

I. GENERAL MATTERS

A. Roll Call

Present: Aguirre, Dingman-Katz, Finnegan, Polak, Osea, Terrill, Thomas, Whetzel

Absent: Montes, Poturica, Simpson-Logg, Smith, Varela, Xu, Zuber

Guests: Furlong, Lenberg, Mays, Pai, Petti, Velazquez-Zvierkova, Verbrugge

Recorder: Nelson

B. Approval of Minutes: M/S/C (Finnegan/Thomas) to approve the minutes of the April 10, 2026, meeting.

C. Agenda Revisions: Move items III.C.7, III.C.8, and III.C.14 to the regular agenda

D. Approval of Agenda: M/S/C (Terrill/Thomas) to approve the agenda as amended.

II. PUBLIC COMMENT

None

III. CONSENT AGENDA

M/S/C (Finnegan/Dingman-Katz) to approve the consent agenda as amended.

A. AGR (Voigt)

1. AGR 53 – Landscaping with Native Plants

a. Course modification (Catalog description)

2. AGR 112 – Viticulture Practices

a. Course modification (Objectives)

3. AGR 142 – Landscape Maintenance

a. Course modification (Objectives)

B. BIOL (Zuber)

1. BIOL 242 – Introduction to Oceanography

a. Assignment of disciplines (Add Ecology or Physical Sciences)

C. BUS (Finnegan, Furlong)

1. BUS 106 – Retail Management

a. Course modification (Methods of evaluation, textbook, objectives, SLO)

2. BUS 107 – Customer Service

a. Course modification (Assignments, textbook, objectives, SLO,)

3. BUS 108 – Computerized Accounting with QuickBooks

a. Course modification (Title, catalog description, assignments, textbook, objectives, SLO, outline)

4. BUS 110 – Payroll Taxation

a. Course modification (Catalog description, assignments, MOE, textbook, objectives, SLO, outline)

5. BUS 111 – Federal Tax Accounting

a. Course modification (Catalog description, SLO, textbook, outline)

6. BUS 132 – Entrepreneurial Management

a. Course modification (Assignments, textbook, objectives, SLO)

7. BUS 150 – Entrepreneurial Marketing

a. Course modification (Textbook, SLO, outline)

- 8. BUS 151 – Introduction to Marketing**
 - a. Course modification (Textbook, objectives, SLO)
 - 9. BUS 170 – Business Communication Skills for Managers**
 - a. Course modification (Catalog description, assignments, textbook, objectives)
 - 10. BUS 200 – Financial Accounting**
 - a. Course modification (Catalog description, assignments, MOE, textbook, SLO, outline)
 - 11. BUS 201 – Managerial Accounting**
 - a. Course modification (Catalog description, assignments, MOE, textbook, SLO, outline)
 - 12. Business – Accounting Associate of Science**
 - a. Program modification (Career opportunities, PSLO)
 - 13. Business – Accounting Certificate of Achievement**
 - a. Program modification (Add BUS 108 and BUS 114; remove BUS 134, catalog description, career opportunities)
 - 14. Business Entrepreneurship Certificate of Achievement**
 - a. Program modification (Remove BUS 174, career opportunities, PSLO)
- D. CSC (Pai)**
- 1. CSC 109A – IT Support I**
 - a. Course modification (Textbook, objectives)
 - 2. CSC 109B - IT Support II**
 - a. Course modification (Textbook, objectives)
 - 3. CSC 118 – Introduction to Information Systems Security**
 - a. Course modification (Textbook, SLO)
 - 4. CSC 166 – Database**
 - a. Course modification (Textbook)
 - 5. CSC 520 – Beginning Computer Skills I**
 - a. Course modification (No changes)
 - 6. CSC 526 – Beginning Computer Skills II**
 - a. Course modification (No changes)
- E. WOD (Mays)**
- 1. WOD 70A – Introduction to Woodworking I**
 - a. Course modification (Textbook)
 - 2. WOD 70B - Introduction to Woodworking II**
 - a. Course modification (No changes)
 - 3. WOD 80A – Fine Woodworking: Theory and Practice I**
 - a. Course modification (Textbook)
 - 4. WOD 80B – Fine Woodworking: Theory and Practice II**
 - a. Course modification (Assignments, textbook)
 - 5. WOD 81A – Fine Woodworking: Special Studies in Cabinet Making**
 - a. Course modification (No changes)
 - 6. WOD 81B – Fine Woodworking: Advanced Special Studies in Cabinet Making**
 - a. Course modification (No changes)

- 7. WOD 88.1 – Special Topics in Woodworking: Introduction to Furniture Design**
 - a. Course modification (No changes)
- 8. Fine Woodworking I Certificate of Achievement**
 - a. Program modification (No changes)
- 9. Fine Woodworking II Certificate of Achievement**
 - a. Program modification (No changes)

IV. COURSE/PROGRAM PROPOSALS

A. WOD (Mays)

1. WOD 98.1 – Intermediate Woodworking

- a. First reading for course inactivation for WOD 98.1. Mays informed the committee that this course was created during the pandemic and is no longer relevant to current course offerings.

