

**College Curriculum Committee Meeting Agenda**  
**Tuesday, November 4, 2014**  
**2:00 p.m. - 3:30 p.m.**  
**President's Conference Room**

Item	Action	Attachment	Presenter
1. Minutes: October 21, 2014	Action	#11/4/14-1	Escoto
2. Announcements a. New Course Proposals  b. Notification of Proposed Requisites		#11/4/14-2 thru 12 #11/4/14-13	Escoto
3. Certificate of Achievement, Personal Trainer	Action	#11/4/14-14	Escoto
4. Cross-listing Courses	Discussion		Escoto, Gallgher
5. Publishing Grade Options	Discussion		Escoto
6. GE Applications for Honors Courses	Discussion		Escoto
7. GE Pathways	Discussion		Escoto

**Attachment List:**

#11/4/14-1 Draft Minutes: October 21, 2014  
#11/4/14-2 New Course Proposal-ANTH 55  
#11/4/14-3 New Course Proposal-ANTH 56  
#11/4/14-4 New Course Proposal-ANTH 57  
#11/4/14-5 New Course Proposal-BUSI 60  
#11/4/14-6 New Course Proposal-BUSI 96  
#11/4/14-7 New Course Proposal-C S 53A  
#11/4/14-8 New Course Proposal-C S 53B  
#11/4/14-9 New Course Proposal-C S 53C  
#11/4/14-10 New Course Proposal-C S 53D  
#11/4/14-11 New Course Proposal-C S 56B  
#11/4/14-12 New Course Proposal-C S 85A  
#11/4/14-13 Notification of Proposed Requisites  
#11/4/14-14 Certificate of Achievement, Personal Trainer Narrative

**2014 -2015 Curriculum Committee Meetings**

**Fall 2014 Quarter:**

10/7/14  
10/21/14  
11/4/14  
11/18/14  
12/2/14

**Winter 2015 Quarter**

1/20/15  
2/3/15  
2/17/15  
3/3/15  
3/17/15

**Spring 2015 Quarter**

4/21/15  
5/5/15  
5/19/15  
6/2/15  
6/16/15

\* Standing reminder: items for inclusion on the CCC agenda are due no later than one week before the meeting

**2014-2015 Curriculum Deadlines**

12/1/14 Deadline to submit courses to CSU for CSU GE approval.  
12/1/14 Deadline to submit courses to UC/CSU for IGETC approval.  
12/5/14 COR/Title 5 Updates for Summer 2015.  
3/2/15 Curriculum Sheet Updates for 2015-16.  
6/1/15 Deadline to submit new/revised courses to UCOP for UC transferability  
6/19/15 COR/Title 5 Updates for Summer 2016.

*Ongoing* Submission of courses for C-ID approval and course-to-course articulation with individual colleges and universities.

### **2014-2015 Professional Development Opportunities & Conferences of Interest**

~~7/10-12/14~~ ASCCC Curriculum Institute, Hayes Mansion, San Jose Ca

#### **Distribution:**

Michaela Agyare (LIBR), Kathy Armstrong (PSME), Rachelle Campbell (BH), Dolores Davison (AS President), Bernie Day (Articulation Officer), Teresa de la Cruz (Articulation), Isaac Escoto (CNSL), Marnie Francisco (PSME), Stephanie Franco (Evaluations), Konnilyn Fieg (BSS), Hilary Gomes (FA), Susan Gutkin (Dean, KA), Brenda Hanning (BH), Robert Hartwell (FA), Carolyn Holcroft (BH), Kay Jones (LIBR), Marc Knobel (PSME), Allison Lenkeit Meezan (BSS), Don MacNeil (KA), Kimberlee Messina (VP, Instruction, Administrator co-chair), Peter Murray (Dean, PSME), Simon Pennington (FA), Barbara Shewfelt (KA), Paul Starer (Dean, LA), Kella Svetich (LA)

## COLLEGE CURRICULUM COMMITTEE

Committee Members - 2014-15

Meeting Date: 11/4/2014

## Co-Chairs (2)

<input checked="" type="checkbox"/>	Isaac Escoto	7350	Vice President, Academic Senate (tiebreaker vote only)	escotoisaac@foothill.edu
<input checked="" type="checkbox"/>	Andrew LaManque	7179	Associate Vice President, Instruction	lamanqueandrew@foothill.edu

