

MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
December 11, 2001

Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Leslie Thonesen at 4:02 p.m., December 11, 2001, at the District Office Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Leslie Thonesen, President
Dorothy Smith, Vice President
Phillip J. Forhan, Secretary
Adolfo M. Corona (arrived at 4:05 p.m.)
Ron Manfredi
Patrick E. Patterson (arrived at 4:18 p.m.)
William J. Smith
Warren Bisel, Student Trustee, RC

Trustee Absent Margaret Todd, Student Trustee, FCC

Also present were:

Judith A. Redwine, Chancellor, SCCC
Art Elish, Interim President, Fresno City College
Tom Crow, President, Reedley College
Jon Sharpe, Executive Vice Chancellor-Administration and Finance, SCCC
Don Yeager, Vice Chancellor-North Centers
Shirley Bruegman, Vice Chancellor-Educational Services and Planning, SCCC
Randy Rowe, Associate Vice Chancellor-Human Resources, SCCC

Introduction of
Guests Among the others present, the following signed the guest list:

Cindy Spring, Executive Secretary to the Chancellor, SCCC
Teresa Patterson, Executive Director-Public and Legislative Relations, SCCC
Joan Edwards, Executive Director, SCCC Foundation
Jerry Behrens, Legal Counsel, Lozano Smith
Brian Speece, Associate Vice Chancellor-Business and Operations, SCCC
Art Amaro, AFT President and Staff, FCC
Chris Caldwell, CSEA President and Staff, FCC
Ann Walzberg, Academic Senate President and Staff, FCC
Ron Nishinaka, Academic Senate President and Staff, RC
Lisa McAndrews, Classified Senate President and Staff, RC
Irene Archuleta, Classified Senate President and Staff, FCC
Randy Vogt, Director of Purchasing, SCCC
Gene Blackwelder, College Business Manager, RC

Introduction of
Guests (continued)

Elizabeth Carlisle, Executive Director, Training Institute
Ron Taylor, Dean of Instruction, RC
Terry Kershaw, Dean of Instruction and Student Services, NC
Ed Eng, Director of Finance, SCCC
Sherian Eckenrod, Associate Dean of Instruction-Business
Division, FCC
Cyndie Sine, Coordinator of Planning, Faculty Development, and
Program Review, FCC
Carl Simms, Director-Maintenance and Operations, SCCC
Carolyn Drake, Associate Dean of Instruction, Health Sciences
Division, FCC
John Cummings, District Dean of Admissions and Records,
SCCC
Ted Uyesaka, Director, Management Information Systems,
SCCC
Jeff Josserand, Director of Classified Personnel, SCCC
Charles Francis, Director-Grant Funded Education, The Training
Institute
Tom Driscoll, Construction Services Manager, SCCC
Jannett Jackson, Associate Dean of Instruction, Learning
Resources Center, FCC
Michael Guerra, College Business Manager, FCC
Ernie Smith, Associate Dean of Students, CalWORKs Program,
FCC
Kendall Bates, Law Offices of Kendall and Bates
Theresa Souza, Instructor, FCC
Mary Jane McClain, Instructor, FCC
Pilar De La Cruz, Community Medical Centers
Gerry Bill, Instructor, FCC
Rosemarie Guglielmino, Instructor, FCC
Dianne Moore, Director of Nursing, FCC
Bridget Bousguet-Heyne, Instructor, FCC
Joanne Pacheco, Instructor, FCC
Sandra Cleveland, Instructor, FCC
Greg Young, ASB, RC
Susan Quinville, ASB, RC
Veronica Mendige, ASB, RC
Allisha Ross, College Center Assistant, NC
Adelfa Lorenzano, Student Activities, RC
Mary Farrell, MCH
Mary Jane Garcia, ASB, RC
Yvette Moreno, ASB, RC
Luz Mari Pena, ASB, RC
Kristi Andreen, Instructor, FCC
Steven Boyd, Instructor, FCC
Paul Gonzales, Instructor, FCC
Yasamin Jamali, Student, FCC
Paul Torres, ASG, FCC
Ernie Garcia, ASG, FCC

Approval of Minutes

The minutes of the Board meeting of November 6, 2001, were presented for approval.

Ms. Smith stated that she had to leave the November meeting early and had left some notes for Mr. Thonesen to read; however, her comments were not included in the minutes.

A motion was made by Mr. Manfredi and seconded by Ms. Smith that the minutes of November 6, 2001, be approved as amended to include Ms. Smith's previous comments. The motion carried by the following vote:

Ayes - 5
Noes - 0
Absent - 2

Ms. Smith's comments from the November 6, 2001, meeting are as follows:

- She appreciates receiving the Disaster Preparedness Plan.
- The Lunch and Learn meeting hosted by the Foundation was interesting, informative, and a very creative way to get the Foundation up and going.
- She attended the October Classified Professionals meeting and was impressed with the caliber of our classified personnel. They are smart, creative, and not afraid of hard work. The Classified Professionals are shining stars in our District, and Dr. Emerzian, along with the Classified Professional leaders, are doing an excellent job.

Election of Officers
and Adoption of
Board Calendar
[01-250]
Action

Mr. Thonesen called for the nomination of officers.

Mr. Manfredi nominated Mr. Forhan for the office of President. The nomination was seconded by Mr. Smith and the nomination carried by the following vote:

Ayes - 6
Noes - 0
Absent - 1

Ms. Smith stated that she would like the record to show that having been Vice President for two terms, she wonders what constitutes who nominates whom for President.

Special Presentation

Mr. Forhan presented a plaque to Mr. Thonesen in appreciation for his outstanding and dedicated service as Board President for 2000-01.

Election of Officers and Adoption of Board Calendar [01-250] <u>Action</u> (continued) Vice President	Mr. Smith nominated Ms. Smith for the office of Vice President. Ms. Smith declined and stated that she had held the office long enough. Mr. Manfredi nominated Mr. Corona for the office of Vice President. The nomination was seconded by Mr. Smith and the nomination carried by the following vote: Ayes - 6 Noes - 0 Absent - 1
Secretary	Mr. Smith nominated Mr. Manfredi for the office of Secretary. The nomination was seconded by Mr. Corona and the nomination carried by the following vote: Ayes - 6 Noes - 0 Absent - 1
Board Representative, County Committee on School District Organization	Mr. Forhan asked for nominations for the Board Representative, County Committee on School District Organization. It was agreed that Mr. Corona would continue as the representative for this organization.
Legislative Representative	Mr. Forhan asked for nominations for the Legislative Representative. Mr. Manfredi volunteered to be the representative and the Board agreed.
Fresno Area Self-Insured Benefits Organization (FASBO)	It was agreed that Mr. Manfredi would continue to serve as the Board's representative for the Fresno Area Self-Insured Benefits Organization (FASBO).
SCCC Foundation Board	Mr. Corona and Mr. Smith agreed to continue to serve as the Board's representatives on the State Center Community College Foundation Board.
Board Calendar	Mr. Forhan suggested that a date in July be scheduled for the Chancellor's evaluation. Ms. Smith stated that traditionally we have had meetings in Reedley and Madera and would like to suggest having a meeting at the Clovis site. Following a brief discussion regarding the logistics of having a meeting at the Clovis Center, it was suggested that the August meeting could be held in Clovis. Mr. Forhan stated that the Board has previously discussed having

Board Calendar
Action
(continued)

a meeting at the Career & Technology Center. Mr. Sharpe stated that logistically it would not be possible to have a meeting at the CTC.

A motion was made by Mr. Corona and seconded by Mr. Smith that the Board of Trustees adopt the calendar with the amendment that the August 6 meeting be held at the Clovis Center and that the Chancellor's evaluation be held on July 9. Dr. Redwine stated that she is the President of the National Presidents Academy and one of her responsibilities is to chair a weeklong workshop scheduled during the week of July 9.

A motion was made by Mr. Corona and seconded by Mr. Smith that the motion be amended to include the date of July 16 as the Chancellor's evaluation. The motion carried unanimously.

Chancellor's Report

Dr. Redwine recognized Charles Francis and Elizabeth Carlisle for their efforts in putting together a set of classroom materials for the Farm Labor Contract Program. They took it to Sacramento, arranged all the political dimensions behind the scenes, and presented it to the State Labor Commissioner. Although we had been warned we would never be able to gain this opportunity, following the visit with the Commissioner we received an official letter that the District will now be the trainers for a continuing education program for farm labor contractors. Not only will we be doing the pilot program, but we have also agreed to roll the program out to our sister community colleges in an effort to provide this program for farm labor contractors around the state.

Ms. Carlisle stated that the Export Center has received President Bush's "E" award for excellence in exporting. We learned last Monday that an undersecretary is coming to Fresno to present the award. She invited the Board to join in the presentation to be held at the Fresno Chamber of Commerce tomorrow at 5:15 p.m.

Dr. Redwine also recognized Fresno City College student Yasamin Jamali. Yasamin was recently notified that she received a \$5,000 Benjamin A. Gilman Scholarship, a new scholarship administered by the Institute of International Education. This is significant because Yasamin was the only community college awardee from the entire state of California. Yasamin will be using her award for the Spring Semester in England.

Yasamin stated that she is very proud to represent Fresno City College as well as State Center Community College District.

Dr. Redwine added that to close out this year, she would like to thank the trustees for all the work they have contributed to help the District move forward over the past year. Their efforts are

Chancellor's Report
(continued)

deeply appreciated, and we recognize we would not be where we are if it were not for the Board's dedication.

Campus Report,
Fresno City College

Dr. Elish report the following from Fresno City College:

Led by the wrestling team of first-year coach Anthony Camacho, Fresno City College intercollegiate athletics teams had highly successful seasons this fall. The wrestlers won the dual state championship over Moorpark and then dethroned the Raiders in the team championships on December 1. After another undefeated regular season at 10-0, the FCC football team won the Valley Conference championship but lost in the Northern California championship game at City College of San Francisco 19-7 on December 1. In men's soccer, Eric Solberg guided the Rams to a conference championship for the third straight year, but lost in the semi-finals of the state championships. Coach Rhonda Williams, took the women's golf team to the state championships where FCC finished 4th in the team standings.

Choral Music instructor Julie Barron was selected to attend the 2002 Carnegie Hall Choral Workshop in January at Carnegie Hall. Although Julie has accompanied three student groups who performed at Carnegie Hall, this will be the first time she will be on stage performing. The Carnegie Hall Choral Workshop includes five days of intensive choral, solo, and orchestral rehearsals with internationally-known conductor Andre Previn.

Congratulations to Michael Roberts and Kenneth Chacon who are recipients of two prestigious writing awards respectively through Fresno State. Michael is the recipient of the Philip Levine Scholarship in Poetry. Kenneth is the recipient of the Andres Montoya Memorial Scholarship in Creative Writing.

One of our music students, trumpet player David Swigart, has been selected for the International Association of Jazz Educators Community College All-Star Jazz Ensemble. He was selected from applicants throughout the United States, based on the quality of his audition tape. He will be rehearsing and performing with this select group at the association's international conference held in Long Beach in January.

FCC students competing in this year's fifth annual engineering design competition at Fresno State have come away with the top prize. The perpetual trophy awarded to the FCC team is on display in the Math, Science and Engineering Building. The project for students in the introduction to engineering classes was the construction of a bridge made only of newspaper, string and white glue spanning one meter. This bridge held over 85 times its weight.

Campus Report,
Fresno City College
(continued)

Accounting and information systems instructor Jim Makofske, who is also a reserve naval officer, received the nation's second highest military peacetime award, the Defense Meritorious Service Medal. Captain Makofske was commended as the commanding officer of his unit based in Los Angeles. His unit provides active duty manpower support and is credited with saving taxpayers over \$7 million.

The International Admissions Office is organizing the Holiday Host Program for Christmas 2001. They are asking staff to reach out to our international students this holiday by inviting a student to share a part of Christmas with their family. Anyone who is able to participate can call the Office for more information.

School kids at the West Fresno Middle School were excited to hear words of wisdom from three FCC football players recently. James Martin, Brandon Holland and Charles Goldman visited the school and spoke about staying in school, getting an education, and of course, football. They talked about striving to do their best in sports as well as academics. They were well received by both parents and students.

Thirty-eight students graduated from the FCC AmeriCorp and Teacher Reading and Development programs in November. The students provided over 17,000 hours of service to the community during their year in the programs. Over 430 students in grades K-6 received tutoring in the area of reading literacy and language arts.

Campus Report,
Reedley College

From Reedley College, Dr. Crow reported the following:

Congratulations to the 28 members of first Leadership State Center program who graduated from the year-long program in a formal ceremony at Fresno City Hall on December 7. The commencement ceremony was led by Chancellor Redwine and Supervisor Judy Case. Trustee Dottie Smith, an active member of the Steering Committee, also attended. The districtwide program of monthly leadership seminars is the first of its kind in the nation for Classified Managers. The selection process for future Leadership State Center groups is currently being developed.

Reedley Community Concert Band and Jazz Ensemble will host a holiday concert on Friday, December 14, at 7:30 p.m. in the Forum Hall. Admission is \$4 for adults and \$3 for students and seniors.

CalWORKs Coordinator Jan Waterman will be a featured presenter at the 2001 CalWORKs Partnerships Conference on December 18.

Campus Report,
Reedley College
(continued)

Reedley College retirees, staff, faculty members, and District Office staff will celebrate the holidays at the annual Holiday Luncheon on Friday, December 21 in the Cafeteria at 11:30 a.m.

The end of the semester will mark the culmination of two long careers of service to Reedley College with the retirements of instructors Karey Olson and Bob Frisch.

The faculty will begin the new semester on January 10 by participating in a variety of workshops including WebAdvisor, online instruction, and videoconferencing.

Dr. Crow also recognized members of the Associated Student Body from Reedley College that were in the audience.

Campus Report,
North Centers

Dr. Yeager reported the following from the North Centers:

On November 9th, the North Centers hosted the annual district-wide High School Counselors' Conference at the Madera Center. Dr. Redwine gave the welcoming address for the event, which was co-sponsored by Fresno City College, Reedley College, and the North Centers. Sixty-eight high school counselors from throughout the District attended general informational sessions where they were given updates regarding programs available at our campuses, and information regarding transfer programs available at UC's and CSU's.

Our District Disabled Students Programs and Services is expanding their program in Oakhurst. During the spring semester, courses will be offered in Consumer Skills, Independent Living Skills, Group Dynamics, and Horticultural Skills II. The expansion of this program in Oakhurst is the result of requests from the local community for more programs for the disabled.

Joaquin Jimenez, District Associate Dean of Financial Aid, is the newly elected President of the California Community College Financial Aid Administrators Association. Joaquin takes over the reins of the Association in January and will be its president during the 2002 calendar year. Congratulations to Joaquin.

The Madera Ranchos Kiwanis held their annual "Madera Center Scholarship Run" at the Madera Center in November. Proceeds from the event will contribute directly to scholarships for Madera Center students.

The third annual Las Posadas Celebration was held at the Madera Center last week. Students from the Aztlán Club recreated a traditional Mexican celebration for the community and the student body to experience. Children attending the event were

Campus Report,
North Centers
(continued)

treated to a bounce house, face painting, a petting zoo, and children's game, including the traditional breaking of piñatas. Delicious Mexican pastries and candies were served to those in attendance. The event was co-sponsored by the ASB, AGS, and the Aztlán Club.

The North Centers' AGS is conducting a "Holiday Food Drive" at the Clovis Center, with proceeds going to the Poverello House of Fresno. The Madera Center will be conducting a "Holiday Food & Coat Drive" sponsored by AGS, the Aztlán Club, and the Christian Club, with all proceeds going to the Madera County Food Bank and the Madera Rescue Mission.

An "International Holiday Festival" will be held at the Clovis Center from 11 a.m.-1 p.m. on December 12th. Instructors David Richardson and Karen Hammer will provide a dancing demonstration and conduct a dance lesson. There will be French musicians in the lobby, from DeDe Mousseau's French class. There will also be Spanish carolers from Karen Hammer's Spanish class strolling through the hallways. Refreshments will include scones, petit fours, cookies, and punch.

