

CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, March 1, 2016

(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 *February 16, 2016 minutes*: (attached)
2. Chair Report
3. Criteria for Upper Division Coursework - Baccalaureate
4. Formation of a subcommittee to clarify curriculum options available to the English and Reading disciplines related to the continuing concerns that have been raised regarding a shared prefix

Approvals –

CTRP previously Curriculum Committee approved 12-8-16

Adding Lab hour information not previously reflected

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 039 C Internship - Legal Transcription Units:3 Lecture:2 Laboratory:3	* 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.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 079 C Internship - CART Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Lab hours from 2.75-50 to 3 TBA * Class size from 20 to 25 * Units from 2 to 3 * 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 and units changed to comply with State standards.
CTRP 081 C Internship - Court Reporting Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 1-2 to 3 * Lecture hours from 1-2 to 2 * Lab hours from 2.75 to 3 TBA * 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: 1.5 Lecture: 1 Laboratory: 1.5	* Outline Update * Class size from 20 to 25 * Catalog Description Update * Schedule Description Update * Repeatability removed * FSA M75 Court Reporting added * Units from 1 to 1.5 * Lab hours added 1.5 TBA	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. Lab hrs and units changed to comply with State standards.

<p>CTRP 087 C Internship - Hearing Reporter Units: 3 Lecture: 2 Laboratory: 3</p>	<p>* Outline Update * Catalog Description Update * Schedule Description Update * Units from .5-2 to 3 * Lecture hours from .5-2 to 2 * Lab hours added 3 TBA * Prerequisite removed * Repeatability removed * Class size from 20 to 25</p>	<p>25</p>	<p>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.</p>	<p>2016 Fall</p>	<p>This course is being updated in order to meet industry standards. Lec/lab hours and units changed to comply with State standards.</p>
<p>CTRP 088 C Internship - Captioning Units: 3 Lecture: 2 Laboratory: 3</p>	<p>* Outline Update * Catalog Description Update * Schedule Description Update * Repeatability removed * Units from 2 to 3 * Lab hours added 3 TBA</p>	<p>25</p>	<p>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.</p>	<p>2016 Fall</p>	<p>This course is being updated in order to accurately reflect classroom activities. Lab hrs and units changed to comply with State standards.</p>
<p>CTRP 097 C Internship – Scoping and Editing Units: 1.5 Lecture: 1 Laboratory: 1.5</p>	<p>* Outline Update * Catalog Description Update * Schedule Description Update * FSA M75 Court Reporting added * Class size from 20 to 25 * Units from 1 to 1.5 * Lab hours added 1.5 TBA</p>	<p>25</p>	<p>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.</p>	<p>2016 Fall</p>	<p>This course is being revised to meet new industry standards. Lab hrs and units changed to comply with State standards.</p>

REVISED DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																
Court Reporting	<p>CART - Communication Access Realtime Translation Certificate</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="350 386 1045 961"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CTRP040 C</td><td>Beginning Machine Shorthand Theory</td><td>3</td></tr> <tr><td>CTRP041 C</td><td>Court Reporting Theory Review</td><td>3</td></tr> <tr><td>CTRP042 C</td><td>Machine Shorthand Speed Building 1</td><td>2</td></tr> <tr><td>CTRP043 C</td><td>Machine Shorthand Speed Building 2</td><td>2</td></tr> <tr><td>CTRP044 C</td><td>Machine Shorthand Speed Building 3</td><td>2</td></tr> <tr><td>CTRP045 C</td><td>Machine Shorthand Speed Building 4</td><td>2</td></tr> <tr><td>CTRP051 C</td><td>Court/Conference Reporting: Legal</td><td>3</td></tr> <tr><td>CTRP052 C</td><td>Court/Conference Reporting-Medical</td><td>3</td></tr> <tr><td>CTRP067 C</td><td>Basic Vocabulary Development</td><td>2</td></tr> <tr><td>CTRP068 C</td><td>Advanced Vocabulary Development</td><td>1.5</td></tr> <tr><td>CTRP092 C</td><td>Realtime Writing Concepts</td><td>2</td></tr> <tr><td>CTRP079 C</td><td>Internship - CART</td><td>3</td></tr> <tr><td>CTRP090 C</td><td>Court/Conference Reporting: Literary</td><td>3</td></tr> <tr><td>CTRP089 C</td><td>Court/Conference Reporting: Literary II</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>34.5</td></tr> </tbody> </table>			Units	CTRP040 C	Beginning Machine Shorthand Theory	3	CTRP041 C	Court Reporting Theory Review	3	CTRP042 C	Machine Shorthand Speed Building 1	2	CTRP043 C	Machine Shorthand Speed Building 2	2	CTRP044 C	Machine Shorthand Speed Building 3	2	CTRP045 C	Machine Shorthand Speed Building 4	2	CTRP051 C	Court/Conference Reporting: Legal	3	CTRP052 C	Court/Conference Reporting-Medical	3	CTRP067 C	Basic Vocabulary Development	2	CTRP068 C	Advanced Vocabulary Development	1.5	CTRP092 C	Realtime Writing Concepts	2	CTRP079 C	Internship - CART	3	CTRP090 C	Court/Conference Reporting: Literary	3	CTRP089 C	Court/Conference Reporting: Literary II	3	Total Units		34.5	2016 Fall	CTRP 079 C changed units from 2 to 3 Total unit change from 33.5 to 34.5
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