## Voting Membership-12 total; 1 vote per division

<input checked="" type="checkbox"/>	Micaela Agyare	7086	LIBR	agyaremicaela@foothill.edu
<input checked="" type="checkbox"/>	Kathy Armstrong	7487	PSME	armstrongkathy@foothill.edu
<input checked="" type="checkbox"/>	Rachelle Campbell	7469	BH	campbellrachelle@foothill.edu
<input checked="" type="checkbox"/>	Bernie Day	7225	Articulation	daybernie@foothill.edu
<input checked="" type="checkbox"/>	Brian Evans	7575	BSS	evansbrian@foothill.edu
<input checked="" type="checkbox"/>	Konnilyn Fieg	7430	BSS	feigkonnilyn@foothill.edu
<input checked="" type="checkbox"/>	Valerie Fong	7135	FA	fongvalerie@fhda.edu
<input checked="" type="checkbox"/>	Marnie Francisco	7420	PSME	franciscomarnie@foothill.edu
<input checked="" type="checkbox"/>	Hilary Gomes	7585	FA	gomeshilary@foothill.edu
<input checked="" type="checkbox"/>	Brenda Hanning	7466	BH	hanningbrenda@foothill.edu
<input checked="" type="checkbox"/>	Robert Hartwell	7016	FA	hartwellrobert@fhda.edu
<input checked="" type="checkbox"/>	Kay Jones	7602	LIBR	joneskay@foothill.edu
<input checked="" type="checkbox"/>	Marc Knobel	7049	PSME	knobelmarc@foothill.edu
<input checked="" type="checkbox"/>	Allison Lenkeit Meezan	7422	BSS	meezankaren@foothill.edu
<input checked="" type="checkbox"/>	Don MacNeil	6967	K A	macneildon@foothill.edu
<input checked="" type="checkbox"/>	Simon Pennington	7015	F A	penningtonsimon@fhda.edu
<input checked="" type="checkbox"/>	Lety Serna	7059	CNSL	sernaleticia@fhda.edu
<input checked="" type="checkbox"/>			K A	@foothill.edu
<input checked="" type="checkbox"/>	Kella Svetich	7924	L A	svetichkella@foothill.edu
<input checked="" type="checkbox"/>	Lan Truong	7291	CNSL	truonglan@fhda.edu
<input checked="" type="checkbox"/>	Kurt Hueg	7394	Dean	huegjurt@foothill.edu
<input checked="" type="checkbox"/>			Dean	@foothill.edu
<input checked="" type="checkbox"/>	Paul Starer	7227	Dean	starerpaul@foothill.edu

## Non-Voting Members (4)

<input checked="" type="checkbox"/>	Teresa de la Cruz	7638	Articulation Assistant	delacruzteresa@foothill.edu
<input checked="" type="checkbox"/>	Stephanie Franco	7231	Evaluations	francostephanie@foothill.edu
<input checked="" type="checkbox"/>	Cori Nuñez	7439	Curr Coordinator	nunezcori@foothill.edu
<input checked="" type="checkbox"/>	Chris Ju		ASFC	

## Visitors:

Kathryn Mauer (auth)

College Curriculum Committee  
Meeting Minutes  
Tuesday, October 21, 2014  
2:02 p.m. - 3:32 p.m.  
President's Conference Room