Also on December 12th, Santa will be visiting the Child Development Learning Center at the Madera Center at noon, courtesy of AGS. Children will be treated to refreshments, candy canes, and storytelling. Counselor Phil Gonzales has agreed to play Santa. It's worth coming to this just to see Phil in a Santa suit.

Academic Senate
Report

Mr. Nishinaka, Reedley College Academic Senate President, stated that the 2001 fall semester presented the Senate with many opportunities to work collegially across the District. There has been collaboration with the Board, the administrative staff, and full-time and adjunct faculty on a variety of items. We have promoted an open line of communication, which has fostered a positive learning environment for our students. As we embark on a new year, the Senate looks forward to building on this relationship in our quest for excellence. Since the last report, the Academic Senate has discussed the following:

- Student Conduct Standards/Cheating and Plagiarism
- Accrediting Commission for Community and Junior Colleges proposed revisions to the Accreditation Standards
- Shared Governance
- Disciplines List revisions proposals for minimum qualifications for faculty
- Special recognition for faculty
- Election of 2002 Officers

Classified Senate
Report

Ms. Archuleta, Fresno City College Classified Senate President, stated the Senate held a new employee orientation on November 2. Jannett Jackson gave a total overview of what is happening with technology as well as the layout of the library, LRC, Tutoring Center, etc. Ron Watson gave a very informative presentation on Safety & Disaster Preparedness. A very successful Staff Development Day was held on November 12. Marilyn Haines and her committee did a super job planning the speakers as well as the breakout sessions. The Senate's Friendship Fund, which we earn by selling See's Candy, provided funds that were contributed to the Junior Talapatua fund (\$200), the Red Cross (\$240), the United Way (\$200), and JDF (\$100). This fund is also used to send plants to Classified employees who are ill, have surgery, etc. upon their return to work. We are also busy planning our annual conference, which will be held on Tuesday, March 26th. We hope all Classified Professionals from throughout the District will have the opportunity to be a part of this day.

Allied Health and
Nursing Programs

Dr. Carolyn Drake and Dr. Dianne Moore gave presentations on the Allied Health and Nursing Programs at Fresno City College.

Ms. Smith asked that members of the nursing department stand and be recognized.

Ms. Smith questioned in terms of a RN who has completed an AS degree and one who has completed a BS degree, what is the difference in what they can or cannot do. Dr. Moore stated that in the hospital there would be no difference in terms of floor nursing; however, a person with a BS degree would take more leadership positions, as they are trained in community and public health leadership, research, etc.

Ms. Smith stated in terms of the nursing shortage, Dr. Moore said we do not have the available facilities or personnel. If we were to go out and publicize the need in the high schools, they qualify, and then we can't accept them? Dr. Moore explained that we are working with the hospitals to produce more faculty, as well as cooperating with Fresno State in terms of developing a certificated course, and a masters program in nursing education. The baccalaureate and masters graduates would provide the additional training so they could be faculty for us. She is also working with the hospitals and state system to produce more faculty. There is also a need to produce faculty for the clinical sites because there is a restraint there in that the Board of Registered Nursing maximizes a 12 to 1 ratio. In addition, AB 87 was passed and has \$4 million in the budget that is coming to the community colleges. We are guaranteed to get one and we are

Allied Health and
Nursing Programs
(continued)

going to petition for at least two because we are in an acute situation. Dr. Moore stated she is trying to get the faculty things done so that more students can be admitted to the program. In addition, not all schools are in our situation; there are openings in other nursing programs and if students are willing to move they can get into other programs.

Ms. Smith commented that she is very impressed with the GPA and the retention. She questioned what caliber of people actually apply for the nursing program. Dr. Moore stated that the minimum GPA to go through the lottery is a 2.5. Part of the reason for the high retention rate is that the faculty works very hard to ensure that the students succeed.

Ms. Smith questioned in terms of students who come to the program with deficient skills, is there something about them that makes the faculty want to work with them? Dr. Moore responded that the faculty is very dedicated to producing more nurses. The department has a policy that you can repeat a course, so if they fail, they can repeat it.

Mr. Thonesen asked if we have enough facilities to add more students. Dr. Moore stated that we have enough facilities, as we have worked with the different institutions. The only area in which we are challenged are the psychiatric facilities, but we are working on accommodating this by changing how we do the rotations with these facilities.

Mr. Manfredi thanked Dr. Moore for the excellent presentation, and recognized the advisory committee members in the audience for their guidance in this area. He stated we need to approach this situation on a multi-task level and develop an overall master plan to bring in students, work with the university for educators to obtain their masters, funding, etc. He would like to see in six to nine months a progress report of where we are in developing a total perspective and outreach for students, resources, future faculty, etc. The Economic Development Corporation, which Dr. Redwine and Mr. Manfredi are members, has targeted the health industry as one of the major industries in the community. If we can't deliver, there is going to be a problem. Fresno City College and State Center have done a wonderful job, but we are going to have to be more aggressive.

Dr. Drake recognized the Allied Health faculty and staff present.

Mr. Forhan stated that Dr. Moore mentioned we are number two in the nation in terms of production of RN's. That is very disconcerting realizing the vast need that is there and the minimum number we are producing. He questioned if there is

Allied Health and
Nursing Programs
(continued)

something in the dynamics that we are not aware of, as the shortfall is frightening. Dr. Moore responded that he has the right picture, and it is not a good one. Mr. Forhan stated that the Paradigm Program is thinking out of the box in terms of addressing this critically unmet need in the community, and to be able to reach out and work together is a real compliment to our staff and the cooperation from the hospitals.

Consent Agenda
Action

Mr. Manfredi stated that Item No. 01-254, Board Policy 9100 (a) needs to be amended to include the Golden Valley Unified School District. It was noted that the item had been amended in the binders.

It was moved by Mr. Manfredi and seconded by Mr. Corona that the Board of Trustees approve the consent agenda as amended. The motion carried unanimously.

Mr. Manfredi questioned to whom to give credit regarding Item No. 01-258, Cal-Pro-NET Agreements. Dr. Elish responded you would have to go back historically to Gerry Stokle and Eileen White, and more recently, Peg Mericle, and numerous others.

Employment,
Extension of
Contract,
Resignation, and
Health Leave of
Absence,
Certificated
Personnel
[01-251]
Action

approve certificated personnel recommendations, Items A through D, as presented. (Lists A through D are herewith made a part of these minutes as Appendix I, 01-251).

Employment,
Transfer, Promotion,
Change of Status,
Health Leave of
Absence, and
Resignation,
Classified Personnel
[01-252]
Action

approve classified personnel recommendations, Items A through L as presented. (Lists A through L are herewith made a part of these minutes as Appendix II, 01-252).

Consideration to
Approve Classified
Salary Adjustment
[01-253]
Action

authorize the increase of all minimum wage positions to \$6.75 per hour effective December 1, 2001.

Consideration to
Adopt Revisions to
Board Policies, 9000
Series, Bylaws of the
Governing Board
[01-254]
Action

adopt revisions to Board Policies, 9000 series, Bylaws of the
Governing Board, as presented.

Curriculum
Proposals Summer
2001, Fall 2001,
Spring 2002,
Summer 2002, Fall
2002, Spring 2003,
Fresno City College
and Reedley College
[01-255]
Action

approve the Fresno City College and Reedley College curriculum
proposals as attached. (The proposals are herewith made a part of
these minutes as Appendix III, 01-255).

Consideration to
Approve Study
Abroad Program,
Mexico, Summer
2002
[01-256]
Action

approve the offering of the Summer 2002 session in Mexico,
whereby students can earn three units of credit, and appoint Jill
Minar as instructor for the program.

Consideration to
Approve 2001-02
Telecommunications
and Technology
Infrastructure
Program (TTIP)
[01-257]
Action

adopt the 2001-2002 Telecommunications Technology
Infrastructure Plan as presented.

Consideration to
Approve Cal-Pro-
NET Contract
Agreements between
the District and the
California
Department
[01-258]
Action

approve the following contracts between the California
Department of Education and the State Center Community
College District and authorize Randy Rowe, Associate Vice
Chancellor-Human Resources, to sign the agreements and enter
into contracts with California Department of Education on behalf
of the District.

1. CACFP Financial Management Training in the amount of
\$100,000.00.
2. Cal-Pro-NET Center Contract in the amount of \$71,064.00.
3. Food Based Menu Planning in the amount of \$35,000.02.
4. Nutrient Standard Menu Planning in the amount of
\$35,000.02.

Review of District Warrants and Checks [01-259]

Action

review and sign the warrants register for the period October 30, 2001, to November 30, 2001, in the total amount of \$9,930,836.42.

review and sign the check registers for the Fresno City College and Reedley College Co-Curricular and Bookstore Accounts for the period October 17, 2001, to November 23, 2001, in the amount of \$808,818.31.

Consideration to Accept Signage Project, Fresno City College [01-260]

Action

- a) accept the Signage Project, Fresno City College; and
- b) authorize the Chancellor or Executive Vice Chancellor to file a Notice of Completion with the County Recorder.

Consideration of Reports of Investments [01-261]

Action

accept the Quarterly Performance Review as provided by the County of Fresno for the quarter ending September 30, 2001.

Consideration to Approve 2002-03 Residence Hall Rate, Reedley College [01-262]

Action

establish the residence hall annual rate for 2002-03 at \$1,900.00, plus a nonrefundable contract fee of \$125.00.

Consideration to Accept Student Success Grant from the California

Community Colleges Chancellor's Office, Fresno City College [01-263]

Action

- a) authorize an agreement with the California Community Colleges Chancellor's Office for a Student Success Grant in the amount of \$163,279.00 for a term of three years, expiring June 30, 2004; and
- b) authorize the Chancellor or Executive Vice Chancellor to sign the agreement on behalf of the District.

Consideration to Approve Agreement with County of Fresno for EMS Paramedic Training, Fresno City College [01-264]

Action

- a) authorize entering into an agreement with the County of Fresno to provide instructional services for the Department of Community Health Emergency Medical Services (EMS) Primary Paramedic Training Program for a term through June 30, 2002, with annual extension and termination clauses; and
- b) authorize the Chancellor or Executive Vice Chancellor to sign the agreement on behalf of the District.

*****End of Consent Agenda*****

Public Hearing on
Initial Bargaining
Proposals Presented
by State Center
Federation of
Teachers, Local
#1533, CFT/AFT,
CIO/AFL
Representing Part-
Time Faculty
[01-265]
Action

Mr. Rowe reviewed the Initial Bargaining Proposals presented by the State Center Federation of Teachers.

Mr. Forhan opened a Public Hearing at 5:25 p.m. There being no comments, the hearing was closed at 5:26 p.m.

Consideration of
Bids, Elevator
Addition, Student
Services Building,
Reedley College
[01-266]
Action

Mr. Sharpe reviewed Bid #0102-10 for the elevator addition for the Student Services Building at Reedley College.

A motion was made by Ms. Smith and seconded by Mr. Manfredi that the Board of Trustees award Bid #0102-10 in the amount of \$274,968.00 to Mark Wilson Construction, Inc., the lowest responsible bidder for the Elevator Addition, Student Services Building at Reedley College, and authorize the Chancellor or Executive Vice Chancellor to sign an agreement on behalf of the District. The motion carried unanimously.

Mr. Manfredi complimented the Board Chair for pushing this issue and the staff for following through and finding a different way from the previous proposal. Mr. Forhan stated he also appreciates the time that went into this bid in an effort to find a better way as well as save money.

Reports of Board
Members

Mr. Warren Bisel, Reedley College Student Trustee, reported that the ASB visited the Poverello House on December 7. The Second Annual ASB Potluck will be held tomorrow, and they will celebrate Santa Lucia Day on December 13. The Child Development Lab children will visit Santa Claus in the Cafeteria on December 14. The Lady Tigers basketball team will play Hartnell on December 14, and the men's basketball team will play Shasta on December 14.

Mr. Manfredi stated that on the Consent Agenda there were curriculum proposals for the upcoming year. He expressed his appreciation to faculty and staff for the number of courses being introduced via distance learning and on-line. Regarding the enrollment campaign, he was very impressed with the theme, as well as the District Schedules that were mailed. We need to incorporate the theme in our marketing and branding program. He also congratulated Elizabeth Carlisle and the Export Center on

Reports of Board
Members
(continued)

their award. Mr. Manfredi also gave an update on the meeting with the OAB Subcommittee. Mr. Forhan noted that the Board representatives and the Coalition are working together and moving in the right direction.

Mr. Corona thanked everyone for their patience during his first year on the Board. He has learned a lot and appreciates the wisdom and candor of his fellow Board members, as well as the excellent assistance from the executive staff. He has been impressed by the State Center family and their pursuit of excellence. He also wished everyone a happy holiday and encouraged everyone to enjoy the liberties of freedom that are afforded to us by our American service men and women.

Mr. Smith stated that he concurs with Mr. Manfredi regarding the mailer and course material.

Ms. Smith stated she would like to comment on the Leadership State Center graduation ceremony. It was very interesting and she also learned how to hula. She is very proud of the caliber of people at State Center and the idea of a Leadership State Center is wonderful. She expressed appreciation to Janice Emerzian and the committee for their hard work and uplifting and upholding the model of the State Center Community College District as we strive for excellence, not only in the students we serve, but the people that work within our institution. Regarding the OAB meeting, she feels the time has come for the Historical OAB to become a frontrunner for things we do in the District. Hopefully, we will be having some type of activity for the OAB in the near future. She asked everyone to put their support behind the OAB and it will be a legacy for those that believed in restoring the building. At the last OAB meeting, it was agreed that the building would be referred to as the Historical OAB because most people are familiar with OAB rather than HAB.

Old Business

Mr. Forhan questioned the status of the bond analysis and how the Board will be involved. Mr. Sharpe stated that staff is in the process of prioritizing its recommendations and identifying capital facilities needs. These needs will have to be verified by a third party; we have a meeting with 3DI next week, who has been doing facilities needs statewide, and is endorsed by the State Chancellor's Office and Community College Foundation. If we go for a Proposition 39 bond measure, it is very important that we can substantiate the numbers, etc. We also need to recommend a bond council, a financial team, and a marketing team to the Board, as well as work with the Capital Facilities Advisory Committee on our recommended prioritized projects. We plan to get back with the Board in February at the earliest, but probably March or April. It could be earlier with the team approach if you

Old Business
(continued)

want to look more seriously at a bond measure, bond council and financial analyst to determine cash rates, etc.

Mr. Smith noted that he read in the *L.A. Times* that the Ventura Community College District had approved a \$385 million bond for Ventura College District, and suggested that we should look at what they are doing, as there may be something in their process that could be used or may be available to us so that we do not have to reinvent the wheel. Dr. Redwine stated that Dr. Patterson has been making calls to the various college districts that are going with a bond measure to gather information.

Mr. Manfredi stated that decisions should be made before March or April about whether or not we are going out for the bond. We need to look at the Board making a decision and then the bond council, financial team, etc. can be selected. He would like to talk about how this fits in as an element of our overall marketing program, as one thing that did come up in the survey was that people do not know who State Center is. The State Center logo needs to be on everything that we do.

Mr. Forhan agreed that March or April is too late. We need to be able to start the process right after the March election as there will be competition for those monies.

Mr. Sharpe stated that he did not mean to suggest that you would wait until March or April to do anything. There is a lot of lead work that needs to be done before that, but he would envision this as a time the Board would make a decision on whether they were going for a bond, and if so the size and content. We have put together a PERT chart in anticipation of a bond measure. We also concur that our marketing campaign needs to address an overall identity as identified in the public opinion survey.

Closed Session

Mr. Forhan stated that the Board, in closed session, will be discussing:

CONFERENCE WITH LABOR NEGOTIATOR [SCFT Part-Time Bargaining Unit], Randy Rowe, Pursuant to Government Code Section 54957.6;

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8

Property: Railroad Right-of-Way Adjacent to Fresno City College Campus/ Health Sciences Building

Agency Negotiator: Chancellor, Executive Vice Chancellor-Administration and Finance, and Attorney for District

Negotiating Parties: Owners of Property

Under Negotiation: Terms and Price; and

Closed Session
(continued)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE,
Pursuant to Government Code Section 54957.


