP070 C	Computer Aided Transcription: Stenocat	1		
	MGT143 C	Introduction to Legal Research	1		
	CTRP076 C	Court & Deposition Procedures	1.5 - 3		
	SUMMER SESSION				
			Units		
	CTRP048 C	Machine Shorthand Speed Building 7	0.5 - 2		
	CTRP060 C	Machine Shorthand Challenge-220	0.5 - 2		
	SEMESTER 5				
			Units		
	CTRP076 C	Court & Deposition Procedures	1.5 - 3		
	CTRP081 C	Internship: Court Reporting	2		
	BIOL160 C	Integrated Medical Science	3		
	or				
	HS147 C	Survey of Disease	3		
	CTRP074 C	CSR/RPR/CBC/CCP Exam Preparation	0.5 - 3		
	CTRP092 C	Realtime Writing Concepts	2		
	Total Units		50-88.5		
Court Reporting Postponed 12-1-15	CAPTIONING CERTIFICATE			2016 Fall	Change in CTRP 085 and CTRP 091 from 1 unit to 2 units Total units from 16.5 to 18.5
			Units		
	CTRP085 C	Computer Aided Transcription: Dictionary Building	2		
	CTRP090 C	Court/Conference Reporting: Literary	3		
	CTRP089 C	Court/Conference Reporting: Literary II	3		
	CTRP096 C	Court and Conference Reporting: Literary III	3		
	CTRP092 C	Realtime Writing Concepts	2		
	CTRP088 C	Internship: Captioning	2		
	CTRP068 C	Advanced Vocabulary Development	1.5		
	CTRP091 C	Advanced Dictionary Build	2		
	Total Units		18.5		

<p>Court Reporting</p> <p>Postponed 12-1-15</p>	<p>COMPUTER EDITOR (SCOPIST) CERTIFICATE</p> <p>Required courses are listed in suggested sequence:</p>		<p>2016 Fall</p> <p>CTRP 040 title expanded Change in CTRP 083 and CTRP 084 from 1 to 2 units No total unit change</p>	
		Units		
	CIS100 C	Introduction to Computer and Windows Concepts		3
		or		
	CIS111 C	Computer Information Systems		3
	CIS107 C	Introduction to Windows		2
	CTRP040 C	Beginning Machine Shorthand Theory		3
	CTRP041 C	Court Reporting Theory Review		3
	CTRP071 C	Legal Terminology and Rhetoric		3
	CTRP073AC	Spelling for Modern Business		1
	CTRP073BC	Punctuation for Court Reporting		1
	CTRP073CC	Formatting, Style and Usage		1
	CTRP032 C	CTRP Career Exploration		1
	CTRP097 C	Internship: Scoping/Editing		1
	Select a minimum of four units from the following courses:			4
	Electives:			
				Units
	CTRP082 C	Computer Aided Transcription: ProCAT		1
	CTRP083 C	Computer Aided Transcription: Stenograph		2
	CTRP084 C	Computer Aided Transcription: Eclipse		2
	CTRP070 C	Computer Aided Transcription: Stenocat		1
	HS145 C	Survey of Medical Terminology		3
	MGT055 C	Business English		3
MGT143 C	Introduction to Legal Research	1		
CTRP067 C	Basic Vocabulary Development	2		
CTRP068 C	Advanced Vocabulary Development	1.5		
Total Units		23		
<p>Court Reporting</p> <p>Postponed 12-1-15</p>	<p>HEARING REPORTER CERTIFICATE</p> <p>Required courses are listed in suggested sequence:</p>		<p>2016 Fall</p> <p>CTRP 087 units from .5-2 to 2 No total unit change</p>	
		Units		
	CTRP090 C	Court/Conference Reporting: Literary		3
	CTRP052 C	Court/Conference Reporting-Medical		3
	CTRP056 C	Court/Conference Reporting: Jury Charge 2		3
	CTRP053 C	Court/Conference Reporting: Congressional		3
	CTRP087 C	Internship: Hearing Reporter		2
	CTRP092 C	Realtime Writing Concepts		2
	CTRP055 C	Court/Conference Reporting: Jury Charge		3
	Total Units			19