<u>Item</u>	<u>Discussion</u>
1. Minutes: October 7, 2014	Minutes as written M/S (Armstrong/MacNeil) <b>Approved.</b>
2. Announcements: a. New Course Proposals  b. Notification of Proposed Prerequisites/ Corequisites	<b>Speaker: Isaac Escoto</b> a. New course proposals were introduced. Please share with your constituent groups. b. Notification of the new or changed requisites. Please share with your divisions. PSME is looking at removing the physics portion of the prerequisite for PHYS 4A and instead make previous physics courses as an advisory.
3. Consent Calendar a. Stand Alone Forms	<b>Speaker: Isaac Escoto</b> The legislation that gave us permission to locally approve Stand Alone courses had a sunset date of January 1st this year. Unfortunately, we have also not received any direction from the state as to how these courses should be submitted. Until we receive direction from them, we will continue to complete our local Stand Alone forms so we have a record of action. It was requested that we pull the HLTH course Stand Alone forms from the Consent Calendar until such time that the program creation documentation can be completed with PaRC.
4. New Program Application: Certificate of Achievement, Personal Trainer	<b>Speaker: Don MacNeil, Lauren Hickey</b> This is one of the first programs to complete the new campus Program Creation Process. Comments made by the members that this looks like a great program. Please take the narrative back to your constituency groups for feedback. This will be an action item on the next meeting.
5. Strengthening Student Success	<b>Speaker: Isaac Escoto, Andrew LaManque</b> Brief recap of time spent at the Strengthening Student Success conference. Discussion about the importance of keeping up to date with current accreditation standards. Discussion about how data shows that high school performance and previous coursework are better predictors of success than placement testing. More conversation about these topics to follow.
6. Hybrid Courses	<b>Speaker: Isaac Escoto</b> Currently, there is no distinct process or indicator on the outline or in Banner to express a limit to how much of a course may be taught online. There is some concern that some departments would like to be able to limit the amount of course hours that could be done online. It was suggested that we should publish or maintain the distance learning info in such a way that every faculty member teaching that course is teaching to the same standard. It was shared that some students avoided online/hybrid courses this summer as they were frightened of the format. Reference to the COOL Committee having documented a definition for "hybrid".
7. GE Application Follow-Up	<b>Speaker: Isaac Escoto</b> Some sub-committees, while reviewing applications, have requested further information from the course author to complete their review. We still have some applications for which the faculty did not respond. How long do we hold

	those applications before they are no longer kept in the queue? The committee felt that the authors should have the current year for submission and that we would use the same due dates for GE applications as the curriculum due dates. That would mean that all local GE applications be turned in to the Instruction Office by December 5, 2014 for the Summer 2015 Catalog. Please discuss with your constituents and bring feedback next meeting.
8. Working Topics for 2014-15	<b>Speaker: Isaac Escoto</b> CCC considered a list of items for which we might focus this year. The items that the group thought should have priority: local GE streamlining, Hybrid courses, high school articulation, cross-listing courses and the pass/no pass publication issue. Information about faculty looking at a possible First Year Experience program in the future. Discussion about how a GE pathway might be incorporated into FYE.
9. Senate Resolution Draft	<b>Speaker: Isaac Escoto</b> Attention was drawn to the Senate resolution about leadership curriculum, as the leadership program had come through CCC Winter of 13.' At the time CCC approved the program, it had not gone through the current program creation process. It is doing so at the moment. Academic Senate was informed that moving forward, the curriculum for the updated program is being worked on.
10. Report Out from Divisions	<b>PSME:</b> Working on Honors courses: CHEM and MATH. <b>BH:</b> The Geriatric care courses represented by the Stand Alone forms on this agenda, are strongly supported by the division. Horowitz will be informed that the committee would like to wait until the program creation process has been completed to see if these courses should be submitted as "temporarily stand alone" or the forms corrected and resubmitted as "permanently stand alone."

Attendees:

Minutes Recorded by:

**Foothill College**  
**College Curriculum Committee**  
**New Course Proposal**

*This form should be completed by the faculty author as preparation to writing a new course. Your division CC rep can assist you in completing it appropriately, and will forward it to the Office of Instruction for inclusion as an announcement at the next available CCC meeting. The purpose of this form is **interdisciplinary communication**. The responsibility to rigorously review and approve new courses remains with the divisional curriculum committees.*

**Date Proposal Given to Division CCC Rep:** October 15, 2014

**Faculty Authors:** Kathryn Maurer and Samuel Connell

**Proposed Number:** ANTH 55

**Proposed Transferability:** CSU

**Proposed Title:** Applied Cultural Anthropology Field Methods

**Proposed Catalog Description:**

Applied anthropology focuses on the use of anthropological theories, perspectives and data-gathering methods in real-world contexts of practice or problem-solving. This 1-unit course provides students with the opportunity to learn and apply field methods from the sub-discipline of applied cultural anthropology to problems found in their own communities. Students will learn how to identify a research topic, write a proposal and project plan with specific milestones and deliverables, carry out research with the most appropriate field methodologies of applied research, and produce a "product" at the end of the course. Projects for this course will be in one of the major arenas of applied cultural anthropology, including: design anthropology, development anthropology, anthropology and healthcare, anthropology and social work, anthropology and education, organizational and business anthropology. Students will utilize field methodologies unique to applied cultural anthropology.