Mr. Forhan declared a recess at 5:47 p.m.

Open Session

The Board moved into open session at 6:47 p.m. Mr. Forhan announced that the Board had nothing to report from closed session.

Adjournment

The meeting was adjourned at 6:48 p.m. by the unanimous consent of the Board.



Ron Manfredi

Secretary, Board of Trustees

State Center Community College District

RM:cs

CERTIFICATED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons:

Name	Campus	Range & Step	Salary	Position
Gaxiola, Thomas	FCC	II, 3	\$31,872	Title V Counselor/ Co-Facilitator
(New employee) (First contract, December 17, 2001 - June 30, 2002)				
Guffy-Bill, Zay	FCC	V, 1	\$26,360	English Instructor
(Current adjunct faculty) (Temporary contract, January 10, 2002 – May 24, 2002)				
Milton, Ronald	FCC	V, 1	\$26,360	Theatre Arts Scenic/ Light Design/Instructor
(New employee) (Temporary contract, January 10, 2002 – May 24, 2002)				
Nelson, Michael	RC	V, 1	\$14,184	Learning Disability Specialist
(Current adjunct faculty) (Temporary contract, December 12, 2001 – February 28, 2002)				
Tidyman-Jones, Laurie	FCC	III, 6	\$14,700	DSP&S Counselor
(Current adjunct faculty) (Temporary contract, December 12, 2001 – March 1, 2002)				
Werner, Jennifer	RC	III, 2	\$30,462	Title V Counselor/ Activity Coordinator
(Current temporary faculty) (First contract, January 2, 2002 – June 30, 2002)				

B. Recommendation to extend contract for the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Silva, Leslie	RC	From January 16, 2002 to February 28, 2002	Counselor/ Coordinator

C. Recommendation to accept resignation from the following persons:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Katzin-Nystrom, Kristin	RC	May 24, 2002	Developmental English Instructor
Rhode, Robert	FCC	May 24, 2002	Biology Instructor

D. Recommendation to approve Professional Improvement Leave (Article XIV-B, Section 2) for the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Luckenbach, Roger	FCC	January 10, 2002 to May 24, 2002	Anatomy, Physiology and Biology Instructor

E. Recommendation to approve Health Leave (Article XIV-B, Section 4) for the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Bos, Case	RC	November 7, 2001 to May 7, 2002	Counselor

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons - permanent, part-time (probationary):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Fries, Lisa	FCC	Accounting Clerk I Position No. 2413	38-A \$11.22/hr	10/29/01

B. Recommendation to employ the following persons (probationary):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Machado, Jennifer	FCC	Duplicating Operator Position No. 2141	46-A \$2372	11/1/01
Aguirre, Connie	FCC	Department Secretary Position No. 2219	44-A \$2255	11/1/01
Gaston, Jacque	FCC	Micro Computer Spec Position No. 2289	60-A \$3336	11/16/01
Riegel, Rhea	RC	Institutional Res Coor Position No. 3136	66-A \$3861	11/26/01
Barkley, Kelly	FCC	Office Assistant I Position No. 2146	38-A \$1947	11/26/01
Bourbonnais, Michael	FCC	Micro Computer Spec Position No. 2161	60-A \$3336	12/3/01

C. Recommendation to employ the following persons (Ed Code 88076):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Barnett, Margaret	FCC	Tutorial Assistant	6.50	10/22/01 thru 12/20/01
Petzinger, Richard	FCC	Tutorial Assistant	6.50	11/5/01 thru 12/20/01

C. Recommendation to employ the following persons (Ed Code 88076) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Reed, Megan	RC	Special Event Staff II	7.08	10/31/01 thru 12/20/01
Badella, Geni	FCC	Educational Advisor	10.08	11/2/01 thru 2/28/02
Heinz, Natasha	FCC	Educational Advisor	10.08	11/15/01 thru 2/28/02
Parrish, Reuben	FCC	Educational Advisor	10.08	11/2/01 thru 2/28/02
Velasquez, Angelina	FCC	Educational Advisor	10.08	11/2/01 thru 2/28/02
Clifton, Judy	FCC	LGI Assistant	10.28	11/2/01 thru 2/28/02
Cone, Christopher	FCC	LGI Assistant	10.28	10/17/01 thru 12/20/01
Foster, LaTisha	FCC	LGI Assistant	10.28	11/20/01 thru 2/28/02
Gordon, Lisa	FCC	LGI Assistant	10.28	10/16/01 thru 2/28/02
Hernandez, Martha	FCC	LGI Assistant	10.28	10/22/01 thru 12/20/01
Sounthone, Siphay	FCC	LGI Assistant	10.28	10/19/01 thru 12/20/01

C. Recommendation to employ the following persons (Ed Code 88076) (continued):

Name	Location	Classification	Hourly Rate	Date
Goering, Lindsey	FCC	Deaf Interpreter III	14.33	11/2/01 thru 2/28/02
Andreen, Kristi	FCC	TI Trainer I	27.94	11/2/01 thru 2/28/02
Christensen, Perry	FCC	TI Trainer I	44.69	11/2/01 thru 12/20/01
Budke, Brenda	FCC	TI Trainer VI	55.86	10/23/01 thru 12/20/01

D. Recommendation to employ the following persons (provisional - filling vacant permanent, full-time, permanent, part-time position pending recruitment/selection, or replacing regular employee on leave):

Name	Location	Classification	Hourly Rate	Date
Guzman, Fanny	FCC	Office Assistant I Position No. 2379 (perm, part-time)	6.50	11/21/01 thru 2/28/02
Magbanua, Richard	FCC	Office Assistant I Position No. 2378 (perm, part-time)	6.50	11/14/01 thru 2/28/02
Wright-Cooper, Lorraine	FCC	Office Assistant I Position No. 2377 (perm, part-time)	6.50	10/26/01
Xiong, Yer	FCC	Job Coach Position No. 2374 (perm, part-time)	6.65	11/16/01 thru 2/28/02
Esparza, Andrew (replacing regular employee on leave)	NC	Custodian Position No. 5006	6.91	11/12/01 thru 12/24/01

D. Recommendation to employ the following persons (provisional - filling vacant permanent, full-time, permanent, part-time position pending recruitment/selection, or replacing regular employee on leave) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Rice, Jennifer	FCC	Accounting Clerk III	7.77	10/19/01 thru 12/20/01
Vang, Nhia	FCC	Job Developer	11.12	11/2/01 thru 2/28/02

E. Recommendation to employ the following persons (provisional - filling vacant limited term position pending recruitment/selection):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Duarte, Rosa	RC	Department Secretary	6.91	10/29/01 thru 12/31/01
Johnson, Wanda	RC	Accounting Clerk III	7.77	10/24/01
Pultz, Eric	RC	Student Svcs Specialist	8.29	9/1/01 thru 2/28/02
Vanlandingham, Nick	RC	Student Svcs Specialist	8.29	9/1/01 thru 2/28/02
Cazares, Christina	RC	Financial Aid Assistant I	10.08	10/29/01 thru 12/31/01
Ratliff, Cynthia	DO	Office Assistant III	14.36	11/7/01 thru 5/6/02

F. Recommendation to employ the following persons (exempt):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Bonngard, Kelly	FCC	Tutorial Assistant I	6.50	10/16/01 thru 12/20/01
Gunn, Robert	FCC	Tutorial Assistant I	6.50	10/22/01 thru 12/20/01
Glandon, Natalie	RC	Department Secretary	6.91	10/23/01 thru 2/28/02
Felipe, Roy	RC	Tutorial Assistant II	7.20	8/24/01 thru 12/20/01

G. Recommendation to employ the following retiree:

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Wharton, Kathryn	DO	Administrative Secty I	14.36	10/15/01 thru 11/23/01

H. Recommendation to approve transfer of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Custodio, Naomi	FCC	Office Assistant II Position No. 2194 to Position No. 2024	11/19/01
Perich, Leah	FCC to RC	Publications Specialist Position No. 2245 to Position No. 3045	11/12/01

I. Recommendation to approve promotion of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Rice, Kathy	FCC	Accounting Clerk III Position No. 2436 to Student Services Specialist Position No. 2147	48-D \$2882 52-C \$3026	11/13/01

I. Recommendation to approve promotion of the following employees (regular) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Harris, Linda	FCC	Department Secretary	44-E	11/01/01
		Position No. 2055 to	\$2812	
		Textbook Purchasing Clk	48-D	
		Position No. 2202	\$2954	
Llanos, Jesus	DO	Groundskeeper I	43-D	5/1/2000
		Position No. 1082 to	\$2281	
		Groundskeeper II	46-D \$2455	
Rata, Eric	FCC	Phone Comm Op II	41-D	11/26/01
		Position No. 2012 to	\$2424	
		Office Assistant III	48-B	
		Position No. 2158	\$2615	
Ankney, Mary	FCC	Instructional Aide CDL	32-D	11/20/01
		Position No. 2231 to	\$1947	
		Instructional Tech CDL	50-A	
		Position No. 2156	\$2615	

J. Recommendation to approve change of status of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Rios, Rosa	RC	Phone Comm Op II	41-B	9/29/01 thru 12/7/01
		Position No. 3003	\$2726	
		to	41-B+5% \$2853	
(Article 34, Current CSEA agreement)				
Slevkoff, Hazel	FCC	Administrative Aide	53-E	10/29/01 thru 12/31/01
		Position No. 2048 to	\$3868	
		Curriculum Assistant	57-E	
		Position No. 2125	\$4263	
(filling vacant position pending selection)				
Nowlin, Gary	DO	Maintenance Utility Wkr	43-E	11/1/01 thru 2/28/02
		Position No. 1089	\$2745	
		to	43-E+5%	
(Article 34, Current CSEA agreement)				

J. Recommendation to approve change of status of the following employees (regular) (continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Bacon, Alicia	FCC	Office Assistant II	48-C	11/8/01
		Position No. 2201 to	\$2744	thru
		Administrative Aide	53-B	2/1/02
		Position No. 2048	\$2952	
(replacing regular employee on leave)				
Caldwell, Michael	RC	General Utility Worker	43-D	10/1/01
		Position No. 3072	\$2549	thru
		Lead Custodian	46-D	1/31/02
		Position No. 3056	\$2744	
(replacing regular employee on leave)				
Faith, Linda	FCC	Department Secretary	44-A	11/19/01
		Position No. 2011 to	\$2255	thru
		Administrative Aide	55-A	2/1/02
		Position No. 2045	\$2952	
(filling vacant position pending selection)				
Aguilar, Norma	FCC	Financial Aide Asst I	57-C	11/26/01
		Position No. 2106 to	\$3416	thru
		Financial Aide Asst II	60-C	2/28/02
		Position No. 2104	\$3678	
(filling vacant position pending recruitment/selection)				
Williams-Barber, Joan	FCC	Office Assistant III	48-E+15%	11/5/01
		Position No. 2101 to	48-E	
		Office Assistant III	\$3404	
(return to regular assignment)				

K. Recommendation to approve health leave of absence of the following employee (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Lacy, Ann	FCC	Administrative Aide	11/1/01
		Position No. 2431	thru 5/15/02

L. Recommendation to accept resignation of the following employee (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Loheide, Gerard	FCC	Financial Aid Assistant II	11/27/01

Fresno City College

Office of Instruction

**PROPOSED NEW PROGRAM AND NEW OPTIONS
EFFECTIVE SPRING 2002**

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

1. **CALL CENTER TELEMARKETING**

Certificate of Achievement

Course added, new (See Proposed New Courses summary for details):

Marketing 256, Call Center Telemarketing

Courses added, existing

Business Administration 8, Business Protocol & Etiquette

Business Administration 19, Occupational Work Experience

Business & Technology 1, Beginning Typing

Business & Technology 20, Resume/Interview

Business & Technology 21, Working Relations

Business & Technology 22, Skillbuilding

Business & Technology 28, Word for Windows I

Business & Technology 50, Office Skills Lab

Business & Technology 70, Business Math & Ten-Key

Business & Technology 71, Business Grammar Fundamentals

Information Systems 74/Business & Technology 24, Beginning Excel

Marketing 51, Introduction to Sales & Marketing

Marketing 52, Customer Service

Marketing 53, Personal Development

Marketing 55, Telemarketing

2. **FULL-CHARGE BOOKKEEPER**

Certificate of Completion

Courses added, new (See Proposed New Courses summary for details):

Accounting 56, Payroll Accounting

Accounting 73, MAS90 Fundamentals

Courses added, existing

Accounting 4A, Principles of Financial Accounting

Accounting 60, Accounting Skills Lab

3. **PARALEGAL/LEGAL ASSISTANT—CLERK**

Certificate of Completion

Courses added, existing

Business Administration 20, Law and the Legal System

Business & Technology 12, Business English

Business & Technology 30, Machine Transcription

Business & Technology 50, Office Skills Lab

Paralegal 14, Law Office Computing

Paralegal 56/Business & Technology 40, Legal Office Administration

4. **WEB DESIGN**

Certificate of Completion

Courses added, new

Graphic Communications 24, Flash Animation

Graphic Communications 25, Fireworks/Dreamweaver

Graphic Communications 26, Macromedia Freehand

Courses added, existing

Graphic Communications 15, Web Page Construction 1

Graphic Communications 16, Projects/Web Page Construction 2

Fresno City College

Office of Instruction

PROPOSED REVISED PROGRAMS EFFECTIVE SPRING 2002

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

1. **AUTOMOTIVE TECHNOLOGY**

Associate in Science Degree and Certificate of Achievement

Course added, new (See Proposed New Courses summary for details):

Automotive Technology 58, Individualized Skills Training (IST) Laboratory

Courses added, existing

Recommended general education courses as electives

2. **AUTOMOTIVE TECHNOLOGY, GENERAL MOTORS ASEP**

Associate in Science Degree

Course added, new (See Proposed New Courses summary for details):

Automotive Technology 58, Individualized Skills Training (IST) Laboratory

Courses added, existing

Recommended general education courses as electives

Courses deleted (from the program ONLY)

Applied Technology 21, Occupational Safety and Health

Applied Technology 40, Preparing for Employment Opportunities

3. **BUSINESS ACCOUNT CLERK**

Title revised to *Computerized Accounting*

Certificate of Completion

Courses added, new (See Proposed New Courses summary for details):

Accounting 34, Accounting Spreadsheets

Accounting 55, Accounting Methods

Courses added, existing

Accounting 19, Occupational Work Experience

Accounting 60, Accounting Skills Lab

Courses deleted (from the program ONLY)

Business & Technology 19, Occupational Work Experience

Business & Technology/Information Systems 77, Accelerated Excel

Information Systems 72, Introduction to Computers

4. **BUSINESS OFFICE ASSISTANT**

Certificate of Completion

Courses added, existing:

Business & Technology/Information Systems 77, Accelerated Excel

Courses deleted (from program ONLY):

Business & Technology 24/Information Systems 74, Beginning Excel

5. **HEALTH INFORMATION TECHNOLOGY**

Associate in Science Degree

Revised the course sequence.

6. **MEDICAL-ASSISTANT—CLINICIAN**

Associate in Science Degree

Deleted all references to general education/graduation requirements and revised the Admission Policy.

Fresno City College

Office of Instruction

**PROPOSED DELETED PROGRAM
EFFECTIVE SPRING 2002**

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

APPRENTICESHIP MEAT CUTTING

Certificate of Completion

This program is no longer active.

Fresno City College

Office of Instruction

**PROPOSED NEW COURSES
EFFECTIVE SPRING 2002**
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **Accounting 34, Accounting Spreadsheets, 3 units, 3 lecture hours, 1 lab hour. Corequisite: Business & Technology 31 or Accounting 4A.**

Spreadsheets applied to accounting problems. Creating a worksheet, formatting the worksheet, using formulas and functions, creating reports and graphs, and applying advanced Excel applications to accounting problems.

2. **Accounting 55, Accounting Methods, 1 unit, 1 lecture hour. Corequisite: Business & Technology 31 or Accounting 4A.**

Accepted accounting methods for accounts receivable, notes receivable, inventory and fixed assets, including their impact on reported profitability and financial position.