B. CSC (Pai)

1. CSC 144 – Data Wrangling and Visualization

- a. M/S/C (Whetzel/Thomas) to approve CSC 144.
- b. M/S/C (Thomas/Whetzel) to approve the prerequisite for CSC 144.
- c. M/S/C (Whetzel/Thomas) to approve CSC 144 for distance education.

C. ADJ (Dewey, Heston)

1. ADJ 114 – Organized Crime: Local and International

- a. M/S (Whetzel/Finnegan) to approve ADJ 114. Polak asked about the intent of the course within the department and if the course will appear in a program or be a stand-alone. Heston was not present to answer the questions. M/S/C (Polak/Thomas) to table the course.
- b. M/S/C (Polak/Thomas) to table the distance education proposal for ADJ 114.

D. MUS (Lenberg)

1. MUS 221 – Guitar Ensemble

- a. M/S/C (Whetzel/Terrill) to approve MUS 221.

E. THE (Gehrman, Verbrugghe)

1. THE 524 – Playwriting for Older Adults

- a. M/S/C (Thomas/Dingman-Katz) to approve THE 524.

2. THE 505 – Narrative Theatre for Older Adults

- a. M/S/C (Finnegan/Whetzel) to approve THE 505.

F. CAM (Petti)

1. Beginning Baker Certificate of Completion

- a. First reading for both the Beginning Baker and Line Cook certificates. Petti informed the committee that these two certificates are the noncredit version of two credit programs. Petti added that these noncredit certificates will help students gain additional skills aiding in better employment opportunities.

2. Line Cook Certificate of Completion

- a. New program – *First reading*

3. CAM 68 – Food Preservation

- a. M/S/C (Finnegan/Dingman-Katz) to approve CAM 68 after a new outcome was created related to safety and sanitation.

G. NAL (Velazquez-Zvierkova)

1. NAL 201 – Elementary Northern Pomo: Level II

- a. First reading the NAL 201. Velazquez-Zvierkova informed the committee that NAL 201 is the next level of elementary Northern Pomo. The first level is being offered this semester and has 40 enrolled students. Velazquez-Zvierkova again worked with Kathy O'Connor from Boston College to develop this course.

H. BUS (Finnegan, Furlong)

1. BUS 134 – Human Relations in Business

- a. M/S (Thomas/Whetzel) to approve BUS 134. Thomas asked about possibly splitting up some course objectives as there are a few with double sentences and could be split into two objectives. M/S/C (Thomas/Polak) to table BUS 134.

2. BUS 135 – Human Resources Management

- a. M/S (Terrill/Thomas) to approve BUS 135. Similar feedback as BUS 134. Thomas suggested reviewing objective #4 and #6 for edits. M/S/C (Polak/Dingman-Katz) to table BUS 135.

3. BUS 212 – The Legal Environment of Business

- a. M/S (Terrill/Whetzel) to approve BUS 212. Same feedback as BUS 134 and BUS 135. M/S/C (Thomas/Terrill) to table BUS 212.

4. Business Information Worker I Certificate of Achievement

- a. First reading for program inactivation for BIW I and BIW II. Furlong and Finnegan informed that committee that there are very few students enrolled in these programs and are no longer relevant. Finnegan added that a lot of the courses in these programs are found in other programs that are more applicable. Polak explained the process for inactivating a program including a teach-out plan for any students that have catalog rights. There is currently only one student with the declared major of BIW I. There was also discussion on possibly developing a noncredit program.

5. Business Information Worker II Certificate of Achievement

- a. Program inactivation – *First reading*

V. DISCUSSION

A. 2026-2027 Curriculum Calendar – Approval

M/S/C (Finnegan/Thomas) to approve the 2026-2027 curriculum calendar.

B. Work Experience TOP/CIP update

Polak explained the transition from TOP codes to CIP codes that all CCCs will be making over the next couple years. These codes live in many different areas including courses, programs, and budget codes. There is a TOP/CIP crosswalk that is being reviewed and updated. Most codes are aligned except for work experience. We currently have one work experience course, WEE 196, but CCCs are being told that they must have work experience courses in individual CTE department as the CIP code for work experience will be non-vocational. There are currently nine CTE departments that utilize work experience in their programs. Those nine

departments will need to create discipline specific work experience courses. There was discussion on the process of reactivating those courses and revising the programs. It was agreed that Workforce Development Instructor/Coordinator, Molly Thomas, will work with faculty to create the new courses and Curriculum Technician, Amy Nelson, will modify the programs.

FUTURE MEETINGS: May 8

Meeting adjourned at: 12:06 p.m.