**Proposed Discipline:** Anthropology

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AA degree in Anthropology.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

AA and AA-T in Anthropology

**Comments & Other Relevant Information for Discussion:**

- This series of Applied Anth field methods courses are being proposed to better reflect existing practice of a student and faculty learning/instruction in Anth 70R.
- We envision that students would take the series of courses in one year, and then potentially do an Anth 70R in subsequent quarters after that, when limited instruction would be necessary, due to their experience.
- We're wondering if we should be considering internships also/instead?

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**Instruction Office:**

Date presented at CCC:

Number assigned:

**Foothill College  
College Curriculum Committee  
New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** October 15, 2014

**Faculty Authors:** Kathryn Maurer and Samuel Connell

**Proposed Number:** ANTH 56

**Proposed Transferability:** CSU

**Proposed Title:** Applied Physical Anthropology Field Methods

**Proposed Catalog Description:**

Applied anthropology focuses on the use of anthropological theories, perspectives and data-gathering methods in real-world contexts of practice or problem-solving. This 1-unit course provides students with the opportunity to learn and apply field methods from the sub-discipline of applied physical anthropology to problems found in their own communities. Students will learn how to identify a research topic, write a proposal and project plan with specific milestones and deliverables, carry out research with the most appropriate field methodologies of applied research, and produce a "product" at the end of the course. Projects for this course will be in one of the major arenas of applied physical anthropology, including: forensic anthropology and osteology, design anthropology (human engineering), medical anthropology, and environmental anthropology. Students will utilize field methodologies unique to applied physical anthropology.

**Proposed Discipline:** Anthropology

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AA degree in Anthropology.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

AA and AA-T in Anthropology

**Comments & Other Relevant Information for Discussion:**

- This series of Applied Anth field methods courses are being proposed to better reflect existing practice of a student and faculty learning/instruction in Anth 70R.
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**New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** October 15, 2014

**Faculty Authors:** Kathryn Maurer and Samuel Connell

**Proposed Number:** ANTH 57

**Proposed Transferability:** CSU

**Proposed Title:** Applied Archaeology Field Methods

**Proposed Catalog Description:**

Applied anthropology focuses on the use of anthropological theories, perspectives and data-gathering methods in real-world contexts of practice or problem-solving. This 1-unit course provides students with the opportunity to learn and apply field methods from the sub-discipline of applied archaeology to problems found in their own communities. Students will learn how to identify a research topic, write a proposal and project plan with specific milestones and deliverables, carry out research with the most appropriate field methodologies of applied research, and produce a "product" at the end of the course. Projects for this course will be in one of the major arenas of applied archaeology, including: cultural resource management (CRM), historic preservation, museum studies, preservation law and ethics, and students will utilize field methodologies unique to applied archaeology.

**Proposed Discipline:** Anthropology

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AA degree in Anthropology.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

AA and AA-T in Anthropology

**Comments & Other Relevant Information for Discussion:**

- This series of Applied Anth field methods courses are being proposed to better reflect existing practice of student learning and faculty instruction in Anth 70R.
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College Curriculum Committee  
New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** Nov 4, 2014

**Faculty Author:** Laurence Lew

**Proposed Number:** BUSI 60

**Proposed Transferability:** CSU

**Proposed Title:** Introduction to Finance

**Proposed Catalog Description:** Introduction to financial analysis and management. Valuation of businesses and business decisions. Risk analyses and comparison of investment choices. Valuation of assets. Capital budgeting and financial decisions. Capital structure, working capital and asset management, derivatives, international financial management.

**Proposed Discipline:** Business Administration

**Proposed Need/Justification Statement:** This course is a support course for the AA in Business Administration and an elective course for some CSU campuses and private colleges.

**To which Degree(s) or Certificate(s) would this course potentially be added?** AA in Business Administration; Certificate of Achievement in Entrepreneurship (Effective for Fall 2016)

**Comments & Other Relevant Information for Discussion:**

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**Instruction Office:**

Date presented at CCC:

Number assigned:

Date number assigned/notification:

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College Curriculum Committee  
New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** Nov 4, 2014

**Faculty Author:** Laurence Lew

**Proposed Number:** BUSI 96

**Proposed Transferability:** CSU

**Proposed Title:** Entrepreneurship: Starting & Operating a Small Business in the Silicon Valley

**Proposed Catalog Description:** Introductory class providing basics necessary for start-up of a small business including local, state, and federal regulatory requirements; pros and cons of various options for structuring business; selecting a business location; simple structuring of marketing; and basics of managing and operating a small business.