3. **Accounting 56, Payroll Accounting, 2 units, 2 lecture hours, 1 lab hour. Prerequisite: Accounting 4A or Business & Technology 31.**

Payroll accounting including computing gross wages, tax withholdings and net pay; maintaining payroll records; journalizing payroll transactions; and preparing federal tax forms.

4. **Accounting 73, MAS90 Fundamentals, 2 units, 2 lecture hours, 1 lab hour. Prerequisite: Business & Technology 31 or Accounting 4A.**

MAS90 applications including setting up companies, general ledger, sales order processing, accounts receivable, purchasing, accounts payable, payroll, and inventory management.

5. **Automotive Technology 58, Individualized Skills Training (IST) Laboratory, 1 unit, 8 lab hours, 9 weeks, 3 repeats. Advisory: Eligibility for English 25 and 26 or English or ESL 67 and 68 and Math 1 recommended.**

Designed for students to complete assigned automobile manufacturers' training modules: Hands-On (HO), Computer-Based Training (CBT), Web-Based Training (WBT), and/or Video-Based Training (VBT) with instructor supervision. Provide the most current and up-to-date technology for students pursuing a career in Automotive Technology. Designed to accompany work experience in the trade.

6. **Cultural Studies 7, Introduction to British Culture, 3 units, 3 lecture hours, (See also Humanities 7). Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 recommended.**

An examination of British society and culture, including historical roots as well as contemporary institutions and practices. Topics include language, geography, religion, transportation, economics, politics, mass media, family patterns, immigration and ethnic diversity, education, health care, theater, literature, music, art and architecture. Designed primarily for students in the Semester in England Program.

7. **Cultural Studies 7H, Introduction to British Culture, 3 units, 3 lecture hours, (See also Humanities 7H). Advisory: Meet the qualifications for consideration for acceptance in the Honors Program recommended. See Honors Program listing in the college catalog.**

An examination of British society and culture, including historical roots as well as contemporary institutions and practices. Topics include language, geography, religion, transportation, economics, politics, mass media, family patterns, immigration and ethnic diversity, education, health care, theater, literature, music, art and architecture. Designed primarily for students in the Semester in England Program.

8. **Humanities 7, Introduction to British Culture, 3 units, 3 lecture hours, (See also Cultural Studies 7). Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 recommended.**

An examination of British society and culture, including historical roots as well as contemporary institutions and practices. Topics include language, geography, religion, transportation, economics, politics, mass media, family patterns, immigration and ethnic diversity, education, health care, theater, literature, music, art and architecture. Designed primarily for students in the Semester in England Program.

9. **Humanities 7H, Introduction to British Culture, 3 units, 3 lecture hours, (See also Cultural Studies 7H). Advisory: Meet the qualifications for consideration for acceptance in the Honors Program recommended. See Honors Program listing in the college catalog.**

An examination of British society and culture, including historical roots as well as contemporary institutions and practices. Topics include language, geography, religion, transportation, economics, politics, mass media, family patterns, immigration and ethnic diversity, education, health care, theater, literature, music, art and architecture. Designed primarily for students in the Semester in England Program.

10. **Graphic Communications 24, Flash Animation, 3 units, 2 lecture hours, 3 lab hours, 3 repeats. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 and Math 1 recommended.**

Macromedia Flash animation program for Internet publishing and multimedia. Design and completion of interactive website. Components from image adjustment and draw programs.

11. **Graphic Communications 25, Fireworks/Dreamweaver, 3 units, 2 lecture hours, 3 lab hours, 3 repeats. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 and Math 1 recommended.**

Macromedia Fireworks image editing program for Internet and desktop publishing. Image capture, manipulation and export for web page integration. Macromedia Dreamweaver is used in conjunction with this program in order to generate html pages to be displayed in an Internet browser. Both Fireworks and Dreamweaver are used together in GRC 15 and GRC 16.

12. **Graphic Communications 26, Macromedia Freehand, 3 units, 3 lecture hours, 2 lab hours, 3 repeats. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 and Math 1 recommended.**

Macromedia Freehand drawing program for Internet and desktop publishing. Showcase and comparison of other vector image programs and hands-on project work. Creating graphics for commercial publishing.

CREDIT, NONDEGREE APPLICABLE

1. **Biology 261, Internet and Computer Skills Lab, .2-1 unit, 3-6 lab hours, 16 weeks, 3 repeats, credit/no credit only.**

Supervised use of microcomputers and the Internet. Reinforcement of concepts from classroom studies and development of problem solving abilities on an independent basis. Grade based on hours worked in lab. a. .2 units for minimum of 10 hours; b. .4 units for minimum of 19 hours; c. .6 units for minimum of 29 hours; d. .8 units for minimum of 39 hours; e. 1 unit for minimum of 48 hours.

2. **Computer Science 261, Internet and Computer Skills Lab, .2-1 unit, 3-6 lab hours, 16 weeks, 3 repeats, credit/no credit only.**

Supervised use of microcomputers and the Internet. Reinforcement of concepts from classroom studies and development of problem solving abilities on an independent basis. Grade based on hours worked in lab. a. .2 units for minimum of 10 hours; b. .4 units for minimum of 19 hours; c. .6 units for minimum of 29 hours; d. .8 units for minimum of 39 hours; e. 1 unit for minimum of 48 hours.

3. **Health Science 212, RCFE Administrator Certification Course, 2 units, 14 lecture hours, 3 weeks, credit/no credit only.**

Training required by the California Department of Social Services (Community Care Licensing) for those persons seeking to become administrators or licensees of Residential Care Facilities for the Elderly (RCFE) small six-bed facilities or large assisted living and retirement communities.

4. **Marketing 256, Call Center Telemarketing, 1 unit, 1 lecture hour. Prerequisite: Marketing 55.**

Introduction to call center telemarketing; overview of call center software; usage of telephone system and call center software.

NONCREDIT

None.

Fresno City College

Office of Instruction

PROPOSED REVISED COURSES
EFFECTIVE SPRING 2002
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **eCommerce 1, Introduction to eCommerce, 3 units, 3 lecture hours.** Revised the course prerequisite to read: *Advisory: IS 12 or 15 and eligibility for English 25 and 26 or English 53 or ESL 67 and 68 recommended.* Also, revised the assignments and methods.
2. **Honors Business and Economics Colloquium.** Colloquium theme: *The Local Economy and Agribusiness; Cultivating Understanding.*
3. **Honors Humanities Colloquium.** Colloquium theme: *Concepts of Reality through the Ages: Renaissance to 21st Century.*

CREDIT, NONDEGREE APPLICABLE

1. **Automotive Technology 61, Clean Air Car—Diagnosis and Repair, 2 units, 3 lecture hours, 4 lab hours, 9 weeks, 3 repeats.** Revised the course number to *261*, the units to *3*, and the hours to *4.5 lecture hours, 4.5 lab hours.*
2. **Automotive Technology 61A, The Clean Air Car I, 5 units, 5 lecture hours, 2 lab hours, 9 weeks, 3 repeats.** Revised the course number to *261A*, the units to *3*, and the hours to *4.5 lecture hours, 4.5 lab hours.*
3. **Automotive Technology 61B, The Clean Air Car II, 1.5 units, 3 lecture hours, 3 lab hours, 6 weeks, 3 repeats.** Revised the course number to *261B*, the units to *1*, and the number of weeks to *5.*
4. **Automotive Technology 62A, (A6) Electrical/Electronic Training Program—BAR/ASE (Alternative), 1.5 units, 3 lecture hours, 3 lab hours, 6 weeks, 3 repeats.** Revised the course description and revised the course number to *262A*, the units to *1*, the hours to *4 lecture hours, 4 lab hours*, and revised the number of weeks to *3.*
5. **Automotive Technology 62B, (A8) Engine Performance Training Program—BAR/ASE (Alternative), 1.5 units, 3 lecture hours, 3 lab hours, 6 weeks, 3 repeats.** Revised the course number to *262B*, the units to *1*, the hours to *4 lecture hours, 4 lab hours*, and revised the number of weeks to *3.* Also, revised the course description.

6. **Automotive Technology 62C, (L1) Advanced Engine Performance Training Program—BAR/ASE (Alternative), 1.5 units, 3 lecture hours, 3 lab hours, 6 weeks, 3 repeats.** Revised the course description and revised the course number to **262C**, the units to **1**, the hours to **4 lecture hours, 4 lab hours**, and revised the number of weeks to **4**.
7. **Accounting 70, Accelerated QuickBooks, 1 unit, 1 lecture hour.** Revised the hours to **1 lecture hour, 1 lab hour**, and revised the corequisite to read: **BT 31 or ACCTG 4A**. Also, revised the course to transfer level.
8. **English 50, Basic Writing, 4 units, 3 lecture hours, 2 lab hours, credit/no credit only.** Revised the course number to **250**, the hours to **5 lecture** hours, and revised the course description.
9. **English 52, Writing Improvement, 4 units, 3 lecture hours, 2 lab hours.** Revised the course number to **252**, the course description and content, and revised the hours to **5 lecture hours**.
10. **English 60, Basic Reading, 4 units, 3 lecture hours, 2 lab hours.** Revised the course number to **260**, the course content, and revised the hours **5 lecture hours**.
11. **English 62, Reading Improvement, 4 units, 3 lecture hours, 2 lab hours.** Revised the course to **262**, the course description and content, and revised the hours to **5 lecture hours**.

NONCREDIT

None.

Fresno City College

Office of Instruction

PROPOSED DELETED COURSES

EFFECTIVE SPRING 2002

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **Chemistry 1AHS, Honors General Chemistry Seminar, 1 unit, 1 lecture hour.**
The faculty found that this and the other honors seminars, as configured, posed obstacles to effective recruiting of students. The enrollment in the seminars was extremely low, and the classes were cancelled more often than "made." Students and faculty desired that the core courses be made into fully developed Honors sections rather than having a one-unit Honors appendage to a regular course. The members of the Honors Program Advisory Committee reviewed at length and, after a unanimous action, voted to delete the seminars.
2. **Math 5AHS, Honors Mathematics Analysis I Seminar, 1 unit, 1 lecture hour.**
The faculty found that this and the other honors seminars, as configured, posed obstacles to effective recruiting of students. The enrollment in the seminars was extremely low, and the classes were cancelled more often than "made." Students and faculty desired that the core courses be made into fully developed Honors sections rather than having a one-unit Honors appendage to a regular course. The members of the Honors Program Advisory Committee reviewed at length and, after a unanimous action, voted to delete the seminars.
3. **Math 5BHS, Honors Mathematics Analysis II Seminar, 1 unit, 1 lecture hour.**
The faculty found that this and the other honors seminars, as configured, posed obstacles to effective recruiting of students. The enrollment in the seminars was extremely low, and the classes were cancelled more often than "made." Students and faculty desired that the core courses be made into fully developed Honors sections rather than having a one-unit Honors appendage to a regular course. The members of the Honors Program Advisory Committee reviewed at length and, after a unanimous action, voted to delete the seminars.
4. **Math 11HS, Honors Statistical Seminar, 1 unit, 1 lecture hour.**
The faculty found that this and the other honors seminars, as configured, posed obstacles to effective recruiting of students. The enrollment in the seminars was extremely low, and the classes were cancelled more often than "made." Students and faculty desired that the core courses be made into fully developed Honors sections rather than having a one-unit Honors appendage to a regular course. The members of the Honors Program Advisory Committee reviewed at length and, after a unanimous action, voted to delete the seminars.

5. **Speech 1HS, Honors Public Speaking Seminar, 1 unit, 1 lecture hour.**

The faculty found that this and the other honors seminars, as configured, posed obstacles to effective recruiting of students. The enrollment in the seminars was extremely low, and the classes were cancelled more often than “made.” Students and faculty desired that the core courses be made into fully developed Honors sections rather than having a one-unit Honors appendage to a regular course. The members of the Honors Program Advisory Committee reviewed at length and, after a unanimous action, voted to delete the seminars.

CREDIT, NONDEGREE APPLICABLE

None.

NONCREDIT

Apprenticeship 61/64F, Meat Cutting, 0 units, 4 lecture hours.

This apprenticeship program is no longer active.

Fresno City College

Office of Instruction

PROPOSED REVISED COURSES

EFFECTIVE SUMMER 2002

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

None.

CREDIT, NONDEGREE APPLICABLE

None.

NONCREDIT

Industrial Training 71, Industrial Services and Warehouse Technician, 0 units, 6.65 lecture hours, 13.35 lab hours, 10 weeks, 3 repeats. Revised the course title to *Warehouse & Distribution Careers*.

Fresno City College

Office of Instruction

PROPOSED NEW PROGRAMS EFFECTIVE FALL 2002

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

1. **INFORMATION SYSTEMS, MCSE Networking**
Certificate of Achievement
Courses added, new (*See Proposed New Courses summary for details*):
Information Systems 30B, MCSE-2153 Network Infrastructure
Information Systems 30C, MCSE 2154 Directory Services
Information Systems 30D, MCSE-1561 Directory Infrastructure
Information Systems 30E, MCSE-1562 Network Services
Information Systems 30F, MCSE-2150 Network Security
Information Systems 30 G, MCSE-836 Proxy Server
Course revised (*See Proposed Revised Courses summary for details*):
Information Systems 30, Fundamentals of Networking

2. **MATHEMATICS**
Associate in Science Degree
Courses added, existing
Computer Science 40, Programming Concepts & Methodology I
Computer Science 41, Programming Concepts & Methodology I
Mathematics 5A, Mathematical Analysis I
Mathematics 5B, Mathematical Analysis II
Mathematics 6, Mathematical Analysis III
Mathematics 7, Introduction to Differential Equations
Mathematics 10B, Structure/Concepts II
Mathematics 11, Elementary Statistics
Mathematics 21, Finite Mathematics
Mathematics 26, Elementary Linear Algebra
Mathematics 42, Statistics for the Behavioral Sciences
Mathematics 45, Contemporary Mathematics
Physics 4A, Physics for Scientists and Engineers
Physics 4B, Physics for Scientists and Engineers

3. **SURGICAL TECHNOLOGY**

Associate in Science Degree and Certificate of Achievement

Courses added, new (*See Proposed New Courses summary for details*):

Surgical Technology 101, Introduction to Surgical Technology

Surgical Technology 102, Surgical Techniques

Surgical Technology 103, Surgical Procedures

Surgical Technology 104, Clinical Practicum

Surgical Technology 105, Advanced Clinical Practicum

Courses added, existing

Biology 24, Human Anatomy & Physiology, or

Biology 20, Human Anatomy, and

Biology 22, Human Physiology

Biology 31, Microbiology

Health Information Technology 10, Medical Terminology

Medical Assisting 2, Pharmacology

Speech 2, Interpersonal Communication

4. **THEATRE ARTS, PERFORMANCE STUDIES**

Associate in Arts Degree

Courses added, new (*See Proposed New Courses summary for details*):

Theatre Arts 24, Theatre Crafts Practicum

Theatre Arts 34, Costume Practicum

Theatre Arts 40, Performance Practicum

Theatre Arts 42, Beginning Acting For Theatre Majors

Course added, existing (and revised) (*See Proposed Revised Courses summary for details*):

Theatre Arts 30, Theatre Appreciation

Theatre Arts 31, Introduction to Stage Makeup

Theatre Arts 31B, Intermediate Techniques of Acting

Theatre Arts 32A, Theatre History and Dramatic Literature

Theatre Arts 32B, Theatre History and Dramatic Literature

Theatre Arts 34A, Theatre Crafts I

Theatre Arts 34B, Theatre Crafts II

Theatre Arts 35A, Costume Crafts

Theatre Arts 35B, Costume Design

Theatre Arts 38, Actors Workshops

Fresno City College

Office of Instruction

PROPOSED REVISED PROGRAMS
EFFECTIVE FALL 2002
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

1. **AIR CONDITIONING**
Associate in Science Degree and Certificate of Achievement
Course added, existing
Electrical Systems Technology 55A, Digital Concepts

2. **ARCHITECTURE**
Associate in Science Degree and Certificate of Achievement
Courses added, new (*See Proposed New Courses summary for details*):
Architecture 24, Architecture CAD
Architecture 34, Advanced Architectural CAD
Architecture 41A, Office Practices
Architecture 44, Architectural Computer Rendering
Course added, existing
Computer Aided Drafting & Design 14, Introduction to CAD
Courses revised (*See Proposed Revised Courses summary for details*):
Architecture 24, Building Codes
Architecture 31, Strength of Materials
Architecture 32, Steel and Timber Structures
Courses deleted (*from the curriculum*) (*See Proposed Deleted Courses summary for details*):
Architecture 23, Construction Estimating
Architecture 33, Residential Energy Use and Conservation
Architecture 41, Specification Writing
Architecture 42, Concrete and Masonry Structures

3. **ART**
Associate in Science Degree and Certificate of Achievement
Course added, new (*See Proposed New Courses summary for details*):
Art 32, Jewelry & Metalsmithing

4. **CHILD DEVELOPMENT**
Associate in Science Degree and Certificate of Achievement
Courses added, new (*See Proposed New Courses summary for details*):
Child Development 47A, Emergent Literacy A
Child Development 47B, Emergent Literacy B
Child Development 47C, Emergent Literacy C

Courses revised (*See Proposed Revised Courses summary for details*):

Child Development/Psychology 38, Lifespan Development

Child Development/Psychology 39, Child Development

Child Development 50, Basic Child Growth and Development

5. **COMPUTER AIDED MANUFACTURING**

Associate in Science Degree and Certificate of Achievement

Course added, existing

Applied Technology 21, Occupational Safety and Health

6. **DENTAL HYGIENE**

Associate in Science Degree

Added notes to the application requirements area.

