

CYPRESS COLLEGE CURRICULUM COMMITTEE

Tuesday, October 6, 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 *September 29, 2015 minutes*:** (attached)
2. **Chair Report**

Approvals –

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MGT 055 C Business English Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Class Size from 40 to 45 * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 085 C Business Planning Units: 1 Lecture: 1 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the state-approved Small Business Operations Certificate.
MGT 086 C Business Finance-Recordkeeping Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content.
MGT 087 C Computer Technology for Small Business Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Title * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, title, catalog & schedule updated to better reflect course content. Course is part of the state-approved Small Business Operations Certificate.

MGT 088 C Managing Personnel Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & schedule updated to better reflect course content. Course is part of the state-approved Small Business Operations Certificate.
MGT 089 C Business Law - Small Business Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Small Business Operations Certificate.
MGT 101 C Personal Finance Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Textbook Update * Add Distance Education/Hybrid	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MGT 102 C Financial Literacy Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Textbook Update * Hybrid added	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & textbook updated to better reflect course content.
MGT 111 C Business Communications Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory change to Prerequisite and revalidated * Textbook Update * Class size from 40 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 143 C Introduction to Legal Research Units: 1 Lecture: 1 Laboratory: 0	* Outline Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 151 C Business Mathematics Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Class size from 40 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.

MGT 199 C Management Independent Study Units: .5-2 Lecture: .5-2 Laboratory: 0	* Outline Update * Textbook Update * Lecture hours from 0-2 to .50 to 2 * Class size from 40 to 45 * Repeatability removed	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 261 C Small Business Management Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content.
MGT 267 C Principles of Supervision Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 268 C Human Resources Management Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Class size from 40 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & textbook updated to better reflect course content.
MGT 295 C Management Internship Units: 1-4 Lecture: 1-4 Laboratory: 0	* Outline Update * Lecture hours from 1 to 1-4 * Lab hours from 3.4 - 13.4 to 0 * Remove Distance Education * Remove repeatability * Textbook Update	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	Program Review. Outline & textbook updated to better reflect course content.
MKT 086 C Sales Prospecting Units: .5 Lecture: .5 Laboratory: 0	* Outline Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 087 C Sales Presentations Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & catalog updated to better reflect course content. Course is part of the state- approved Professional Marketing Certificate.

MKT 088 C Handling Sales Objections Units: .5 Lecture: .5 Laboratory: 0	* Outline Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline updated to better reflect course content. Course is part of the Professional Marketing Certificate.
MKT 089 C Making the Sale Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Principles of Marketing Certificate.
MKT 090 C Marketing Essentials Units: 1 Lecture: 1 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 091 C Advertising and Public Relations Units: 1 Lecture: 1 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 092 C Personal Selling Units: 1 Lecture: 1 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 093 C Target Marketing Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 094 C Buyer Behavior Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate

MKT 095 C Market Distribution Systems Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 096 C Sales Promotion Techniques Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 097 C Customer Relations Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 098 C International Marketing - Small Business Units: .5 Lecture: .5 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog & schedule updated to better reflect course content. Course is part of the state-approved Professional Marketing Certificate.
MKT 103 C Principles of Advertising Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Add Distance Education * Class size from 30 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MKT 105 C Principles of Retailing Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Schedule Description Update * Textbook Update * Add Distance Education * Class size from 30 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

MKT 205 C Multicultural Markets in U.S. Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Hybrid added	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the Marketing Certificate and Associate Degree.
MKT 210 C Consumer Behavior Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Schedule Description Update * Textbook Update * Add Distance Education * Class size from 30 to 45	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MKT 222 C Principles of Marketing Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Add Hybrid	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2016 Fall	Program Review. Outline, catalog, schedule & textbook updated to better reflect course content. Course is part of the Marketing Certificate and Associate Degree.
MKT 299 C Merchandising/ MKT-Independent Study Units: 1-3 Lecture: 1-3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 0 to 1-3	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	Program Review. Outline, catalog & schedule updated to better reflect course content.

REVISED DEGREES/CERTIFICATES																													
DEGREE		EFF DATE	JUSTIFICATION																										
Automotive Collision repair	<p>Collision Repair Automotive Sales and Service Certificate</p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACR012 C</td> <td>Collision Damage Appraisal</td> <td>3</td> </tr> <tr> <td>AT110 C</td> <td>Introduction to Automotive Technology</td> <td>4</td> </tr> <tr> <td>MKT094 C</td> <td>Buyer Behavior</td> <td>0.5</td> </tr> <tr> <td>MKT097 C</td> <td>Customer Relations</td> <td>0.5</td> </tr> <tr> <td>MKT208 C</td> <td>Principles of Selling</td> <td>3</td> </tr> <tr> <td>MKT222 C</td> <td>Principles of Marketing</td> <td>3</td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>17</td> </tr> </tbody> </table>		Units	ACR012 C	Collision Damage Appraisal	3	AT110 C	Introduction to Automotive Technology	4	MKT094 C	Buyer Behavior	0.5	MKT097 C	Customer Relations	0.5	MKT208 C	Principles of Selling	3	MKT222 C	Principles of Marketing	3	MGT266 C	Human Relations in Business	3	Total Units		17	2016 Fall	Title change to AT 110 C
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Automotive Collision Repair	Collision Repair Center Parts Manager Certificate Required courses are listed in suggested sequence: <table border="1" data-bbox="386 212 1076 468"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACR012 C</td> <td>Collision Damage Appraisal</td> <td>3</td> </tr> <tr> <td>ACR013 C</td> <td>Computerized Auto Damage Appra</td> <td>3</td> </tr> <tr> <td>AT110 C</td> <td>Introduction to Automotive Technology</td> <td>4</td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td>ACR060 C</td> <td>Collision Repair Management</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>1</td> </tr> </tbody> </table>			Units	ACR012 C	Collision Damage Appraisal	3	ACR013 C	Computerized Auto Damage Appra	3	AT110 C	Introduction to Automotive Technology	4	MGT266 C	Human Relations in Business	3	ACR060 C	Collision Repair Management	3	Total Units		1	2016 Fall	Title change to AT 110 C			
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