**Proposed Discipline:** Business Administration

**Proposed Need/Justification Statement:** This course is a support course for the AA in Business Administration and an elective course for some CSU campuses and private colleges.

**To which Degree(s) or Certificate(s) would this course potentially be added?** AA in Business Administration; Certificate of Achievement in Entrepreneurship (Effective for Fall 2016)

**Comments & Other Relevant Information for Discussion:**

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**Date Proposal Given to Division CCC Rep:** Oct 17, 2014

**Faculty Author:** Mike Murphy

**Proposed Number:** C S 53A

**Proposed Transferability:** CSU

**Proposed Title:** Cybersecurity Fundamentals

**Proposed Catalog Description:**

The course covers the fundamental aspects of computer and network security as it pertains to policy deployment and network defense. Core topics include cryptography, public key infrastructure, standards and protocols, physical security, infrastructure security, remote access, messaging, intrusion detection and system baselines. Industry-specific topics include certifications for CompTIA's Security+, ISC2, SSCP.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Enterprise Networking.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Enterprise Networking

**Comments & Other Relevant Information for Discussion:**

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**Instruction Office:**

Date presented at CCC:

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**Foothill College**  
**College Curriculum Committee**  
**New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** Oct 17, 2014

**Faculty Author:** Mike Murphy

**Proposed Number:** C S 53B

**Proposed Transferability:** CSU

**Proposed Title:** Threat Management

**Proposed Catalog Description:**

The course is a survey of topics in field of advanced threats and their characteristics. Students will learn how to manage advanced threats using security policies, profiles and signatures to protect networks against emerging threats.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Enterprise Networking.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Enterprise Networking

**Comments & Other Relevant Information for Discussion:**

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**Instruction Office:**

Date presented at CCC:

Number assigned:

Date number assigned/notification:

**Foothill College**  
**College Curriculum Committee**  
**New Course Proposal**

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**Date Proposal Given to Division CCC Rep:** Oct 17, 2014

**Faculty Author:** Mike Murphy

**Proposed Number:** C S 53C

**Proposed Transferability:** CSU

**Proposed Title:** Ethical Hacking

**Proposed Catalog Description:**

This course surveys current techniques used by malicious hackers to attack computers and networks, and it develops the defenses that security professionals use to defend Windows and Linux systems from such attacks. Topics will be presented in the context of legal restrictions and ethical guidelines. The student will perform hands-on labs, playing the role of both attacker and defender, using port scans, footprinting, buffer overflow exploits, SQL injection, privilege escalation, Trojans, and backdoors.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Enterprise Networking.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Enterprise Networking

**Comments & Other Relevant Information for Discussion:**

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**Date Proposal Given to Division CCC Rep:** Oct 17, 2014

**Faculty Author:** Mike Murphy

**Proposed Number:** C S 53D

**Proposed Transferability:** CSU

**Proposed Title:** Introduction to Computer Forensics

**Proposed Catalog Description:**

This course provides an overview of the forensic rules-of-evidence, evidence integrity, factual reporting, and the role of expert opinion in legal proceedings. The course is appropriate for students from information technology-related field. No previous experience in computer forensics is required. All students must agree with and sign the CyberSecurity Institute Code of Ethics and Conduct.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Enterprise Networking.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Enterprise Networking

**Comments & Other Relevant Information for Discussion:**

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**Instruction Office:**

Date presented at CCC:

Number assigned:

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**Foothill College  
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**Date Proposal Given to Division CCC Rep:** Oct 17, 2014

**Faculty Author:** Mike Murphy

**Proposed Number:** C S 56B

**Proposed Transferability:** CSU

**Proposed Title:** IT Essentials

**Proposed Catalog Description:**

The course will give students a working knowledge of computer internals and provide practical skills in computer hardware assembly and software installation. Emphasis is placed on troubleshooting problems, throughout the process. Activities includes hands-on labs and virtual learning tools which encourage critical thinking and complex problem-solving skills.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Enterprise Networking.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Enterprise Networking

**Comments & Other Relevant Information for Discussion:**

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**Date Proposal Given to Division CCC Rep:** Oct 24, 2014

**Faculty Author:** Michael Loceff

**Proposed Number:** C S 85A

**Proposed Transferability:** CSU

**Proposed Title:** Ruby & Functional Programming

**Proposed Catalog Description:** The course is an introduction to functional programming languages using Ruby as an educational and practical development environment. Students will learn how to create programs that use functional paradigm while obeying the object-oriented structure inherent in the language. Many examples and topics will be covered including database-driven web applications using the Rails framework.