7. **GENERAL STUDIES (NON-TRANSFER) MAJOR**

Associate in Arts Degree

To slightly alter the major to reflect more academic content.

8. **SPANISH**

Associate in Arts Degree

Course added, new (*See Proposed New Courses summary for details*):

Spanish 8, Advanced Spanish: Conversation

9. **THEATRE ARTS**

Associate in Arts Degree

Courses added, new (*See Proposed New Courses summary for details*):

Theatre Arts 24, Theatre Crafts Practicum

Theatre Arts 34, Costume Practicum

Theatre Arts 42, Beginning Acting For Theatre Majors

Courses revised (*See Proposed Revised Courses summary for details*):

Theatre Arts 30, Theatre Appreciation

Theatre Arts 31B, Intermediate Techniques of Acting

Theatre Arts 32A, Theatre History and Dramatic Literature

Theatre Arts 32B, Theatre History and Dramatic Literature

Theatre Arts 34A, Theatre Crafts I

Theatre Arts 34B, Theatre Crafts II

Theatre Arts 35A, Costume Crafts

Theatre Arts 37, Introduction to Stage Makeup

Courses deleted (*from the program ONLY*)

Theatre Arts/Speech 12, Fundamentals of Interpretation

Theatre Arts 31A, Elementary Techniques of Acting

Theatre Arts 35B, Costume Design

Theatre Arts 40, Introduction to Scenic and Lighting Design

All general education/graduation requirements

Courses deleted (*from the curriculum*) (*See Proposed Deleted Courses summary for details*):

Theatre Arts 33, Theatre Business Management

Theatre Arts 36, Play Production Lab

10. **THEATRE ARTS**

COSTUME & MAKEUP, DESIGN TECHNOLOGIES AND STAGECRAFT EMPHASES

Title revised to Theatre Arts, Design/Technical Theatre Studies

Associate in Arts Degree

Courses added, new (*See Proposed New Courses summary for details*):

Theatre Arts 24, Theatre Crafts Practicum

Theatre Arts 34, Costume Practicum

Theatre Arts 40, Performance Practicum

Theatre Arts 42, Beginning Acting For Theatre Majors

Courses added, existing (and revised) (*See Proposed Revised Courses summary for details*):

Theatre Arts 32A, Theatre History and Dramatic Literature

Theatre Arts 32B, Theatre History and Dramatic Literature

Courses revised (*See Proposed Revised Courses summary for details*):

Theatre Arts 30, Theatre Appreciation

Theatre Arts 31B, Intermediate Techniques of Acting

Theatre Arts 34A, Theatre Crafts I

Theatre Arts 34B, Theatre Crafts II

Theatre Arts 35A, Costume Crafts

Theatre Arts 35B, Costume Design

Theatre Arts 37, Introduction to Stage Makeup

Theatre Arts 40, Introduction to Scene and Light Design

Courses deleted (*from the program ONLY*)

Applied Technology 11, Beginning Electricity

Art 5, Art History 1

Art 6, Art History 2

Art 7, Beginning Drawing

Art 8, Beginning Life Drawing and Anatomy

Art 22, Textile Design: Hand Papermaking

Drafting 12, Board Drafting Practices

Fashion Merchandising 20, Textiles

Music 8, Recording Arts

Welding 1, Exploring Welding/Metals

All general education/graduation requirements

Fresno City College

Office of Instruction

**PROPOSED DELETED PROGRAMS
EFFECTIVE FALL 2002**

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

AUTOMOTIVE TECHNOLOGY, FORD ASSET PROGRAM

Associate in Science Degree

Deleting the program because Ford discontinued the program.

Fresno City College

Office of Instruction

**PROPOSED NEW COURSES
EFFECTIVE FALL 2002**
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **Architecture 24, Architectural CAD, 2 units, 3 lecture hours, 3 lab hours. Prerequisite: Architecture 12 and CADD 14.**

Specifically designed for architecture, interior design and related fields. Template drawings, layers, dimensioning and plotting standards, architectural scales, detail libraries and the wblock and xref commands. A brief introduction to the Autolisp programming language.

2. **Architecture 34, Advanced Architectural CAD, 3 units, 2 lecture hours, 3 lab hours. Prerequisite: Architecture 24.**

Use of the computer for creation of architectural drawings. Drawing walls and inserting doors and windows, roofs, stairs and railings, annotation and structural grids. Using massing models and brief introduction to 3D.

3. **Architecture 41A, Office Practices, 3 units, 3 lecture hours. Advisory: Drafting 60 recommended.**

Common skills in architectural practice. Contracts and specifications, scheduling, estimating, and bid practices and procedures.

4. **Architecture 44, Architectural Computer Rendering, 3 units, 2 lecture hours, 3 lab hours. Prerequisite: Architecture 34.**

Computer rendering of architectural subjects including 3D modeling, materials and textures, lighting, camera settings and presentation.

5. **Art 32, Jewelry and Metalsmithing, 3 units, 3 lecture hours, 4 lab hours, 3 repeats. Advisory: Eligibility for Math 101 and English 125 and 126 or English 153 or ESL 67 and 68 recommended. Art 3 and/or Art 4 recommended.**

Introduction to a wide-range of methods, techniques and materials used to create small metals objects and jewelry. The formation and construction of functional and non-functional objects will be explored.

6. **Art 55, Introduction to Asian Art, 3 units, 3 lecture hours. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**
Introduction to the arts of Asia, including China, Japan, India, and Southeast Asia.
7. **Art 65, Introduction to Pacific Art, 3 units, 3 lecture hours. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**
Introduction to the arts of Micronesia, Melanesia and Polynesia including Maori art from New Zealand, aboriginal art from Australia and art from the Pacific Islands—Samoa, Tonga, Fiji, Cook Islands, and Niue.
8. **Child Development 47A, Emergent Literacy A, 1 unit, 2 lecture hours, 8 weeks. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**
Research-based principles and practices for providing children birth through age five a strong foundation in early reading and writing within a developmentally-appropriate approach.
9. **Child Development 47B, Emergent Literacy B, 1 unit, 2 lecture hours, 8 weeks. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**
Research based principles and practices to prepare early care and education teachers with the skills in teaching early literacy to young children birth through age five.
10. **Child Development 47C, Emergent Literacy C, 1 unit, 2 lecture hours, 8 weeks. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**
Research-based principles and practices for providing children birth through age five a strong foundation in early reading and writing within a developmentally-appropriate approach.
11. **Information Systems 30B, MCSE-2153 Network Infrastructure, 4 units, 4 lecture hours, 1 lab hour. Prerequisite: IS 15 and IS 17. Corequisite: IS 30A and IS 30C.**
Installing, configuring, managing, and supporting a network infrastructure that uses Microsoft Windows 2000 Server products. For product support professionals who will be responsible for installing, configuring and supporting a Microsoft Windows 2000 network infrastructure. Prepares students for the MCSE exam 70-216.
12. **Information Systems 30C, MCSE-2154 Directory Services, 4 units, 4 lecture hours, 1 lab hour. Prerequisite: IS 15 and IS 17. Corequisite: IS 30A and IS 30B.**
Install, configure, and administer “Active Directory” directory services, which is the directory service for Microsoft Windows 2000. Implementing and configuring “Group Policy” to centrally manage large numbers of users and computers. Prepares students for the MCSE exam 70-217.
13. **Information Systems 30D, MCSE-1561 Directory Infrastructure, 2 units, 4 lecture hours, 1 lab hour, 9 weeks. Prerequisite: IS 30A, IS 30B and IS 30C.**
Designing a Microsoft Windows 2000 directory service infrastructure in an enterprise environment. Identifying business and organizational needs that impact the design of Active Directory directory services. Key decision points for naming, delegation of authority, domain design, and site topology design. Prepares students for the MCSE examination number 70-219.

14. **Information Systems 30E, MCSE-1562 Network Services, 2 units, 4 lecture hours, 1 lab hour, 9 weeks. Prerequisite: IS 30A, IS 30B and IS 30C.**

Designing a Microsoft Windows 2000 networking services infrastructure that supports the required network applications. Basic functionality, security, availability, and performance features of each networking service as aspects of a networking services design. Prepares students for the MCSE exam 70-221.

15. **Information Systems 30F, MCSE-2150 Network Security, 4 units, 4 lecture hours, 1 lab hour. Prerequisite: IS 30A, IS 30B and IS 30C.**

Designing a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. Prepares students for the MCSE exam 70-220.

16. **Information Systems 30G, MCSE-836 Proxy Server, 4 units, 4 lecture hours, 1 lab hour. Prerequisite: IS 30A, IS 30B and IS 30C.**

Planning, installing, configuring, managing resources, monitoring, optimizing, and troubleshooting a proxy server that incorporates Microsoft Windows Proxy Server 2.0. Prepares students for the MCSE examination number 70-088.

17. **Library Skills 1, Information Competency/Research Skills, 1 unit, 1 lecture hour, 1 repeat. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Introduction to research skills for college students, including basic concepts of information, its organization, location, evaluation, and use. Students will learn how to use print resources, electronic information retrieval systems, the Internet as a reference tool, and style manuals.

18. **Surgical Technology 101, Introduction to Surgical Technology, 3 units, 3 lecture hours. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Introduction of surgical team concepts with emphasis on the role of the surgical technologist. An overview of the history of surgery, health care facilities and systems, and the surgical environment. Ethical and legal responsibilities and interpersonal relationships. Principles of aseptic technique, sterilization, and basic instrumentation.

19. **Surgical Technology 102, Surgical Techniques, 3 units, 3 lecture hours. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Discussion and application of the principles of aseptic technique, procedures relating to patient care, and demonstration of the use and care of supplies and equipment in the operating room.

20. **Surgical Technology 103, Surgical Procedures, 3 units, 9 lab hours, 2 repeats. Prerequisite: Surgical Technology 102. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

The role of the surgical technologist in surgical procedures. Principles of anesthesiology and surgical pharmacology.

21. **Surgical Technology 104, Clinical Practicum, 6 units, 18 lab hours, 2 repeats. Prerequisite: Surgical Technology 103. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

The first of two clinical components of the surgical technology training. Assignment to a hospital surgery department and participation as an independent member of the surgical team to master first scrub role in a surgical team.

22. **Surgical Technology 105, Advanced Clinical Practicum, 6 units, 18 lab hours, 2 repeats. Prerequisite: Surgical Technology 104. Advisory: Eligibility for English 125 and 126 or English 153 and ESL 67 and 68 recommended.**

The second clinical component of the surgical technology training. Participation as an independent member of a surgical team to master the first scrub role. Performance of advanced skills and mastering anticipation of surgical needs.

23. **Theatre Arts 24, Theatre Crafts Practicum, 3 units, 1 lecture hour, 6 lab hours, 2 repeats. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Technical/design, publicity, or house management functions for Fresno City College productions.

24. **Theatre Arts 34, Costume Practicum, 3 units, 1 lecture hour, 6 lab hours, 2 repeats. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Costume design/construction or production functions for Fresno City College theatre productions.

25. **Theatre Arts 40, Performance Practicum, 3 units, 2 lecture hours, 12 lab hours, 9 weeks. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Rehearsal and performance of plays for public presentation. Credit given for the performance of acting roles, stage management, direction or assistant direction of a Fresno City College theatre production.

26. **Theatre Arts 42, Beginning Acting for Theatre Majors, 3 units, 3 lecture hours. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.**

Voice, movement, character and scene analysis and preparation of monologues and scenes with class performance. Student should be interested in Theatre Arts as a major and/or have some prior acting experience. Course not open to students currently enrolled in, or who have completed, Theatre Arts 41 or Theatre Arts 31A or Theatre Arts 31B.

CREDIT, NONDEGREE APPLICABLE

1. **Work Assessment Vocational Education 201, Developing Individual Vocational Evaluations (DIVE), 1-3 units, 1-2 lecture hours, 0-3 lab hours, 3 repeats, credit/no credit only, open entry/open exit.**

Designed for student with barriers to employment. An introduction to vocational training and employment counseling. Various assessment tools in order to determine vocational interest, aptitude and abilities. Grooming, hygiene, stress/anger management, time management, and workplace relationships.

2. **Work Assessment Vocational Education 202, Situational Assessment, Worksite and Internship Model (SWIM), 1-8 units, 1-6 lecture hours, 3 repeats, credit/no credit only, open entry/open exit.**

Designed for students with barriers to employment. An emphasis on developing skills in the areas of time management, following directions, instructions, and appropriate work behaviors. Exposure to vocational education and training to assist students in selecting and planning vocational choices. Career awareness, exploration, preparation, and utilization of community resources. The amount of college credit earned by the student is dependent upon the number of volunteer hours worked during the semester as follows: a. one unit for minimum of 60 hours; b. two units for minimum of 120 hours; c. three units for minimum of 180 hours; d. four units for minimum of 240 hours; e. five units for minimum of 300 hours; f. six units for minimum of 360 hours; g. seven units for minimum of 420 hours; eight units for minimum of 480 hours.

NONCREDIT

None.

Fresno City College

Office of Instruction

PROPOSED REVISED COURSES
EFFECTIVE FALL 2002
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **Aerospace Studies 1B, The Air Force Today, 1 unit, 1 lecture hour.** Revised the course title to *USAF Foundations*.
2. **Aerospace Studies 2A, The Development of Air Power, 1 unit, 1 lecture hour.** Revised the course title to *The Evolution of USAF Air and Space Power*.
3. **Aerospace Studies 2B, The Development of Air Power, 1 unit, 1 lecture hour.** Revised the course title to *The Evolution of USAF Air and Space Power*.
4. **Air Conditioning 50, Principles of Mechanical Refrigeration, 3 units, 3 lecture hours, 3 repeats.** Revised the course content and texts.
5. **Air Conditioning 51, Electrical Systems, 6 units, 4 lecture hours, 6 lab hours, 3 repeats.** Revised the hours to *5 lecture hours, 5 lab hours*. Also, revised the assignments and texts.
6. **Air Conditioning 52, Heating Systems, 6 units, 4 lecture hours, 6 lab hours, 3 repeats.** Revised the hours to *5 lecture hours, 5 lab hours*. Also, revised the course content, assignments and texts.
7. **Air Conditioning 53, Measurements and Diagrams, 6 units, 4 lecture hours, 6 lab hours, 3 repeats.** Revised the hours to *5 lecture hours, 5 lab hours*. Also, revised the course content, assignments and texts.
8. **Air Conditioning 54, Commercial Systems, 6 units, 4 lecture hours, 6 lab hours, 3 repeats.** Revised the hours to *5 lecture hours, 5 lab hours*. Also, revised the course content, assignments and texts.
9. **Air Conditioning 56, Duct Systems, 3 units, 2 lecture hours, 3 lab hours, 3 repeats.** Revised the texts and course content.
10. **Air Conditioning 60A, Fundamentals of Refrigeration, 3 units, 3 lecture hours, 3 repeats.** Revised the texts and course content.
11. **Air Conditioning 60B, Electricity for Air Conditioning, 3 units, 3 lecture hours, 3 repeats.** Revised the course number to *260B*, and revised the course content and texts.

12. **Air Conditioning 60C, Residential Heating, 3 units, 3 lecture hours, 3 repeats.** Revised the course number to *260C*, and revised the course content, objectives and texts.
13. **Air Conditioning 60D, Troubleshooting Procedures, 3 units, 2 lecture hours, 2 lab hours, 3 repeats.** Revised the course number to *260D*, and revised the course content and texts.
14. **Architecture 24, Building Codes, 3 lecture hours, 3 repeats.** Revised the course number to *31*.
15. **Architecture 31, Strength of Materials, 3 units, 3 lecture hours.** Revised the course number to *32*.
16. **Architecture 32, Steel and Timber Structures, 3 units, 2 lecture hours, 4 lab hours.** Revised the course number to *42*.
17. **Child Development 38, Lifespan Development, 3 units, 3 lecture hours, 1 lab hour, (See also Psychology 38).** Revised the course description and content, the texts, and expected outcomes. Also, revised the hours to *3 lecture hours*.
18. **Child Development 39, Child Development, 3 units, 3 lecture hours, 1 lab hour, (See also Psychology 39).** Revised the course content.
19. **Child Development 50, Basic Child Growth and Development, 3 units, 3 lecture hours, 1 lab hour.** Revised the course description and content, revised the texts and expected outcomes, and revised the course number to *150* and the hours *3 lecture hours*.
20. **Decision Science 17, Business Mathematics, 3 units, 3 lecture hours. Prerequisite: Mathematics 250 or designated math score.** Revised the course number to *117* and removed the transferability of the course.
21. **Decision Science 23, Statistical Analysis, 3 units, 3 lecture hours.** Revised the prerequisite to read: *Prerequisite: Decision Science/Mathematics 21*.
22. **English 3H, Honors Critical Reading & Writing, 3 units, 3 lecture hours.** Revised the course to add an advisory.
23. **Fashion Merchandising 26, Fashion History, 3 units, 3 lecture hours, (See also Theatre Arts 37).** Revised the course description number to *37*.
24. **Information Systems 30, Fundamentals of Networking, 3 units, 3 lecture hours, 1 lab hour.** Revised the course number to *30A*, and revised the units to *4* and the hours *4 lecture hours, 1 lab hour*.
25. **Physical Education 22, Introduction to Physical Education, 3 units, 3 lecture hours.** Revised the assignments and the text.
26. **Physical Education 32A, Theory of Cross Country, 1 unit, 1 lecture hour, 1 lab hour, 2 repeats.** Revised the course description, assessment, and expected outcomes.
27. **Psychology 38, Lifespan Development, 3 units, 3 lecture hours, 1 lab hour, (See also Child Development 38).** Revised the course description and content, the texts, and expected outcomes. Also, revised the hours to *3 lecture hours*.

28. **Psychology 39, Child Development, 3 units, 3 lecture hours, 1 lab hour, (See also Child Development 39).** Revised the course content.
29. **Speech 12, Fundamentals of Interpretation, 3 units, 3 lecture hours, (See also Theatre Arts 12).** Revised the course description and content, and revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*
30. **Theatre Arts 12, Fundamentals of Interpretation, 3 units, 3 lecture hours, (See also Speech 12).** Revised the course description and content, and revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*
31. **Theatre Arts 16, Fashion History, 3 units, 3 lecture hours, (See also Fashion Merchandising 12).** Revised the course description number to 37.
32. **Theatre Arts 30, Theatre Appreciation, 3 units, 3 lecture hours, 3 lab hours.** Revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*
33. **Theatre Arts 31A, Elementary Techniques of Acting, 3 units, 3 lecture hours.** Revised the course number to *41*, revised the course title to *Beginning Acting*, and revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.* Also, revised the course description and content.
34. **Theatre Arts 31B, Intermediate Techniques of Acting, 3 units, 3 lecture hours.** Revised the course number to *43*, revised the course title to *Intermediate Acting*, and revised the prerequisite to read: *Prerequisite: Theatre Arts 41 or Theatre Arts 42. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.* Also, revised the course description, expected outcomes and assignments.
35. **Theatre Arts 32A, Theatre History and Dramatic Literature, 3 units, 3 lecture hours.** Revised the course number to *31*, revised the course title to *Theatre History and Dramatic Literature I*, and revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.* Also, revised the course description and content.
36. **Theatre Arts 32B, Theatre History and Dramatic Literature, 3 units, 3 lecture hours.** Revised the course number to *32*, revised the course title to *Theatre History and Dramatic Literature II*, and revised the prerequisite to read: *Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.* Also, revised the course description and content.
37. **Theatre Arts 34A, Theatre Crafts I, 4-6 units, 3 lecture hours, 3-9 lab hours.** Revised the course number to *25*, revised the units to *3* and the hours to *3 lecture hours*. Also, revised the prerequisite to read: *Corequisite: Theatre Arts 24. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68, and Math 101 recommended.* Also, revised the course description and content.
38. **Theatre Arts 34B, Theatre Crafts II, 4-6 units, 3 lecture hours, 3-9 lab hours.** Revised the course number to *26*, revised the units to *3* and the hours to *3 lecture hours*. Also, revised the prerequisite to read: *Corequisite: Theatre Arts 24. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68, and Math 101 recommended.* Also, revised the course description and content.
39. **Theatre Arts 35A, Costume Crafts, 4-6 units, 3 lecture hours, 3-9 lab hours.** Revised the course number to *35*, revised the units to *3* and the hours to *3 lecture hours*. Also, revised the prerequisite to read: *Corequisite: Theatre Arts 34. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.* Also, revised the course description.

40. **Theatre Arts 35B, Costume Design, 4-6 units, 3 lecture hours, 3-9 lab hours.** Revised the course number to **36**, revised the units to **3** and the hours to **3 lecture hours**. Also, revised the prerequisite to read: ***Corequisite: Theatre Arts 34. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*** Also, revised the course description.
41. **Theatre Arts 37, Introduction to Stage Makeup, 2 units, 1 lecture hour, 3 lab hours.** Revised the course number to **28**, and revised the prerequisite to read: ***Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.***
42. **Theatre Arts 38, Actors Workshop, 3 units, 2 lecture hours, 3 lab hours, 1 repeat.** Revised the course number to **44**, and revised the prerequisite to read: ***Prerequisite: Theatre Arts 41 or 42 or equivalent. Advisory: Theatre Arts 43 recommended. Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*** Also, revised the course description.
43. **Theatre Arts 40, Introduction to Scenic and Lighting Design, 4 units, 3 lecture hours, 3 lab hours, 1 repeat.** Revised the course number to **27**, and revised the prerequisite to read: ***Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68, and Math 101 recommended.*** Also, revised the course description and content.
44. **Theatre Arts 47, Shakespeare in Performance, 3 units, 3 lecture hours.** Revised the course number to **33**, and revised the prerequisite to read: ***Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 recommended.*** Also, revised the course description and content.

CREDIT, NONDEGREE APPLICABLE

None.

NONCREDIT

Theatre Arts 80, Senior Play Production, 0 units, 1 lecture, 9 lab hours, 16 weeks, unlimited repeats. Revised the course number to **348**.

Fresno City College

Office of Instruction

PROPOSED DELETED COURSES

EFFECTIVE FALL 2002

Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. **Architecture 23, Construction Estimating, 3 units, 3 lecture hours.**
The program is being updated to include new technology, specifically, computer aided drafting and modeling. To make room for the new courses, courses are being deleted that are outdated and may traditionally have had low enrollment. After consultation with the Architectural Advisory Committee, it was determined this would best serve the needs of the students and the architectural community.
2. **Architecture 33, Residential Energy Use and Conservation, 3 units, 3 lecture hours.**
The program is being updated to include new technology, specifically, computer aided drafting and modeling. To make room for the new courses, courses are being deleted that are outdated and may traditionally have had low enrollment. After consultation with the Architectural Advisory Committee, it was determined this would best serve the needs of the students and the architectural community.
3. **Architecture 41, Specification Writing, 2 units, 2 lecture hours.**
The program is being updated to include new technology, specifically, computer aided drafting and modeling. To make room for the new courses, courses are being deleted that are outdated and may traditionally have had low enrollment. After consultation with the Architectural Advisory Committee, it was determined this would best serve the needs of the students and the architectural community.
4. **Architecture 42, Concrete and Masonry Structures, 3 units, 2 lecture hours, 4 lab hours.**
The program is being updated to include new technology, specifically, computer aided drafting and modeling. To make room for the new courses, courses are being deleted that are outdated and may traditionally have had low enrollment. After consultation with the Architectural Advisory Committee, it was determined this would best serve the needs of the students and the architectural community.
5. **Automotive Technology 41, Pre-Delivery Inspection, Fundamentals of Electricity and Electronics, 7 units, 12 lecture hours, 8 lab hours.**
Ford discontinued the program.
6. **Automotive Technology 42, Shop Fundamentals, Brakes, Steering, Suspension, and Wheel Alignment, 6 units, 10 lecture hours, 10 lab hours.**
Ford discontinued the program.

7. **Automotive Technology 43, Automotive Engine Diagnosis and Repair, 3 units, 15 lecture hours, 10 lab hours.**
Ford discontinued the program.
8. **Automotive Technology 44, Engine Performance, Fuel Systems and Emission Controls, 6 units, 10 lecture hours, 10 lab hours.**
Ford discontinued the program.
9. **Automotive Technology 45, Power Train: Transmissions, Differentials, and Driveaxles, 6 units, 10 lecture hours, 10 lab hours.**
Ford discontinued the program.
10. **Automotive Technology 46, Automotive Climate Control, Heating/Air Conditioning, 3 units, 15 lecture hours, 10 lab hours.**
Ford discontinued the program.
11. **Decision Science 27, Total Statistical Quality Control, 3 units, 3 lecture hours.**
This course is not part of any program, degree or certificate. The course has never been offered.
12. **Theatre Arts 19, Occupational Work Experience, 1-4 units.**
Insufficient enrollment. Course has not been offered in last eight years.
13. **Theatre Arts 24, Summer Theatre Workshop, 3-6 units, 6 lecture hours, 9-16 lab hours.**
Insufficient enrollment. Course has not been offered in ten years. We no longer have a summer theatre program.
14. **Theatre Arts 33, Theatre Business Management, 3 units, 1 lecture hour, 5 lab hours.**
Insufficient enrollment. Course has not been offered in last four years.
15. **Theatre Arts 36, Play Production Laboratory, 2-4 units, 1 lecture hour, 3-9 lab hours.**
This course has been divided into three new courses: Theatre Arts 24, 34, and 40.

CREDIT, NONDEGREE APPLICABLE

None.

NONCREDIT

None.

Fresno City College

Office of Instruction

SPECIAL STUDIES 47/77 TOPICS
EFFECTIVE FALL 2001, SPRING 2002, SUMMER 2002
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

CREDIT, DEGREE APPLICABLE

1. Special Studies 47

a. Business Division

(1) *Offered Fall 2001*

- (a) **Community Action Leadership Academy, 1 unit.** Designed for line management focusing on leadership styles/models; teambuilding, conflict resolution; communication; diversity and change management.
- (b) **Human Resources Management PHR Certification Course, 2 units.** Human resources planning, recruitment, selection, training and development, evaluation, compensation, labor relations and motivation in preparation for the Professional Human Resource Certification exam offered through the Society for Human Resource Management.

(2) *Effective Spring 2002*

MAS90 Fundamentals, 2 units. Prerequisite: BT 31 or ACCTG 4A. MAS90 applications including setting up companies, general ledger, sales order processing, accounts receivable, purchasing, accounts payable, payroll, and inventory management.

b. Counseling

Offered Fall 2001

Freshman Year Experience, 3 units. An introduction to academic life, including general orientation to the functions and resources of the college collaborative group learning by examining problems common to the freshman year experience. Introduction of cross-discipline thematic through the Learning Community dynamic. Approved for one offering only.

c. Humanities Division
Effective Spring 2002

Jewelry & Metalsmithing, 3 units. Advisory: Eligibility for Math 1 and English 25 and 26 or English 53 or ESL 67 and 68 recommended. Introduction to a wide-range of methods, techniques and materials used to create small metal objects and jewelry. The formation and construction of functional and non-functional objects.

d. Humanities/Social Science Divisions
Offered Fall 2001

British Culture Through Film, 1 unit. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 recommended. Film series dealing with British culture, including language, literature, customs, education, architecture, history, economy, music and government. Focus on points of contrast between U.S. culture and British culture.

e. Math, Science and Engineering Division
Effective Spring 2002

Introduction to Biotechnology, 4 units. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 recommended. A survey of biotechnology including an examination of its history, principles, applications and ethics.

f. Social Science Division

(1) *Effective Spring 2002*

(a) **Archaeological Field Methods, 5 units.** Corequisite: Anthropology 1, 2, or 3. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 and Math 1 recommended. Introduction to basic field methods in archaeology. Archaeological survey (location, assessment, recording of sites, compass use, topographic map reading), archaeological excavation, data analysis, and report preparation.

(b) **Preparation for Archaeology and Ethnology of the Valley of Mexico, 2 units.** Corequisite: Anthropology 2, 3, or 28. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68 and Math 1 recommended. Ancient cultures of the Valley of Mexico. Culture change and continuity through archaeology and ethnology of the peoples of the Valley of Mexico. Participation in a series of lectures and discussion about specific archaeological sites in the Valley of Mexico including but not limited to the Templo Mayor, Teotihuacan and Atetelco, Cerro de las Navajas and Xochimilco.

(2) *Effective Summer 2002*

Archaeology and Ethnology of the Valley of Mexico, 3 units. Prerequisite: Special Studies 47, Preparation for Archaeology and Ethnology of the Valley of Mexico. Advisory: Eligibility for English 25 and 26 or English 53 or ESL 67 and 68, Math 1, and one semester of Spanish recommended. Ancient cultures of the Valley of Mexico at archaeological sites, modern villages, and museums. Culture change and continuity through archaeology and ethnology of the peoples of the Valley of Mexico. Participation in a series of lectures and discussions at selected locations including the Templo Mayor and the National Museum of Anthropology in Mexico City; archaeological sites at Teotihuacan and Atetelco; the village of San Pablito, and Otomi speaking village where amatl paper is still produced; Cerro de las Navajas, an obsidian quarry; and Xochimilco, where chinampas, the Aztec agricultural system, are still in use.

2. Special Studies 77

a. Applied Technology Division

(1) *Offered Spring 2001*

- (a) **Less Lethal Training/Discrimination & Sexual Harassment, .2 unit, credit/no credit only.** Prerequisite: Sworn Peace Officer or AJ 270. Introduction to the Less Lethal Projectile weapon system. Use of force, nomenclature and deployment factors. Hostile work environments, preventive/corrective measures that can be taken to reduce the liability associated with such behaviors and how to foster mutual respect in the work environment.
- (b) **M26 Taser Operations, .1 unit, credit/no credit only.** Concepts of the M26 Taser and its related nomenclature. Appropriate application of the taser within the existing use of force policy.

(2) *Offered Summer 2001*

- (a) **Arrest, Firearms & Expandable Baton, 1.5 units, credit/no credit only.** Basics in arrest and firearms to fulfill the California Penal Code of Section 832 requirements. Expandable baton.
- (b) **Driver Awareness, .2 unit, credit/no credit only.** Reinforcement of basic driver safety rules and principles. Completion of a driving course demonstrating proficiency in turning, parking, steering and braking.
- (b) **Level 1—Modular Training, 16 units.** Prerequisite: AJ 271, AJ 272, and AJ 273. Current (within the last 3 years) in First Aid and CPR training requirements for public safety personnel as prescribed by the Emergency Medical Services Authority and set forth in the California Code of Regulations, Title 22, Division 9, Chapter 1.5, 100005-1000028. Current (with the last 3 years) in PC 832 training requirements. Passage of a POST-constructed Level I Entrance Examination. Satisfies mandatory requirements for Level I. Third and last module of the Modular Form of the Regular Basic Course.