**Proposed Discipline:**

Computer Science

**Proposed Need/Justification Statement:**

This course is a restricted support course for the AS Degree in Computer Science.

**To which Degree(s) or Certificate(s) would this course potentially be added?**

Computer Science

**Comments & Other Relevant Information for Discussion:**

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**Instruction Office:**

Date presented at CCC:

Number assigned:

Date number assigned/notification:



### CCC Notification of Proposed Requisites

The following courses are currently undergoing review for requisite additions or changes. Please contact the Division Curr Rep if you have any questions or comments.

Target Course Number & Title	Editor	Requisite Course Number & Title	IR Data (Y or N)
MATH 1AH-Honors Calculus I	Z. Cembellin, M. Francisco	Coreq MATH 1AHP	
MATH 1AH-Honors Calculus I	Z. Cembellin, M. Francisco	Prereq: MATH 48C	
MATH 1AHP-Honors Calculus I Seminar	Z. Cembellin, M. Francisco	Coreq: MATH 1AH	

**FOOTHILL COLLEGE**  
**Credit Program Narrative**  
**Certificate of Achievement Personal Trainer**

**Item 1. Program Goals and Objectives**

This program will provide practical skills and knowledge for those interested in a career in the health and fitness fields, working with healthy adults. Graduates of the program will be qualified to work as paraprofessionals in the following fields; activity leader, coach, director, teacher, personal trainer and group exercise leader.

The program emphasizes real world industry applications and work-based learning to ensure that students develop marketable skills using the most current technology. Students receive the most up-to-date theoretical and technical knowledge regarding exercise science, fitness assessment, exercise prescription, program design and implementation, fitness and sports nutrition, injury prevention and rehabilitation, exercise physiology, training facility and small business administration.

In addition to demonstrating competency in required course work, graduates will have important job skills in the areas of interpersonal interaction, communication, creativity, honesty, leadership and motivation, teamwork, patience, enthusiasm, and the ability to work with a diversity of people and run a business. As this rapidly growing industry becomes increasingly diverse, the program's offerings may be adapted to prepare students to pursue other specialized careers as well in the health and fitness industry. The certificate includes a small business start-up course for those students interested in owning their own business or being self-employed and can be completed in one year.

**Item 2. Catalog Description**

The Personal Trainer Certificate of Achievement program is a multi-disciplinary educational experience. Instruction emphasizes assessment, program development and proper mechanics through the principles of anatomy and exercise physiology, psychology and small business practices and how to start and run a small business. Hands-on experience is available to the student intern through an array of fitness industry professional internships. Through the program, students will intern with small businesses and or corporate gyms, working with potential employers.

Students interested in being self employed or owning their own businesses in the health and fitness industry, personal training, group exercise, nutrition, or other allied health fields are candidates for this program. Graduates will gain the knowledge needed to prepare them to take industry standard national certifications such as NASM (National Academy of Sports Medicine), ACE(American Council on Exercise), and ACSM (American College of Sports Medicine).

**Item 3. Program Requirements**

Certificate of Achievement in Personal Trainer						
Requirements	Crse #	Title	Units	CSU-GE	IGETC	Sequence
Required Core	KINS 8A	Theory & Concepts of Exercise Physiology I	4			Yr 1, Fall
	KINS 8B	Theory & Concepts of Exercise Physiology II	4			Yr 1, Winter
	KINS 9	Basic Nutrition for Sports & Fitness	4			Yr 1, Fall
	KINS 52	Fitness Assessment Techniques for the Personal Trainer	4			Yr 1, Winter
	KINS 53	Current Topics in Personal Training	2			Yr 1, Spring
	KINS 65A	PNF: Introduction to the Upper Body Extremity	3			Yr 1, Fall
	KINS 65B	PNF: Introduction to the Lower Body Extremity	3			Yr 1, Winter
	KINS 81	Introduction to Adaptive Fitness	4			Yr 1, Spring
	BUSI 233A	Starting a Small Business	1			Yr 1, Spring
	ITRN 50	Internship	1			Yr 1, Spring

## Personal Trainer

	PHED 22E	Functional Fitness for Endurance	1			Yr 1, Fall
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### TOTAL UNITS

**31 units**

### Proposed Sequence:

Year 1, Fall = 12 units

Year 1, Winter = 11 units

Year 1, Spring = 8 units

**TOTAL UNITS: 31 units**

### Item 4. Master Planning

During the academic year 2011-2012, the Kinesiology Division responded to the job opportunities in the fast-growing field of fitness and health need by enlisting the active participation of its industry and community advisory board to develop a Personal Trainer Certificate of Achievement program. A comprehensive labor market survey was undertaken in the Bay Area to determine employment potential, earnings and high growth career fields in the fitness industry. The survey revealed that because the industry is growing so rapidly, the number of opportunities was at an all time high and, certified personnel earned higher wages.

Over the course of two years, a series of meetings took place between industry leaders, faculty and administrators to discuss, design and develop core curriculum classes. In developing this program, emphasis was placed on making this a comprehensive and effective program for students wishing to work in the field or to offer additional training and certification to those currently working in the field. Students earning a certificate of achievement would acquire the education, knowledge, training and experience that are highly sought after in the industry. This curriculum will also attract certified trainers or instructors wishing to enhance their education and career pathways by enabling them to pursue additional certifications through national organizations. The courses are scheduled to allow students to complete the program in one-year allowing students maximum efficiency when planning their course work.

Interest in a Personal Trainer Certificate of Achievement program has been high on the part of students and prospective employers. Health clubs and fitness facilities that were contacted have expressed support for the education, knowledge, training, and experience the certificate will deliver. Industry contacts have also indicated the inclination to hire students with whom they have partnered in the educational program at a local college. Students in need of additional job placement or transfer assistance may work with the college Career Center or a counselor. Within the region, community support for this program is growing. We surveyed local personal training studios and corporate gyms; the feedback was favorable for allowing our students to both intern and potentially be hired upon completion. The surveys also demonstrated an increased demand for personal trainers.

Employment may also be obtained in specialty market services such as strength coaching, lifestyle and weight management consulting, and program designing for special populations. Never before has there been such a wide variety of options for fitness professionals.

This program neither replaces nor causes undue competition with existing programs. There is only one other program in our service area.

### Item 5. Enrollment and Completer Projections

		Year 1		Year 2	
Course #	Course Title	Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
KINS 8A	Theory & Concepts of Exercise Physiology I	2	80		
KINS 8B	Theory & Concepts of Exercise Physiology II	2	80		
KINS 9	Basic Nutrition for Sports & Fitness	4	210		
KINS 65A	PNF: Introduction to Upper Body Extremity	2	20		
KINS 65B	PNF: Introduction to Lower Body Extremity	2	20		

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KINS 52	Fitness Assessment Techniques for the Personal Trainer	1	20		
KINS 53	Current Topics in Personal Training	1	20		
KINS 81	Introduction to Adaptive Fitness	1	20		
BUSI 223A	Starting a Small Business	1	20		
ITRN 50	Internship	1	20		
PHED 22E	Functional Fitness for Endurance	1	20		

### **Item 6. Place of Program in Curriculum/Similar Programs**

The Personal Trainer Certificate of Achievement is the most comprehensive of the certificate programs within the Kinesiology Division. It complements the A.S. degree in Athletic Injury Care and the A.A. degree in Physical Education by providing the student another track under physical education. The Personal Trainer program courses utilize existing college facilities. However, this program neither replaces nor competes with existing programs.

### **Item 7. Similar Programs at Other Colleges in Service Area**

There are two other community colleges in Foothill's service area that offer a personal training certificate or similar program. Each program has its unique strengths. Foothill's Personal Trainer Program offers a strong, comprehensive, applicable curriculum based on current industry standard information, technology and methodology. The internship opportunities and small business skill set distinguish the Foothill program from the others. Each faculty member has comprehensive experience in the health and fitness industry. The depth and scope of this program currently exceeds those of other community college personal training programs in Northern California.

Canada College, in Redwood City, offers a Physical Education Fitness Specialist program culminating in a 22-unit certificate or an associate degree. This program is a general fitness program and doesn't prepare the students for business applications. No students have completed this certificate in the past three years.

Although out of our services area, Ohlone College offers two different certificates within the personal training classification. Students earn a 14-15 unit Fitness Instructor Certificate of Achievement. With this certificate, students are prepared for a career in sports and fitness. The second certificate, Fitness Professional Certificate, is 18-19 units and students in this program are prepared for careers in the health and science profession.