(3) *Offered Fall 2001*

- (a) **Adv Off/Kingsburg Reserve #6, .5 unit, credit/no credit only.** Prerequisite: Reserve Officer with Law Enforcement. Meets the bi-yearly 25-hour training requirements for Reserve Officers.
- (b) **Analytical Investigation Techniques I, 1 unit, credit/no credit only.** Prerequisite: Sworn Peace Officer or currently employed by a Public Safety Agency. Investigative analyses of complex narcotics cases. Hands-on experience in a series of exercises.
- (c) **BAR Clean Air Car I & II, 3 units.** Prerequisite: AUTOT 61, BAR Licensed EA (Enhanced Area) Smog Technician or equivalent. Advisory: Eligibility for English 125 and 126 or English 153 or ESL 67 and 68 and Math 1 recommended. Preparation for the Bureau of Automotive Repair (BAR) examination. The state of California's Smog Check Inspection and Maintenance rules and regulations. Emphasis on theory, diagnosis, and repair of emission related systems and components. Introduction to on-vehicle diagnosing and repair mandated by the Bureau of Automotive Repair. Those who do not meet the

prerequisite are allowed to take this course but will not be certified as eligible to take the BAR licensing examination. (Note: Enhanced Area Technician training program certified.)

- (d) **CAPTO 2001 Training Manager's Update, .1-5 unit, credit/no credit only.** Prerequisite: Employed with Public Safety Agency. High-profile, nationally recognized experts and the latest in law enforcement technology, providing training managers and their staff with fresh ideas and the tools essential for building a superior training program.
- (e) **Communications Training Officer Update, .5 unit, credit/no credit only.** Prerequisite: Communications Training Officer. Current liability issues, training techniques, critical thinking skills, and improving the CTO's training program.
- (f) **Crisis Training, 1 unit, credit/no credit only.** Prerequisite: Sworn Peace Officer or AJ 70. Recognition of mental disease and illness that may be encountered in the field. How to recognize mentally ill individuals. Specific disorders and the appropriate course of action needed to deal with this type of patient.
- (g) **Driver Awareness, .2 unit, credit/no credit only.** Prerequisite: Sworn Peace Officer or AJ 70. Reinforcement of basic driver safety rules and principles.
- (h) **Hostile Environment, .1 unit, credit/no credit only.** Public Safety Employee or AJ 70. How to identify and address "Hostile Work Environment." Harassment complaint, the response, the preliminary considerations, the aspects of an effective investigation, the investigative report, and what action should be taken as a result of the complaint.

c. Disabled Students Program and Services
Offered Fall 2001

Experimenting with Expressive Arts, 1 unit. Introduction to art through exploration and interactive sessions. Presentations by professionals within the appropriate area of interest. Designed for students with physical, communicative and/or learning disabilities.

c. Health Sciences Division
Offered Fall 2001

Surgical Technology Clinical Practicum Advanced, 6 units. Prerequisite: Special Studies 77, Surgical Technology Clinical Practicum. The second clinical component of the surgical technology training. Assignment to a hospital surgery department or the surgery department of a participating agency. Advanced skills and participation as an independent member of the surgical team to master the role as first-scrub person.

CREDIT, NONDEGREE APPLICABLE

Special Studies 77

1. Applied Technology Division
a. *Offered Summer 2001*

Preparation for NATE Certification—CORE + A/C, 1 unit, credit/no credit only. Advisory: At least two years journeyman level field experience as a heating, ventilation, air conditioning/refrigeration (HVAC/R) service technician recommended. Review, prior to testing,

for the practicing HVAC/R service technician seeking North American Technician Excellence (NATE) certification. Basic and advanced electrical principles, wiring diagrams, motors and controls, refrigerant cycle components, test procedures and troubleshooting.

b. *Offered Spring 2001*

EMS Continuing Education, .1-.3 unit, credit/no credit only. Designed to maintain the current level of certification and current Emergency Medical Technician and First Responders instruction.

c. *Offered Fall 2001*

- (1) **ACTA Service Training—Mechanical Refrigeration, 3 units.** Advisory: Employed at least two years by an Air Conditioning Contractor, continued employment concurrent with instruction, employer sponsorship to support off-campus coursework is recommended. Principles and application of mechanical refrigeration, system components, refrigerants and lubricants. Perimeters used to diagnose system performance and the procedures used to obtain those measurements. The interrelationships between various factors affecting system operation. Evacuation and recovery procedures consistent with manufacturers and EPA requirements.
- (2) **Auto Detailing, 3 units.** Exposure to the standard of the industry as it relates to the quality and cleanliness required to deliver a newly repaired vehicle.
- (3) **Fire Training Symposium 2001, .1-.4 unit, credit/no credit only.** Focus on train the trainer programs covering a wide variety of relevant topics.
- (4) **Fresno Co FF Continuing Ed, Module A, .1-.3 unit, credit/no credit only.** Refresher and re-certification on a wide variety of relevant topics.
- (5) **Low/High Angle Rescue Techniques, 1 unit, credit/no credit only.** Identification of and set up of safety systems to complete complex rescues encountered in terrain of various slopes and degree of difficulty.

2. Humanities Division
Effective Spring 2002

Introduction to FINALE, 2 units. Advisory: Student access to personal computer and MIDI keyboard recommended. Use of personal computer and FINALE software program in music notation. Principles of score layout, music data entry, editing, and part extraction. Essential for music majors as well as students in the Commercial Music Certificate program.

3. Workforce Development and Special Services
Offered Fall 2001

- (a) **Developing Individual Vocational Evaluations (DIVE), 2 units, credit/no credit only.** Designed for students with barriers to employment. An introduction to vocational training preparing students for success in future employment. Provides assessments determining vocational interests, aptitudes, and abilities, utilizing various test batteries including situational work assessments.
- (b) **Situational Assessment, Work Site & Internship Model (SWIM), 6-12 units.** Designed

for students with barriers to employment. An emphasis on developing skills in the areas of time management, following directions, instructions, and appropriate work behaviors. Exposure to vocational education and training to assist students in selecting and planning vocational choices. Career awareness, exploration, preparation, and utilization of community resources. The amount of college credit earned by the student is dependent upon the number of volunteer hours worked during the semester as follows: a. six units for minimum of 60 hours; b. seven units for minimum of 120 hours; c. eight units for minimum of 180 hours; d. nine units for minimum of 240 hours; e. 10 units for minimum of 300 hours; f. 11 units for minimum of 360 hours; g. 12 units for minimum of 420 hours.

NONCREDIT

None.

Fresno City College

Office of Instruction

NEW 2+2+2 ARTICULATION AGREEMENTS
Approved and Recommended by the Curriculum Committee

To ECPC November 13, 2001

1. Health Sciences Division

Effective 2001 School Year

Fresno Adult School

Medical Terminology // Health Information Technology 10, Medical Terminology

2. Math, Science & Engineering Division

Effective 2001 School Year

Duncan Polytechnical

ROP Nursing Services // Biology 51, Elementary Human Anatomy

Fresno City College

Office of Instruction

<p>DISCONTINUANCE OF 2+2+2 ARTICULATION AGREEMENTS Approved and Recommended by the Curriculum Committee</p>
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To ECPC November 13, 2001

Humanities Division

- (1) Washington Union
Agreement No. HU-01F
English 12P // English 25, Preparation for College Writing
- (2) Fowler High School
Agreement No. HU-02F
English IV // English 25, Preparation for College Writing
- (3) Central High School
Agreement No. HU-03F
English Honor 12 and English 12 // English 25, Preparation for College Writing
- (4) Sanger High School
Agreement No. HU-04F
English 12 // English 25, Preparation for College Writing
- (5) Roosevelt High School
Agreement No. HU-05F
English IVP (194) // English 25, Preparation for College Writing
- (6) Bullard High School
Agreement No. HU-06F
English IV // English 25, Preparation for College Writing
- (7) Clovis High School
Agreement No. HU-07F
British Comp and English 12-F // English 25, Preparation for College Writing
- (8) Clovis West High School
Agreement No. HU-08F
Senior Lit and AP English Lit // English 25, Preparation for College Writing
- (9) Firebaugh High School.
Agreement No. HU-09F
English 12 and English Lit // English 25, Preparation for College Writing
- (10) McLane High School
Agreement No. HU-10F
English IVP and English Honors // English 25, Preparation for College Writing
- (11) Tranquility High School
Agreement No. HU-11F
English 4 // English 25, Preparation for College Writing

- (12) Selma High School
Agreement No. HU-12F
English 4B, 4, 4P, AP English 4 // English 25, Preparation for College Writing
- (13) Riverdale High School
Agreement No. HU-13F
English 12 and Prep // English 25, Preparation for College Writing
- (14) Kerman High School
Agreement No. HU-14F
English 12 and English Honors // English 25, Preparation for College Writing
- (15) Parlier High School
Agreement No. HU-15F
English IVC and English Honors // English 25, Preparation for College Writing
- (16) Hoover High School
Agreement No. HU-16F
English 200, 201, 249, 254, 259, 264 // English 25, Preparation for College Writing
- (17) Ducan Polytechnical High School
Agreement No. HU-22
English IVP // English 25, Preparation for College Writing

Fresno City College

Office of Instruction

**PROPOSED ONLINE DISTANCE LEARNING
EFFECTIVE FALL 2001 and SPRING 2002
Approved and Recommended by the Curriculum Committee**

To ECPC November 13, 2001

Effective Spring 2002

Health Information Technology 4, Disease Process, 3 units, 3 lecture hours.

Effective Fall 2002

Health Information Technology 3, Quality Improvement, 2 units, 2 lecture hours.



Proposed New Courses Effective Summer 2001

Approved and recommended by the Curriculum Committee

SPST 77 Mentor Seminar, .5 units, short-term course 9 lecture hours, CR/NC option, non-degree applicable.

Training to provide information and supervision techniques for persons working with child development students in community classrooms.



Proposed New Courses Effective Fall 2001

Approved and recommended by the Curriculum Committee

TOPICS COURSES

BA 60A Communicating, Motivating, and Morale for the Work Environment
BA 60B Attitudes, Values, and Ethics in the Work Place
BA 60C Decision Making and Problem Solving
BA 60D Conflict and Stress Management
BA 60E Writing Policies and procedures
BA 60F Employment Relations
EH 60A Adv Floral Design
EH 60AJ Hearst Castle Garden Tour
EH 60AK Bonsai Plants
EH 60AL Pond Construction & Care
EH 60B Wedding Floral Arranging
EH 60C Floral Design Capstone
EH 60D Accounting/Business Procedures
EH 60E Merchandising and Sales
EH 60F Arboriculture I
EH 60G Arboriculture II
EH 60H Arboriculture III
EH 60I Sports Turf
EH 60J CCN Nursery Seminar
EH 60K Intermediate Landscape Design/CAD
EH 60L Organic Farming
EH 60M Intermediate Irrigation Principles
EH 60N Rose Parade
EH 60O San Francisco Flower & Garden Show
EH 60P Filoli Garden Tour
EH 60Q Paso Robles Garden Tour
EH 60R Food Preservation
EH 60S Vegetable Garden Cooking I
EH 60T Vegetable Garden Cooking II
EH 60U Pruning Japanese Style
EH 60V Garden Floral Arranging
EH 60W Golf Course Tour
EH 60X Advanced Landscape Design/CAD
EH 60Y Vegetable Market Tour
EH 60Z Equipment Field Service/Maintenance
MAG 60A Marine Applications in Diesel Engines



Proposed New Courses Effective Spring 2002

Approved and recommended by the Curriculum Committee

CHDEV 65E Advanced Early Childhood Mentoring, .5 units, short-term course 9 lecture hours, grading scale only, non-degree applicable. 0 repeats.

Mentor seminar provides opportunities for advanced studies of issues pertaining to supervision of student teachers in the early childhood classroom. Professional development course intended for individuals with AS degree in Child Development to prepare them to become effective mentors.

EDUC 50A Preparation for CBEST-English, .5 units, short-term course 9 lecture hours, CR/NC only, Subject Advisories: Completion of ENGL 25 and ENGL 26 or eligibility for ENGL 1A. (in-lieu course for FCC's EDUC 100A will be a common course Fall 2002)

A review of reading comprehension and essay writing designed to help students and teachers prepare for the CBEST exam.

EDUC 50B Preparation for CBEST-Mathematics, 1.0 unit, short-term course 18 lecture hours, CR/NC only, non-degree applicable. Subject Advisories: Completion of MATH 1. 3 repeats. (in-lieu course for FCC's EDUC 100B will be a common course Fall 2002)

A review of mathematics designed to help students and teachers prepare for CBEST exam.

HLTH 14 Interpreting in Health Care I, 5.0 units, 3 lecture and 3.5 lab hours plus 1.5 hours outside work, CR/NC option, degree applicable, 0 repeats. Basic Skills Advisories: Eligibility for ENGL 25 and ENGL 26. Subject Advisories: OT 10. Baccalaureate level.

Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Foundation for students in the Healthcare Interpretation Certificate Program and the basis for the trilogy of courses required. The roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatments and procedures and a need for insight in language and cultural nuances for specific communities.

HLTH 15 Interpreting in Health Care II, 5.0 units, 3 lecture and 3.5 lab hours plus 1.5 hours outside work, CR/NC option, degree applicable. Subject Prerequisites: HLTH 14. Must be completed within 2 years prior to enrollment in HLTH 15 and HLTH 16. Subject Corequisites: HLTH 16. Subject Advisories: OT 10, BIOL 20, BIOL 22. Baccalaureate level.

For students in the Health Care Interpreter Program. Training continues for bilingual individuals to become integral members of the health care team in bridging the language and cultural gap between clients and providers. There is further enhancement of interpreting skills covering specialized health care areas such as gynecology, mental health, death and dying. Emphasis placed on the development of cultural competency. Taken concurrently with HLTH 16.

HLTH 16 Field Work in Health Care Interpreting, 5.0 units, 2 lecture and 6 lab hours, CR/NC option, degree applicable. Subject Prerequisites: HLTH 14. Must be completed within 2 years prior to enrollment in HLTH 16. Baccalaureate level.

For students in the Health Care Interpreting program. Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Fieldwork includes at least 20 face-to-face actual encounters in interpreting skills. Taken concurrently with HLTH 15.



Proposed New Courses (continued)
Effective Spring 2002

Approved and recommended by the Curriculum Committee

LITEC 58 Library & Computer Lab Skills, 1 unit, short-term course 48 lab hours, CR/NC only, non-degree applicable, 3 repeats.

This course is intended to provide supervised use of computers and familiarity with library resources including electronic media. The course will reinforce concepts from classroom studies and develop problem solving abilities on an independent basis.



Proposed New Courses Effective Spring 2002

Approved and recommended by the Curriculum Committee

TOPICS COURSES

MAG 60B Mining Equipment



Proposed Revised Courses Effective Spring 2002

Approved and recommended by the Curriculum Committee

ART 30A Computer Drawing & Design I, 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, added 3 repeats.

ART 30B Intermediate Computerized Drawing, 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, added 3 repeats.

ART 37 Computer Art, Digital Imaging, Photography (Photoshop), 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, changed number to ART 37A and added 3 repeats.

ART 37B Computer Art, Intermediate Digital Imaging, Photography (Photoshop), 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, added 3 repeats.

ART 38 Computer Art, Digital Imaging, Painting, 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, changed title and added 3 repeats.

ART 41 Computerized Multimedia, 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, added 3 repeats.

ART 42 Computer Animation/3D, 3 units, 2 lecture and 4 lab hours, CR/NC option, degree applicable, added 3 repeats.



Proposed New Non-Credit Courses Effective Spring 2002

Approved and recommended by the Curriculum Committee

DEVSER 84 Survival Mathematics Skills for Persons with Developmental Disabilities, 1 lecture and 2 lab hours per week.

The course is designed for the student with developmental disabilities. The course provides the basic survival mathematical skills necessary for successful independent and semi-independent living. Areas of study include: number recognition, budgeting, and money handling.

DEVSER 85 Survival Reading Skills for Persons with Developmental Disabilities, 1 lecture and 2 lab hours per week.

The course is designed for the student with developmental disabilities. The course provides the survival reading skills necessary for successful independent and semi-independent living. Areas of study include pre-reading skills, development of comprehension skills, and basic writing skills.



Proposed New Courses Effective Fall 2002

Approved and recommended by the Curriculum Committee

CHDEV 65D Introduction to Early Childhood Mentoring, .5 units, short-term course 9 lecture hours, grading scale only, non-degree applicable. 0 repeats.

Mentor seminar provides information, guidance and peer support for mentors. A forum for discussion of issues related to the role of supervisors of early childhood student teachers in the classroom is provided. Professional development course intended for individuals with AS degree in Child Development to prepare them to become effective mentors.

ENGL 49 Latino & Chicano Literature, 3 units, 3 lecture hours per week, CR/NC option, degree applicable, fulfills RC Area C degree requirement, 0 repeats. Basic Skills Advisories: Eligibility for ENGL 1A. (In-lieu of FCC CLS 21)

Short stories, poems, plays, novels of Latin American and Chicano writers studied and analyzed for appreciation and understanding of the literature and culture.

PHIL 4 Critical Reasoning, 3 units, 3 lecture hours, CR/NC option, degree applicable, 0 repeats. Subject Advisories: ENGL 1A. (Common with FCC PHIL 4)

Principles and methods of good reasoning, including identification of arguments, assessing and developing basic deductive and inductive reasoning, common fallacies, and application of each element to issues and methods in elementary education.



Proposed Revised Courses Effective Fall 2002

Approved and recommended by the Curriculum Committee

ESL 266 Academic Reading and Writing for ESL Students, 4 units, 3 lecture and 2 lab hours per week, CR/NC only, non-degree, pre-collegiate basic skills, 2 repeats. Basic Skills Advisories: Appropriate placement score on accredited ESL test such as the CELSA. Change: Number, title, repeats, advisories.

An English class for students who are completing ESL training, or are nearly fluent in English but who need further language training to help them succeed in the sequence of English courses offered at the college.



Proposed New Courses Effective Spring 2003

Approved and recommended by the Curriculum Committee

CSCI 15 Introduction to UNIX, 3 units, 2 lecture and 2 lab hours per week, grading scale only, degree applicable, fulfills computer familiarity requirement, 0 repeats. Basic Skills Advisories: Experience of using a personal computer. Subject Advisories: CSCI 1 or CSCI 5.

Introduction to UNIX operating system. Topics include accessing the system; file and directory organization; file accessing and security; shell features and scripting. This course satisfies computer familiarity requirement.



Proposed Revised Programs Effective Fall 2001

Approved and recommended by the Curriculum Committee

Wildland Fire Technology Certificate of Achievement changed title to **Forestry Technician Firefighting Emphasis**



Proposed Revised Programs Effective Fall 2002

Approved and recommended by the Curriculum Committee

Revised courses required for degree

BUSINESS-ACCOUNTING

Business Department Core (12 Units)

ACCTG 40	Applied Accounting
BA 5	Business Communications
BA10	Introduction to Business
IS 15	Computer Concepts

Major Courses (12 Units)

ACCTG 1A	Principles of Accounting
ACCTG 1B	Principles of Accounting
BA 33	Human Relations in Business
BA 47	Careers—Business
Select one (1) (3 units)	
ACCTG 31	Accounting Applications OR
IS 18	Spreadsheet Fundamentals AND
IS 26	Database Fundamental
Select two (2) (6 – 7 units)	
BA 18	Business & Legal Environment
ECON 1A	Macroeconomics
ECON 1B	Microeconomics
MKTG 10	Marketing
MKTG 11	Salesmanship
Select one (1) (3 – 4 units)	
DS 17	Business Mathematics
BA 39	Finite Mathematics
MATH 5A	Math Analysis I
STAT 7 or	Elementary Statistics
STAT 7H	Honors Elementary Statistics

BUSINESS ADMINISTRATION-TRANSFER

Business Department Core (12 Units)

ACCTG 40	Applied Accounting
BA 5	Business Communications
BA10	Introduction to Business
IS 15	Computer Concepts

Major Courses (22 Units)

ACCTG 1A	Principles of Accounting
ACCTG 1B	Principles of Accounting
BA 18	Business Law
BA 39*	Finite Mathematics
ECON 1A	Macroeconomics
STAT 7	Statistics
Select one (1)	
ECON 1B	Microeconomics OR
AG 2	Agricultural Economics

*Only required for students planning to transfer to CSU Fresno, other colleges may require a different math course.

ENGLISH A.A. AND TRANSFER PROGRAM

ENGL 1A, 1AH	Composition and Reading
ENGL 1B, 1BH	Intro to the Study of Literature
Three (3.0) units from ENGL 2 or ENGL 3, or ENGL 3H	
ENGL 2	Critical Reading & Writing through Literature
or	
ENGL 3, 3H	Critical Reading & Writing
ENGL 15	Creative Writing
ENGL 44A	World Literature*
ENGL 44B	World Literature*
ENGL 46A	English Literature*
ENGL 46B	English Literature*
ENGL 47	Shakespeare
ENGL 48	American Literature
ENGL 49	Latino & Chicano Literature
FILM 1	Film Appreciation
LING 10	Introduction to Language

*offered alternate years

GENERAL BUSINESS**Department Core**

ACCTG 40	Applied Accounting
BA 5	Business Communications
BA 10	Introduction to Business
IS 15	Computer Concepts

General Business Core

BA 3	Customer Service in Business
BA 46	Calculator Applications
BA 47	Careers-Business
Select one (1) course from the following:	
DS 17	Business Mathematics
BA 39	Finite Mathematics
STAT 7	Elementary Statistics

Marketing – Option 1

MKTG 10	Marketing
MKTG 11	Human Relations in Business
MKTG 12	Advertising
MKTG 14	Retailing

Hospitality – Option 2

BA 12	Introduction to Hospitality
BA 33	Human Relations in Business
FN 20	Sanitation, Safety, and Equipment for Food Services
OT 24	Receptionist
OT 48	Telecommunications
BA 19V	Cooperative Work Experience

Retailing – Option 3

MKTG 10	Marketing
MKTG 14	Retailing
MKTG 17	Visual Merchandising
FM 23	Fashion Image
FM 30	Interior Design

GENERAL OFFICE SECRETARIAL

ACCTG 40	Applied Accounting
BA 5	Business Communication
BA 10	Introduction to Business
IS 15	Computer Concepts
OT 5	Document Formatting
OT 6	Data Entry
OT 7	Speed Typing
OT 11A	Microsoft Word Essentials
OR	
OT 11B	Corel WordPerfect Essentials
OT 11C	Word Processing Projects
OT 12A	Microsoft Excel Essentials
OR	
OT 12B	Corel QuatroPro Essentials
OT 12C	Spreadsheet Projects
OT 13A	Microsoft Access Essentials
OT 44	Filing Procedures
OT 46	Championship Typing
OT 48	Today's Receptionist
OT 49	Business English
DS 17	Business Mathematics
OR	
BA 39	Finite Mathematics
OR	
STAT 7	Elementary Statistics

Recommended Courses: OT 13C, OT 8, BA 3

INFORMATION SYSTEMS**Business Department Core (12 units)**

ACCTG 40	Applied Accounting
BA 5	Business Communication
BA 10	Introduction to Business
IS 15	Computer Concepts

Information Systems Core (10.5 units)

IS 16	Word Processing Fundamentals
IS 18	Spreadsheet Fundamentals
IS 26A	Database Fundamentals
IS 29	Operating System Fundamentals
IS 40A	Internet Concepts and Design

Option: Help Desk (4.5 units)

IS 30	Networking Fundamentals
IS 45	Configuration & Troubleshooting

Option: Networking (7.5 units)

IS 30	Networking
IS 43	Advanced Networking Concepts
IS 45	Configuration & Troubleshooting

Option: Web Design (6.0 units)

IS 40B	Advanced Internet Concepts and Design
IS 42	Business and Web Graphics

Option: Web Programming (7.5 units)

IS 31	Introduction to Programming
IS 33	Java Programming
IS 47	Visual Programming

LIBERAL ARTS

Social Science at least 9 units

ANTHRO 1	Physical Anthropology
ANTHRO 2	Cultural Anthropology
HIST 1	Western Civilization to 1648
HIST 2	Western Civilization from 1648
HIST 4	History of the African People in the New World
HIST 11	History of the U.S. to 1865
HIST 12	History of the U.S. from 1865
HIST 32	History of Chicanos in the Southwest
PHIL 1	General Philosophy
PHIL 1C	Ethics
PHIL 1D	World Religions
PSY 5	Social Psychology
SOC 1A	Introduction to Sociology
SOC 2	American Minority Groups

Fine Arts at least 9 units

ART 2	Art Appreciation
ART 5	Art History 1
ART 6	Art History 2
FILM 1	Introduction to Films
MUS 3	Music Fundamentals
MUS 12	Music Appreciation
PHOTO 1	Introduction to Photography

Literature, Critical Thinking, Foreign Language at least 9 units

ENGL 1B	Introduction to the Study of Literature
ENGL 2	Critical Reading and Writing Through Literature
ENGL 3	Critical Reading and Writing
ENGL 44A*	World Literature
ENGL 44B*	World Literature
ENGL 46A*	English Literature
ENGL 46B*	English Literature
ENGL 49	Latino & Chicano Literature
FRENCH 1	Beginning French
FRENCH 2	High Beginning French
FRENCH 3**	Intermediate French
FRENCH 4**	High Intermediate French
LING 10	Introduction to Language
PHIL 2	Critical Thinking
SPAN 1	Beginning Spanish
SPANISH 2	High Beginning Spanish
SPAN 3	Intermediate Spanish
SPAN 4	High Intermediate Spanish

*offered alternate years

**offered subject to demand

MANAGEMENT

BA 10	Introduction to Business
BA 5	Business Communications
IS 15	Computer Concepts
ACCTG 40	Applied Accounting
BA 33	Human Relations in Business

BA 47	Careers-Business
BA 18	Business and the Legal Environment
BA 15	Introduction to Management
MKTG 10	Marketing
DA 17 or	Business Mathematics
BA 39 or	Finite Mathematics
STAT 7 or	Elementary Statistics
STAT 7H	Honors Elementary Statistics

An additional 3 units from the BA, ACCTG, ECON, IS, or MKTG disciplines. Exception: BA 1 will not be counted for credit or for the degree if taken after completing any of the following courses: BA 33, BA 10, or BA 38

SMALL BUSINESS MANAGEMENT

BA 10	Introduction to Business
BA 5	Business Communications
IS 15	Computer Concepts
ACCTG 40	Applied Accounting
BA 33	Human Relations in Business
BA 47	Careers-Business
BA 18	Business and the Legal Environment
BA 38	Operation of the Small Business
MKTG 10	Marketing
DA 17 or	Business Mathematics
BA 39 or	Finite Mathematics
STAT 7 or	Elementary Statistics
STAT 7H	Honors Elementary Statistics

An additional 3 units from the BA, ACCTG, ECON, IS, or MKTG disciplines. Exception: BA 1 will not be counted for credit or for the degree if taken after completing any of the following courses: BA 33, BA 10, or BA 38

SOCIAL SCIENCE

21 units from FOUR separate disciplines

ANTHRO 1	Physical Anthropology
ANTHRO 2	Cultural Anthropology
ANTHRO 3	Introduction to Archaeology and Prehistory
ECON 1A or 1AH	Introduction to Macroeconomics
ECON 1B	Introduction to Microeconomics
GEOG 2	Cultural Geography
GEOG 3	Economic Geography
GEOG 4A	World Geography
GEOG 4B	World Geography
HIST 1	Western Civilization to 1648
HIST 2	Western Civilization from 1648
HIST 4	History of African Civilization
HIST 5	History of African People in the New World
HIST 6	Women's Roles in United States History
HIST 11	History of the United States to 1865
HIST 12 or 12H	History of the United States Since 1865
HIST 32	History of Chicanos in the Southwest
POLSCI 2 or 2H	American Government
POLSCI 10	American Institutions
PSY 2 or 2H	General Psychology 2H
PSY 5	Social Psychology
PSY 6	Introduction to Lab Methods
PSY 25	Human Sexuality
PSY 33	Personal and Social Adjustment
SOC 1A	Introduction to Sociology
SOC 2	American Minority Groups
SOC 32	Courtship, Marriage, and Divorce: Family and Interpersonal Relationships



Proposed Revised Programs Effective Spring 2003

Approved and recommended by the Curriculum Committee

COMPUTER SCIENCE

CSCI 1	Introduction to Computer Science
CSCI 5	Java Programming
CSCI 26	Discrete Mathematics for Computer Science
OR	
CSCI 15	Introduction to UNIX
CSCI 40	Programming Concepts and Methodology I
CSCI 41	Programming Concepts and Methodology II
CSCI 45	Computer Organization and Assembly Language Programming

Recommended courses: MATH 5A, MATH 5B, PHYS 2A, PHYS 2B



Distance Education Interactive/Online Courses

Approved and recommended by the Curriculum Committee

EFFECTIVE SPRING 2002

INTERACTIVE RENEWALS

ACCTG 40	Applied Accounting
BA 10	Introduction to Business
CJ 2	Traffic Control
GEOG 2	Cultural Geography
OT 44	Filing Procedures
OT 48	Today's Receptionist

ONLINE RENEWALS

ENGL 1A	Reading & Composition
ENGL 1B	Introduction to the Study of Literature
ENGL 3	Critical Reading and Writing
ENGL 15	Creative Writing
PSY 2	General Psychology

ONLINE NEW COURSES

CHEM 8	Elementary Organic Chemistry
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EFFECTIVE FALL 2002

NEW COURSE

SPEECH 2	Interpersonal Communication
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Approved for one-semester trial basis. Student/Instructor evaluation of course to be conducted prior to requesting further online offerings.



Proposed Certificate of Completion Effective Fall 2002

Approved and recommended by the Curriculum Committee

Introduction to Early Childhood Mentoring **3 units**

Professional Development Certificate for students with AS degree.

CHDEV 45 Adult Supervision

CHDEV 65D Introduction to Early Childhood Mentoring

CHDEV 65E Advanced Early Childhood Mentoring

Health Care Interpreter **15 units**

HLTH 14 Interpreting in Health Care I

HLTH 15 Interpreting in Health Care II

HLTH 16 Field Work in Health Care Interpreting



Completed Title 5 Program Review

Approved and recommended by the Curriculum Committee

THESE COURSES HAVE RECEIVED FIVE YEAR TITLE 5 REVIEW APPROVAL:

1. AERO 11 Aviation Maintenance Technology
2. AERO 12 Aviation Maintenance Technology
3. AERO 13 Aviation Maintenance Technology
4. AERO 14 Aviation Maintenance Technology
5. AUTO 9 Automotive Essentials
6. AUTO 10 Automotive Essentials
7. AUTO 11 Automotive Essentials
8. MFGT 31 Hydraulics
9. MFGT 32A Basic Welding
10. MFGT 32B Welding (MIG-TIG)
11. MFGT 33A Welding Fabrication
12. MFGT 33B Advanced Welding Fabrication Certification
13. MFGT 34 Electricity
14. MFGT 36 Blueprint Reading
15. MFGT 37A Machine Shop (Turning)
16. MFGT 37B Machine Shop-Milling
17. MFGT 38A CNC Milling
18. MFGT 38B CNC Turning-Special Machining Problems
19. MFGT 39 Metals

THESE PROGRAMS HAVE RECEIVED FIVE YEAR TITLE 5 REVIEW APPROVAL:

1. Aviation Maintenance Technology
2. Automotive Technology
3. Manufacturing Technology



2 + 2 + 2 Articulation
Effective Fall 2001

As heard by the Curriculum Committee

High School
Sanger High

HS Course
Work Experience

RC Course
COTR 19G

Units
1-3